**EASTON PARISH COUNCIL**

**DRAFT MINUTES OF ORDINARY PARISH COUNCIL MEETING**

**Held on Monday 20th January 2020 at 7.45pm**

 **at Easton Village Hall**

**Reports from District, County Councillors and Question time for members of the public –Duration time maximum 10 minutes - 2 minutes per person re Agenda items.**

District Cllr M Cooke, 3 members of public in attendance.

Cllr Cooke presented an overview of his report and was grateful that it was on the Parish Council website.

Meeting opened 7.55pm

**1 PRESENT & APOLOGIES**

 **Present Apologies**

 Cllr S Piggott – Chair

 Cllr F Siddall - Vice-Chair

 Cllr B Gibbon

 Cllr J Armfield

 Cllr M Birt

 Cllr I Palfreyman

 Cllr D Balcombe (Following Item 7)

**2 DECLARATIONS OF INTERESTS**

 Cllr Palfreyman declared for item 12 that his wife was Trustee, Treasurer and Chair of the Village Hall.

 Cllr Palfreyman also declared his wife’s involvement in Speedwatch.

**3 CONSIDERATION OF ANY DISPENSATION REQUESTS** - None

**4 MINUTES OF MEETING:** Approve minutes – November 18th ,Dec 2nd 2019, Jan 13th 2020

 Council members approved the minutes of meetings 18.11.19., 2.12.19., and 13.1.20.

**5 MATTERS TO REPORT FROM ACTIONS OF LAST MEETING**

 The Chair contacted SALC to request membership. SALC arranged for immediate membership and invoiced to the year end 31 March 2020. The Chair contacted OPuS the Locum Clerk agency and they will put forward an experienced locum Clerk as soon as one becomes available.

 The Chair ordered the Meetings audio recorder this has been delivered. The Chair submitted the request form for the Precept to East Suffolk, which will reflect no increase in charges but an increase of amount due to the additional households now occupied in Easton.

 The Chair submitted the Planning response of support for DC-19-4385-FUL at Martley Hall as agreed. The Chair submitted the response to Clarke Telecom as agreed regarding the radio mast pre application at Letheringham Abbey.

 The Chair contacted Kindlewood to instruct that his quote was accepted to fell the two ash trees at the cemetery due to Ash dieback and advice from East Suffolk Tree Officer. Kindlewood has explained that they will need heavy gear to carry out the work and have access across Cemetery field, the landowner has given them permission only once the land is less saturated.

 The Chair sent a letter to each of the Village Hall Trustees as agreed, requesting a copy of the minutes of the meeting where the decision not to allow the Defibrillator on the Village hall was made. Acknowledgement of receipt of the letters has been given – this is to be discussed under Item 12.

 The Chair received the resignation of Cllr J Armfield.

**6 FINANCE –** To Approve Financial Statement

**6.1** Grass/Hedge/Tree contract – to consider quotes/ arrange further if needed/ -decision to appoint contractor before grass growing season starts.

 The Chair distributed the diagram giving the areas included in the grass cutting and hedging contract, this was given to all contractors that submitted their charges. The Chair reported on the charges submitted by contractors. Site visits took place at the end of November – Green Grass -16 cuts grass cutting - £7,200 ex VAT, CountryWide – 16 cuts & hedges- £6,080.00 ex VAT. Kindlewood –based on 2019 cuts – 18 village green, 13 crinkle crankle wall, 25 play area, 24 car park, 7 cemetery - £3,312.00 ex VAT.

 Members agreed not to invite further quotes and unanimously agreed that Kindlewood remain the contractor for grass cutting and agreed that the reliability and flexibility given to the contract was also an important factor.

**6.2** Framlingham Town Council has expressed interest in purchasing the Speedwatch equipment, the sub-committee process is lengthy- they will confirm whether they wish to purchase as soon as this is complete.

Cllr Palfreyman presented the views of concern and disagreement of Mr Atkinson and Mr Ackland-Snow regarding the decision to sell the speedwatch equipment.

 Members were mindful that these views have been expressed following the decision and that over the past year requests for volunteers for the Speedwatch team had been made through the Parish News and Notice Board, but no names came forward. An invitation to give views on the decision that was being considered to sell the equipment was given, but none came forward.. Members all agreed that they would not be re-visiting the decision. Decisions hold for six months. Members agreed that a letter of explanation be sent to Mr Atkinson and Mr Ackland-Snow.  **SP**

**7 CASUAL VACANCY APPLICATION**

Members were in receipt of an application letter for Co-Option from Mr Balcombe. Following consideration, members agreed to vote by a show of hands. It was unanimously agreed to accept the application of Mr Balcombe who was in attendance. Mr Balcombe was invited to sign the Declaration of Acceptance, this was duly received, and Cllr Balcombe was invited to the table**.**

**8 LOCUM CLERK AGENCY**

Council to consider offer of a temp to cover basic duties until a Locum Clerk is put forward.

 Members agreed to follow up Opus Locum Clerk Agency and invite their candidate to interview. The Chair and Vice-Chair will interview the candidate. **SP & FS**

**9 PARISH NEWS**

 To consider and clear piece to give latest news of Parish Council Membership

 Members agreed that the Chair place piece in the Parish News giving an update on the Parish Council membership, also to include details of the VE day commemorative event. Cllr Palfreyman will check with the bellringing tower captain to confirm that Easton’s bells can be rung on the day of the VE event.  **SP**

Members agreed to review the publishing of e.mail addresses in the Parish News. Data protection guidelines are that personal addresses should not be published. Cllr Palfreyman will research how to enable correct contact details being published within the guidelines. **IP**

**10 CEMETERY**

 Ash die back trees to be felled and replacement trees to plant – status.

 The Ash trees are still waiting to be felled. Kindlewood need to use the adjacent Cemetery field to access and will not be able to until the land is less saturated. Members agreed to display a sign warning of the dangers of the Ash trees and risk of falling branches. Cllr Fiddall will arrange a sign**. FS**

**11 TRAINING**

 Members to put forward dates/courses they wish to attend. - Council to approve.

 New Cllr Courses:

 Saturday 22.2.10 & 29.2.20 - £120 + VAT & Evenings: 5,12,19, 26 March 2020 - £120+VAT

 Cllr Balcombe requested attending the March training evenings. Members agreed on the expenditure.

 The Chair explained that the training that Cllr Palfreyman had attended and completed prior to the meeting had not been cleared by the council. Expenditure needs to be cleared at meetings, members therefore agreed the expenditure retrospectively.

**12 VILLAGE HALL**

Councillors to consider any progress regarding the refusal of the Village Hall committee to allow the Defibrillator to be sited on the wall of Village Hall.

 Cllr Gibbon explained that he had not had any further response from the Village Hall committee to explain their decision not to allow the Defibrillator to be sited on the Village Hall external wall. The letter that the Parish Council had sent to the Trustees requesting a copy of the Minutes which recorded the decision had not been responded to, but receipt had been given. Members agreed that Cllr Gibbon attend the next Village Hall Committee meeting, once the date is known. **BG**

 Members agreed that Cllr Palfreyman makes enquiries to try to gain an explanation of the decision not to allow the Defibrillator at the Village Hall. **IP**

**13 HIGHWAYS**

 To report on contact with Highways Managers expected report following traffic survey giving costings and designs for village speed-calming.

 The Chair reported that the Highways Manager is working on designs and costings following his site visit and speed survey. The proposed measures are for physical measures to reduce speed which will include village entrance gates with road narrowing’s together with road narrowing’s through the village these should be submitted soon.

**14 VILLAGE GREEN**

Installation of new black wrought iron bin to arrange.

 The Chair explained that there needs to be a concrete base laid to secure the bin too. Cllr Siddall will arrange a concrete base to be laid. **FS**

The mole hills have increased, Members agreed that Cllr Palfreyman rakes over the hills. **IP**

**15 EAST SUFFOLK – SPRING CLEAN INVITATION**

Council to consider organising and inviting the community to take part – between 31 March and 31st May, piece for Parish News.

 Cllr Palfreyman suggested providing soup and roll at lunchtime. Members agreed and agreed an expenditure cap of £50.00. The payment made from East Suffolk of £20.00 will be added for catering. Members agreed the date of 25th April and that a piece be put in the Parish News. Cllr Palfreyman will provide a piece for the Parish News. **IP**

**16 PLAY AREA** – Updates/issues

 Rospa report actions – Main points from the report are to eradicate the Mole Hills and to repair the broken fencing.

 There is increased damage to the fencing and the gate is no longer in place, with metal post holder protruding. Members agreed that this be removed, Cllr Siddall will organise.  **FS**

**17 FOOTPATHS**

 To Appoint a Footpaths Officer

 The Chair had been made aware of concerns regarding the Hopkins estate connecting footpath provision, as a result of contact from East Suffolk planning, the Chair visited the site. The path is open but does not follow the route in accordance with the conditions, is not surfaced and has steep soil steps to connect to the school entrance path. Members agreed, having viewed the path provision, that it did not meet the expectations of a pathway, it precludes wheeling buggies, and wheelchair users.

 Members agreed that Cllr Palfreyman be appointed Footpaths Officer to fill the vacancy. Cllr Palfreyman will pursue the provision of the Hopkins estate path which should connect the estate to the village. **IP**

**18 EMERGENCY PLAN FOR EASTON**

To progress and publish an Emergency Plan which covers the requirements set by ESC/SCC.

 Cllr Gibbon, Emergency Officer will review and produce an up-dated Emergency document for Easton.  **BG**

**19 EXTRA ITEMS FOR THE NEXT AGENDA**

* + Village Green posts
	+ Flooding at Sanctuary bridge and to request signs
	+ Set meeting dates 31.3.20 to 31.3.21
	+ Review - Cllr contact details on Websites and Parish News to meet data protection guidelines.

**20 DATE OF NEXT MEETINGS**

 March 16th 2020

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Chair Date