**EASTON PARISH COUNCIL**

**MINUTES OF ANNUAL PARISH COUNCIL MEETING**

**Held on Monday 20TH May 2019 at 7.30pm**

 **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.**

Meeting opened 7.30pm

**1 MEMBERS TO ELECT CHAIR**

 Cllr Piggott offered to continue as Chair, Cllr Birt proposed and Cllr Siddall seconded

 The Chair signed acceptance declaration.

**2 MEMBERS TO CONSIDER ELECTION OF VICE-CHAIR AND REPRESENTATIVES.**

Members agreed– Vice Chair – Cllr Hollins

Members agreed **–**Highways-Cllr Piggott; Footpaths-Cllr Hollins; Emergency–Cllr Gibbon; Play Area -Cllr Siddall & Cllr Birt; Cemetery/Burials- Cllr Armfield & Cllr Piggott

**3 PRESENT**

Cllr Piggott, Cllr Gibbon, Cllr Siddal, Cllr Armfield, Cllr Birt

 1 member of public

 **APOLOGIES**

 CllrHollins

**4 DECLARATIONS OF INTERESTS-**None

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

**PUBLIC FORUM:**

**Meeting closed to allow public speaking session:**

Mr I Palfreyman in attendance spoke,toput himself forward for the appointment of Parish Council Clerk to fill the vacancy. Mr Palfreyman gave his opinion about how well he considered he was suited to the post, with no experience and little understanding of a Clerks role, he would look to become CILCA qualified and would expect to be trained and mentored by the Chair of the Parish Council who has expertise and experience to do so. Mr Palfreyman put forward a proposal to suggest the arrangements for his employment and suggested how the Parish Council should organise their finances.

Mr Palfreyman acknowledged his differences and behaviour towards the Parish Council and towards the Chair at the Annual Parish meeting 2018 and on the night of the Annual Parish Council 2018 meeting but considered he would be a benefit to the Parish Council and village if he became Clerk.

**Meeting re-opened**

**6 MINUTES OF MEETINGS**

 Members agreed to approve the minutes for 18.3.19 and 29.4.19

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

The Chair delivered all the nomination forms of those wishing to stand to become Parish Councillors for the next electoral term these were all receipted.

Advert for a Clerk will go into the next Parish News also the Parish newsletter for the neighbouring villages.

The files have been returned, disappointingly not all the files that the Clerk had in her care have been returned these include year-end 2015 and 2016 files. Whilst the content that supports the filing of the audits cannot be replaced the Internal Reports, the AGAR forms can be sourced which can be accompanied with an explanatory statement for filing purposes. The burial registers and file are amongst the few files that have been returned.

The Chair has worked to complete the Year End Audit it is in the position to sign off before June 1st the mandated deadline and will be taken for Internal Audit during the first week of June.

The responses as agreed at the Planning meeting on 29th April were submitted.

The Chair has been in contact with Highways who are in the process of arranging a site visit to the village to assess speed calming road narrowing options.

The Chair contacted Highways regarding the installation of the heritage signposts for which they had received the upfront licensing and installation costs from the Parish Council during the first week of January. As a result of the Chairs contact Highways gave notification that they would be installing the signposts on the next working day which is Monday 20th May.

The Chair contacted Kiwi fencing regarding the posts for the Car Park, Kiwi fencing is very busy and it would be many weeks before being able to install. Discuss under item 13.

**8 FINANCE**

**8.1** To Approve Financial Statement

 Members agreed the Financial Statement

**8.2** Year End Audit – to sign

 Council members agreed to sign and signed off the Year End Audit Accounting Statement and Governance Statement.

**8.3** To agree expenditure cap for Remembrance and Farewell gifts for Annual Parish

 Meeting. Members agreed in tribute of John Newson a cap of £650 for a bespoke wrought iron bench seat to be made by Ian Melton, Suffolk Welding, in the village, and £30 for a rose bush farewell gift for Carol and John Rook.

 Members agreed that Cllr Gibbon purchase crisps and wine and the Chair non- alcholic drinks for the Annual Parish meeting.

**7.50pm**

**Arrival of County Cllr Vickery**

**Meeting closed- Report invited and given**

CARLFORD DIVISION ANNUAL PARISH COUNCIL REPORT 2018/2019:

Throughout the past year I have tried to attend as many Parish Council meetings as I can, and Highways issues have again taken up most of my time, with funding being the main reason for delays in finding solutions.

Last May, I was appointed to the Suffolk County Council Scrutiny Committee, which has meant a lot of extra work, particularly reading lengthy reports prior to the meetings. We have dealt with a number of controversial items, such as the Budget setting process, including the changes to the Citizen’s Advice Bureaux Funding, Home to School Transport changes, and the relocation of the Suffolk Records Offices in The Hold on Ipswich Waterfront.

I was also appointed as a substitute member of the Suffolk Police and Crime Panel last May, which has involved quite a lot of training before I could take part in any of the meetings. Gang culture and the County Lines Drug problems have been major topics we have had to scrutinise.

I am still on the Suffolk Fire and Rescue Pension Board as an employer representative, and as Suffolk County Council Armed Forces Champion I have attended numerous meetings of the Armed Forces Community Covenant Board, and the East Anglian Army Reserve Force and Cadet Association. I was also very pleased to accompany the Suffolk County Council’s new Chief Executive Officer, Nicola Beach, on a visit to RAF Honnington, and further visits are being planned for later this year to Wattisham Flying Station and Rock Barracks at Woodbridge.

During 2018, we commemorated the 100th Anniversary of the Signing of the Armistice, which ended the First World War. Since April 2017, I was pleased to serve on the Lord Lieutenant’s Centenary Commemoration Committee, and helped organise 5 major events across the County. The first was a Naval Parade and Service which took place in Lowestoft on October 7th. Then on Sunday 4th November we held a Service at Bury Cathedral, called the Crimson Glory Service, where local school children participated with singing and poetry. This was followed by another service at Bury Cathedral on Wednesday 7th November, called the Eve of Peace Service, which was attended by representatives of all the Military and Civil Leaders in the County, as well as Veterans organisations and Charities, and relatives of WW1 casualties. The following day, Primary School children from across the County laid Poppy Crosses and Commemorative Plaques on all of the 1332 WW1 Commonwealth War Graves across the County. It was a major task, implemented by members of the Royal British Legion, Churches, Schools, Parish Councils and members of the public.

The final event was the Remembrance Day Services held across the County on Sunday 11th November, where record numbers of people turned out to mark this very significant event. As Chairman of Ipswich branch of The Royal British Legion I have been responsible for organising the Remembrance Day Service in Christchurch Park for the past 12 years, and it was estimated we had up to 10,000 people present in the park for the Service. I had given notice that I wished to retire as Chairman at the end of 2018, and I certainly went out on a high, as we had not previously experienced such a high turn out for the Remembrance Day Service. Following the Service I had to dash up to London, as I was very honoured to have been asked to represent Suffolk at the Service of Thanksgiving held in Westminster Abbey that evening, in the presence of the Royal Family.

During the past year I have been pleased to support local groups by funding various projects in Carlford Division. These have included traffic calming measures, and the provision of play equipment, and I hope they will all improve the lives of residents.

**Meeting re-opened**

**9** **GRANT FUNDING APPLICATION** from Village Hall – to consider

 Members agreed that the £400 requested for Village Hall general income for the year was not needed since the accounts showed that income exceeded expenditure. Members agreed that the income each year was uncertain and depended on bookings and felt that it would offer the grant of £400 to cover a new bespoke website for the village hall which would have clearly available information required to help promote the hall ie , booking fees, booking conditions, details of classes being held- to make it easier for people to join and support, advertise events and posters, charity documentation, constitution and committee membership details etc. The website at present is a generic CAS site with very basic information.

 Members agreed to put a member forward to join the committee of the Village Hall to give support to the Village Hall, it was agreed to confirm the member at the next Parish Council meeting.

**10 PLANNING -** Updates

**11 HIGHWAYS-**

**11.1** TheVillage HeritageSignposts were installed in the village on the 20th May i.e. morning of the meeting.

**11.2** The Chair is still waiting to hear from the SCC Highways officer for Easton as to when a site visit will take place to assess the pull-out road narrowing speed calming project. Many weeks have passed from the e.mail which he sent indicating that he would offer a date for the site visit. County Cllr Vickery will be passed the details of the request to further the organisation of a site visit.

**12 DEFIBRILLATOR FOR CENTRE VILLAGE**

 Cllr Gibbon is waiting for the funding to re-open to gain application forms and advice. Cllr Gibbon had not yet attended a VHC meeting to present the decision for a defibrillator to be placed centrally in the village, the Village Hall is considered the best point.

**13 VILLAGE CAR PARK** – Any Issues - None

**14 PLAY AREA**

**14.1** Repairs status – thanks to Peter Bennett-King who volunteered to replace the missing picket fencing vertical planks.

**14.2** The Chair has received correspondence requesting that planting a strip of woodland trees at the Play Area would be beneficial. Members agreed that it was not possible since the Parish Council does not own the land, and can only do so on land owned by the Parish Council, purchase of a parcel of land is a consideration as a result of the Household Survey and almost 100 percent of respondents wish to have greenspace for a wildflower meadow and community orchard.

**15 FOOTPATHS** - None

**16 CORRESPONDENCE –** SCC Highways, jurisdiction has been taken from police in respect of parking at school entrance road painted areas – more details will follow.

**17 ITEMS FOR THE NEXT AGENDA**

**18 DATE OF NEXT MEETINGS**

TBC -July 29th, September 23rd, November 25th 2019, January 20th, March 16th

 2020

Meeting closed 8.40pm

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Chair Date