

# EASTON PARISH COUNCIL

## MINUTES OF ORDINARY PARISH COUNCIL MEETING

Held on Thursday 11<sup>th</sup> February 2021 at 7.30pm  
Over Zoom

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.

0 members of public in attendance.

Meeting opened 7.30pm

### 1. PRESENT & APOLOGIES

#### Present

Cllr S Piggott – Chair  
Cllr F Siddall - Vice-Chair  
Cllr B Gibbon  
Cllr I Palfreyman  
Cllr D Balcombe  
Cllr M Birt  
Cllr G Edwards  
Alison Bramall – Parish Clerk/RFO

Apologies: None

### 2. DECLARATIONS OF INTERESTS

- None

### 3. CONSIDERATION OF ANY DISPENSATION REQUESTS –

- None

### 4. MATTERS TO REPORT FROM ACTIONS OF LAST MEETING

#### The Clerk reported that she had

- responded to the recent planning applications
- written to all the local Funeral directors and Stone masons with details of the rules and regulations of the Cemetery.
- attended Budget training and clerk Finance and Code of Conduct training.
- investigated Car park ownership.
- prepared the Precept budget for 2021/22.

#### The Chair reported

- The Chair submitted to and spoke to Highways regarding all the comments that expressed concern, which included the increased traffic resulting from Sizewell C. Also, the concerns that those living at the school end of the village wanted to see equal attention at the point between the village entry and school. The officer gave assurance that they would consider the points and re-visit the options for this school end stretch of road. A quotation for the traffic calming had been received.
- The Chair had attended Chair Team Leader training.

### 5. APPROVE MINUTES FROM THE MEETINGS OF 2/11/20, 7/12/2020 & 16/12/2020

**Council Agreed to approve the minutes from the meetings above.**

## **6. FINANCE – Budget 2021/2022**

### **6.1 Approve Financial Statement – 11<sup>th</sup> February 2021 Councillors approved the Statement**

### **6.2 To Ratify - Standing Orders, Financial Regulations, Risk Assessment and Appointment of Internal Auditor.**

Councillors agreed to approve all of the Policies and documents detailed above. A point was raised regarding if COVID was covered in the Risk Assessment. The Emergency Planning Officer said that the Easton PC Emergency plan covers COVID.

**The Clerk was actioned to check the Risk Assessment and make sure that it covered COVID and if necessary, add in a clause to refer to the Emergency plan.**

**AB**

### **6.3 Financial protocols regarding VAT**

The Council was asked to consider a request to include a VAT breakdown in the Financial Statement. For example, if grant money was spent, when VAT refund was received, this could be reallocated to the correct reserves. This issue has never been raised by either the internal or external auditor.

**The Clerk was asked to investigate if this is a requirement and take advice from SALC.**

**AB**

### **6.4 Cemetery Accounting**

The Council was asked to consider a suggestion that there should be a separate account for the Cemetery, where income and expenditure could be easily tracked. Councillors said that the precept included some funding for the Cemetery which is a facility for the benefit of the village. This issue has never been raised within recommendations of Year End Audits.

**It was agreed that it was not necessary to have a separate account for the Cemetery.**

## **7. FREEDOM OF INFORMATION REQUESTS (FIO)**

**7.1** The Council agreed that Councillors should not use the FOI legislation as an expression of conflict. Councillors can only transact business between meetings including information/records required from the Clerk that has been agreed at a meeting. Councillors agreed they must always be aware of the importance of politeness and respect for others. Easton PC is a small parish, responding to FOI's puts unnecessary workload onto the Clerk, who only works 5 hours a week.

## **8. COUNCILLOR TRAINING**

**8.1.** Training for new Councillors – Councillor Edwards reported that he had looked at the SALC training courses, but they were fully booked. **It was**

agreed that Cllr Edwards books when new Councillor courses when one became available.

## 9. PLANNING

Council to consider the following application:-

**To re-pollard Horse Chestnut to below power lines. Tree next to drive entrance. - Gastons The Street Easton Suffolk IP13 0ED**

Ref. No: DC/21/0437/TCA | Received date: Fri 29 Jan 2021 | Status: Pending Consideration | Case Type: Planning Application

**Council agreed to support this application**

AB

## 10. HIGHWAYS

### 10.1 SCC Highways traffic calming scheme

The Chair said she had received a provisional construction estimate for the scheme, the breakdown is as follows:

- Design costs – £5,942.84
- SCC management costs – £2,607.21
- Construction estimate – £35,000
- **Total** – £41,550.05

The construction estimate is only high level at this stage and may be subject to change, although it is not expected to change significantly. It is not expected that the design costs or SCC management costs will change. The Parish Council were asked to fund the scheme and accept the risk of overspend on the basis of the information above.

Councillors said they would like to add the Heritage village name plates to the scheme (£4000 for 4 name plates) to match the Heritage signposts. This could mean that if the highways overspends, there is a risk that the PC may not have enough money in the CIL reserve.

**The Chair was asked to request if there would be a refund if they did not have the Highways standard signs, which could be put towards to the heritage signs.**

SP

**Councillors agreed to fund the scheme on the understanding if there was an overspend EPC would approach the SCC Councillor for additional funding.**

SP

## 11. NEIGHBOURHOOD PLAN

**11.1** Draft plan was nearing completion. The Parish Council is required to adopt the document before the six week public consultation can be triggered. The parish will receive a mailing asking for their participation in the Draft Neighbourhood Plan consultation. The results would be returned to East Suffolk for examination, which, once resolved then leads to the referendum for a majority vote to adopt the Easton NP.

## 12. CAR PARK

- 12.1 Council to consider legalising ownership of the car park.** The Clerk explained that she had been researching ownership. She had been advised to check the Parish Records to verify if there was any documentation on this matter. If there was no supporting documentation, the Clerk could register the land under “Squatters Rights” as the Council has been managing the land for over 20 years. **It was agreed to check the Parish records and for the Clerk to continue to investigate registering the land with the Land Registry**

AB

## 13. PLAY AREA

- 13.1** Following the ROSPA report, the Council had received a quotation to address the recommendations in the report. After discussion, it was decided to obtain some other quotes and to investigate other options to repair the wooden fence. **Councillor Siddall to obtain alternative quotation for repairs**

FS

## 14. QUIET LANES PROJECT

- 14.1** Council was given an update on this initiative, it had been agreed in principle to include the following lanes:-
- Borrett Lane Farm – towards Kettleburgh
  - Hacheston Road – Easton end
  - The road near Easton Farm Park may also be included.
- There is a green lane website, which shows all the “quiet roads”. At the moment the network is fragmented, but it is hoped to link the roads together in the future.

## 15. DATE OF NEXT MEETINGS FOR 2021

- 22<sup>nd</sup> April 2021 at 7.45pm – Annual General Meeting
- 27<sup>th</sup> May 2021 at 7.45pm – Annual Parish Meeting
- 15<sup>th</sup> July 2021 at 7.45pm – Ordinary meeting
- 16<sup>th</sup> September 2021 at 7.45pm – Ordinary meeting
- 18<sup>th</sup> November 2021 at 7.45pm – Ordinary meeting

The Chair closed the meeting at 21.30

.....  
Chair

.....  
Date