

# Easton Parish Council

## EASTON PARISH COUNCIL MINUTES

**MONDAY 28<sup>th</sup> November 2022 – 7.45PM**

**Venue: Easton & Letheringham Village Hall**

**REPORTS FROM DISTRICT, COUNTY COUNCILLORS, & QUESTION TIME FOR MEMBERS OF PUBLIC–Duration time maximum 10 minutes - 2 minutes per person.**

Meeting opened at 7.45pm

**1 PRESENT**

Cllr S Piggott – Chair  
Cllr F Siddall – Vice Chair  
Cllr B Gibbon  
Cllr M Birt  
Cllr I Palfreyman  
Cllr D Balcombe  
Alison Bramall – Clerk

**APOLOGIES**

Cllr G Edwards

**Council members agreed to accept the apologies for absence from Councillor Edwards.**

**2 DECLARATIONS OF INTERESTS**

**None**

**3 CONSIDERATION OF ANY DISPENSATION REQUESTS**

**None**

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

The Chair asked Kindlewood to trim the car park vegetation, around the recycling bins and for a quotation for the cemetery bowls club boundary. Kindlewood suggested that the crown of the maple should be lifted and to reduce the blackthorn, sycamore & laurel to hedge height. The 2 large leylandis would be removed. Kindlewood quoted £650 + VAT. Councillor Siddall will discuss the work with the bowls club.

**5 APPROVE MINUTES FROM THE MEETINGS OF 22<sup>nd</sup> August 2022, 12<sup>th</sup> September 2022, 3<sup>rd</sup> October 2022**

**These minutes were agreed and hard copies signed.**

**6 FINANCE**

6.1 Approve Financial Statement – November 28th 2022

**Councillors agreed to this Financial Statement**

**Councillors agreed to a maximum of £650 + VAT for the Cemetery boundary work.**

6.2 Internal Audit Report Action Plan for FY 21/22

**Councillors reviewed the Action Plan and agreed that all the outstanding actions would be completed by January 2023.**

6.3 AGARS

**The AGAR Accounting and Governance were agreed, signed and will be uploaded onto website.**

#### 6.4 Precept Budget for FY 23/24

Councillors discussed the budget forecast & precept proposals and agreed in light of the cost-of-living crisis and the remaining funds in various reserves, to not increase the precept.

**Councillors agreed to have a Zoom meeting to agree details of next years budget expenditure which the Clerk will arrange prior to the January 23<sup>rd</sup> meeting.**

**The Clerk was actioned to request a 0% change in the precept, which equates to a precept budget of £10,007.61 pa.**

#### 6.5 Appointment of the internal auditor for Year End '24

**Councillors agreed to appoint Suffolk Association of Local Councillors (SALC) as Internal Auditor**

#### 6.6 Ratification of documentation to meet year end audit compliance

**Councillors agreed to ratify the documents on condition that the amendments outlined in the Internal are put in place by January 2023**

- **STANDING ORDERS**

- Update values for procurement in line with LTN87
- Minutes should be recorded as agreed and signed. Signed paper copies to be filed in the year-end file which is presented to the internal auditor at the year-end audit.

- **FINANCIAL REGULATIONS**

- to update with ref to LTN87 amended values for procurement

- **RISK ASSESSMENT DOCUMENTS**

- To add mention of Internet banking in line with Financial Regulations.

#### 7 NEIGHBOURHOOD PLAN

**Councillors agreed to adopt the Neighbourhood Plan**

#### 8 PLANNING

No applications to consider at present.

#### 9 COUNCILLOR CODE OF CONDUCT

**Councillors agreed to adopt the Policy subject to removal of references to Central government.**

#### 10 PLAYAREA

Councillors reviewed the ROSPA report and Action Plan. It was agreed that some minor repairs can be undertaken forthwith. The more significant repairs will need to be costed and agreed at the next meeting. Any equipment which needs replacing will need to be funded by a grant. In order to apply for funding, the Council will need 3 quotes.

**It was agreed the Councillor Siddall would organise some remedial work on the equipment and obtain 3 quotes for the more major repairs/replacements for the January 2023 meeting.**

#### 11 CHRISTMAS TREE

**The tree will be delivered to the Village green and decorated in early December**

#### 12 PARISH MAGAZINE

The Chair and Clerk met with the Editor. Approximately, £1,000 worth of advertising is needed each year to cover costs of printing, the Chair has offered to help try to get advertisers. There is

enough advertising sold to cover the first 3 months next year (2023). The editor has almost enough volunteers to hand deliver the magazines.

**Councillors agreed to support the magazine and buy a page of advertising on a monthly basis (£120 pa).**

### 13 VILLAGE HALL

Internet/Wi Fi provision, costings

Councillors Palfreyman had obtained a number of quotes for this service.

- Up to a maximum of £140 for reconnection
- Monthly Wi Fi costs ranged from £17.95 (Talk talk) & £27.95 (Plusnet).
- Approximately £24 pa for electricity

Councillors discussed the proposition; it was felt it would be useful to be able to take card payments at the café or the fete for example. However, other village hall hirers had not requested this service, although it would potentially make the hall more hireable.

**Councillors agreed not to proceed with this idea.**

### 14 HIGHWAYS

#### • SINGLE CAR ACCIDENT

- The individual involved had written to the Council to thank all the villagers who helped with the accident and had donated a £200 cheque to be used in the village, and explained that the low sun had dazzled her. The Chair had written to thank the individual.
- Highways have the Police reports & statements

#### • SPEED CALMING SCHEME update.

- The scheme has received a large number of people expressing admiration and from other villages who want the same for their village, there have also been a small number of people expressing criticism about the scheme perceiving it not to be safe and of poor design.
- The final safety audit has been conducted and it has passed without any issues.
- Repair work and the agreed works post installation will take place during the w/c 14<sup>th</sup> December 2022

#### • ROAD AND PAVEMENT FLOODING - the Street

- In October flooding at the Cobblers/Old Post Office was reported on the Highways reporting portal using footage provided by a resident. The drainage team responded saying this is not priority, because of limited funding they can only address high priority problems.
- 24<sup>th</sup> November - Downton Cottage was flooded from the surface floodwater from the road. The Chair reported the event.
- The Chair suggested involving the County Council to resolve the flooding in the street. The Council could write a formal letter to SCC Highways cabinet member, Cllr Paul West to express need for the flooding in the street to be resolved as a priority.

**It was agreed that the Clerk writes to SCC Highways Cabinet Member Cllr P West, to escalate this ongoing flooding issue.**

### 15 CORONATION EVENT – May 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> 2023

- As part of the Kings Coronation celebration promotion that all the church bells across the country are rung, it has been suggested that a new generation of bell ringers could be trained for the Coronation. The Chair has spoken to the local Tower Captain – Mr McArthur, who explained that training bell ringer volunteers, would be possible but due to the large amount of training time, they would be expected to become part of the regular bell ringing team.

- If there are no volunteers, Mr McArthur has given assurances that the team will ring the Easton's bells.
- Councillor Palfreyman said that the Cricket Club would be delighted to host a similar event to the Jubilee, Councillors agreed this could be for the bank holiday Monday.
- Councillors agreed that an event to coincide with the ringing of the bells could also take place on Coronation Day on the village green.

**Councillors agreed to use the £200 donation for the village for this event.**

#### **16 QUIET LANES PROJECT**

- The Clerk reported that following the final consultation, one objection letter had been received. The Clerk had responded to Highways and this letter had been forwarded onto the cabinet minister for Transport for consideration.
- The invoice for the Quiet Lanes signage has been received and will be paid shortly.

#### **17 DEBEN WATER QUALITY PROJECT**

- The Chair had spoken to an Environment Agency officer, and was informed that the agency are extensively monitoring the Deben at Sanctuary Bridge, Easton, Cretingham and Brandeston. The river is only 20% oxygenated, (to support life, the water needs to 100% oxygenated) and therefore there is nothing living in the water. The Environment Agency is aware of the monitoring results which can be found on the government website.
- Councillor Palfreyman had been in contact with the Woodbridge Town Council who are coordinating a citizen project to monitor the river and collate the data.

#### **18 ITEMS FOR THE NEXT MEETING**

- Review of action plan
- Budget review

#### **DATES OF THE NEXT MEETINGS:-**

- EPC Ordinary Meeting – 23rd January 2023 venue: – Easton & Letheringham village Hall - 7.45pm
- EPC Ordinary Meeting – 3rd April 2023 venue: Easton & Letheringham village Hall – 7.45pm

Meeting closed at 9.45pm

**Signed & agreed**

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**Chair**

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**Date**