

Easton Parish Council

ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 20 MAY 2024 – 7.45PM Easton & Letheringham Village Hall

APPROVED MINUTES

- 1/24-25 ELECTION OF CHAIR AND VICE-CHAIR**
Cllr Piggott was unanimously elected as Chair, having been proposed by Cllr Palfreyman and seconded by Cllr Siddall. Cllr Siddall was unanimously elected as Vice-Chair, having been proposed by Cllr Piggott and seconded by Cllr Palfreyman. Both Chair and Vice-Chair signed Declaration of Acceptance of Office forms.
- 2/24-25 ELECT COUNCILLOR REPRESENTATIVES:**
- 2/24-25.1 Highways**
Cllr Piggott was elected.
- 2/24-25.2 Footpaths**
Cllr Palfreyman was elected.
- 2/24-25.3 Emergencies**
Cllr Gibbon was elected.
- 2/24-25.4 Play Area**
Cllr Ladbrook and Cllr Siddall were elected.
- 2/24-25.5 Cemetery**
Cllr Edwards was elected.
- 3/24-25 PRESENT & APOLOGIES**
Present: Cllrs Piggott (Chair), Balcombe, Gibbon, Ladbrook, Palfreyman; and Siddall.
In attendance: Cllr Grey (ESC); and A Staples (Clerk)
Apologies: were received from Cllr Edwards. Apology approved.
- 4/24-25 COMMENTS FROM MEMBERS OF THE PUBLIC ON ITEMS ON THIS AGENDA AND FOR CONSIDERATION OF FUTURE AGENDA ITEMS**
No members of the public attended.
- 5/24-25 RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**
Cllr Grey presented his Summer update and delivered an oral report covering: the flooding in 2023, offering to chase any concerns that have not been followed up by SCC; the community budget available for parish projects, including the grants recently provided for the purchase of SIDs; his work on the audit committee which reviews the services offered by ESC, and requesting details of instances where services are not being provided; endorsing the parish council's approach in disputing ESC's demand to clawback CIL funds previously paid to the parish; and noting the concerns raised at the annual parish meeting regarding the failure of SCC to deal with Highways issues reported on the portal.
- 6/24-25 RECEIVE ANY CHANGES TO MEMBERS INTERESTS**
No changes received.



- 7/24-25 RECEIVE ANY DECLARATIONS OF INTERESTS RELATING TO AGENDA ITEMS**
None received.
- 8/24-25 APPROVE MINUTES OF MEETING held on 18 March 2024**
The minutes were agreed as an accurate record of the meeting and signed.
- 9/24-25 FINANCE MATTERS:**
- 9/24-25.1 Consider and approve Financial Statement**
The Financial Statement dated 20 May 2024 was considered and approved. It was noted that the income paid in from the raffle needs to be paid to the Air Ambulance.
Action: Chair to arrange payment to Air Ambulance.
- 9/24-25.2 Consider re-allocation of reserves to bring the training reserves into credit**
It was agreed to move £200.00 from the general reserves to the training reserves to bring it into credit.
- 9/24-25.3 Consider authorising cost of oak posts on Village Green (£300.00)**
A payment of £300.00 was authorised to P Bennett-King to reimburse him for six oak posts he purchased on behalf of the council from Treeincarnated, to be allocated from the general reserves.
- 9/24-25.4 Review the Council's expenditure under s.137 Local Government Act 1972**
This was discussed and no expenditure was identified as falling under s.137 in 23/24.
- 9/24-25.5 Consider and agree purchase of refill Gaz canister for Beacon lighter**
The purchase of a Gaz refill canister was approved, up to a total cost of £25.00.
- 9/24-25.6 Consider and agree payment for 10 Made (finalised) copies of Neighbourhood Plan (£120.16), (£186.80, less remaining NP reserve of £66.64)**
If the Neighbourhood Plan is adopted at the forthcoming referendum, the Council is required to hold finalised hard copies of the Plan. The purchase of 10 copies at a cost of £186.80 was approved, with £66.64 of this coming from the remaining NP reserves.
The purchase of metal stakes to hold up the safety mesh, banners, etc. needed for the forthcoming Beacon Event was authorised at a cost of up to £30.00, should such purchase be necessary.
- 9/24-25.7 Discuss ESC request to clawback £7,000 NCIL funds / consider appeal**
ESC is seeking to clawback £6,968.16 which they claim was overpaid to the Parish Council in 2020, because of an error they made with their calculations. This money was spent by the parish council on the traffic calming scheme. It was agreed that this determination should be contested. Cllr Grey expressed his support for the parish council and agreed to write a letter of support to ESC.
- 10/24-25 MATTERS TO REPORT FROM ACTIONS OF LAST MEETING:**
- 10/24-25.1 Highways - state of footpaths reports of residents slipping on leaves, etc.**
The walls adjoining the car park are overgrown with vegetation.
Action: Cllr Siddall to arrange to have them cleared.
- 10/24-25.2 Defibrillator training**



Sara Hopkinson has agreed to run a defibrillator training course in the village hall. The anticipated cost is £55, plus hall hire and refreshments. It was suggested the Bowls and Cricket Clubs should be specifically invited.

Action: to be further discussed at meeting in July to fix a date and consider authorising payment of these expenses.

10/24-25.3 Arrangements for D-Day 80th anniversary

The Beacon Lighting event will be on 6 June. A notice was placed in Easton News, which encouraged residents seeking refreshments to place their order with the White Horse. Cllrs Gibbon and Ladbrook have been in contact with the outgoing manager at the White Horse.

10/24-25.4 Chair's report

D-Day beacon event 6 June 2024: the Chair contacted the White Horse to check on their awareness of the event. The new landlord was unaware and welcomed the PCs event and directing people to the pub for meals and drinks on the night. The Chair then put together a poster page for the May and June Village News. **SIDs units:** the Chair continued to email Cllr Bryce (SCC) to request financial support for installation of the SIDs units. Cllr Bryce has returned confirmation to fund £1,000. With ESC funding £2,000, total funds stand at £3,000, leaving £1,500 to find. The Chair has researched the Adnams community fund. The next application deadline was the beginning of May. The Chair submitted an application and this has been accepted. **Year End Audit:** the Chair has completed the work required for External Audit and Internal Audit, compiled the year end accounts and distributed these to all councillors.

Neighbourhood Plan: the Easton Neighbourhood Plan has now reached its final stage, the parish Referendum. This gives the electorate of the Parish their opportunity to vote Yes or No to the plan. The plan was submitted to ESC at the beginning of October, they then took control, appointed an Independent Examiner, and conducted their consultation, which ended 19 January. The Examiner conducted her work, which included visiting the village, and issued her report on 22 March. The Examiner had outlined modifications to the NP which were necessary to ensure greater legal detail. The plan was then amended and published as the Referendum version. ESC then issued the Decision Notice, which is necessary to allow the plan to go to Referendum. The Referendum is organised by ESC Electoral Services and conducted in the same way as any other election, it will take place in the village hall from 7am to 10pm on Thursday 13 June. The count will take place the next day and the Chair has been invited to attend the count at ESC.

11/24-25 POLICIES – To review and adopt (required by para. 5(j) Standing Orders)

11/24-25.1 Standing Orders

The Standing Orders were reviewed and adopted for 2024-2025.

11/24-25.2 Financial Regulations

The Financial Regulations were reviewed and adopted for 2024-2025.

11/24-25.3 Freedom of Information Policy

The FOI Policy was reviewed and adopted for 2024-2025.

11/24-25.4 Data Protection Policy

The Data Protection Policy was reviewed and adopted for 2024-2025.

12/24-25 REVIEW ASSET REGISTER

The Asset Register was considered, agreed as accurate and approved.



13/24-25 REVIEW ARRANGEMENTS FOR INSURANCE (CLEAR COUNCIL – DUE FOR ANNUAL RENEWAL AND LONG-TERM UNDERTAKING RENEWAL ON 29/09/24)

The current insurance arrangements were considered and agreed adequate. It was agreed a further Long-Term Undertaking should be entered if offered at a favourable price.

14/24-25 REVIEW COUNCIL / STAFF SUBSCRIPTIONS (23/24 SALC Payroll fee £108.00; 23/24 SALC Subscription £203.67; ICO annual fee £40).

The above subscriptions (quoted at 2023-24 costs) were reviewed and approved for renewal in 2024-2025.

15/24-25 CONFIDENTIAL SESSION – staff arrangements

It was agreed that A Staples should be offered the vacant Responsible Financial Officer role as from 1 August 2024, thereby combining the Clerk and RFO roles, with a total of five hours per week. The Clerk's contract of employment will need to be updated accordingly in July.

16/24-25 DISCUSS REPAIR OF ELECTRICS TO VILLAGE SIGN-POST

Cllr Gibbon reported that the electrical point on the village sign post overloaded at the recent May fair and most likely needs repair. The power runs from the White Horse. It was agreed that Aaron Nobbs should be invited to quote for inspecting and repairing the damage.

Action: Cllr Gibbon will contact Aaron Nobbs to request quote.

17/24-25 PLANNING APPLICATION CONSULTATIONS

DC/24/1498/OUT; outline application (some matters reserved) - detached house; part side garden at Green Banks, Framlingham Road, Easton
No objections were raised.

Action: Clerk to record on ESC Planning Portal.

18/24-25 CONSIDER AND APPROVE CEMETERY MEMORIAL APPLICATION

An application has been received from F Masters Ltd. Stonemason for a monument to be installed for a cremation burial. It was agreed this application does not comply with the Cemetery Rules adopted by the Council in 2020, in that the measurements of the monument exceed the size specified in the Rules. It was agreed that the Cemetery Rules should be complied with and the application could not be authorised in its present form.

Action: Clerk to write to F Masters Ltd.

19/24-25 SUGGESTED AGENDA ITEMS FOR NEXT MEETING


Cllr Siddall requested the play area be place on the agenda.

20/24-25 DATES OF MEETINGS 2024

18 June 2024 (23/24 year-end sign-off); 29 July 2024; 23 September 2024; 18 November 2024; 20 January 2025 and 24 March 2025.

Meeting closed at 21:10

Signed



Cllr Piggott (Chair)

18 June 2024