

Earsham Parish Council Minutes

of a meeting of Earsham Parish Council held at the Village Hall,
on Wednesday 31st July 2024 at 7.30pm

Present: Councillors: Richard Randlesome (Chair) Tony Leech (Vice-Chair), Keith Reeve, Dave Clark and Nicholas Meade

Also present: County Councillor Barry Stone, Chairman of Earsham Football Club Jack Scrivens, 4 members of the public and Lynda Ling (Clerk)

1. Welcome – The Chairman welcomed those present at the meeting and thanked members for his re-election as Chairman and Cllr. Leech's re-election as Vice-Chair. The Chairman also thanked Richard Naunton for the time he gave as councillor before stepping down.

2. To receive and accept apologies from members unable to attend – Apologies were received and accepted by Cllr. Jim Bennett

3. To receive any declarations of interest, in particular matters to be raised at this meeting

- To note any declarations of members pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda – Cllr. Randlesome declared an interest in item 9a
- To consider any dispensation requests - None

4. Approval of minutes of the meeting held on Wednesday 29th May 2024 - Agreement was proposed by Councillor Leech and seconded by Councillor Meade **ALL AGREED**

The meeting was adjourned at 19.33 and reconvened at 19.43 for public participation

Jack Scrivens introduced himself to the parish council and informed them of the progress made by the Football Club thus far. He would like to find out from the Parish Council if there was an opportunity to display more permanent advertising boards which would attract sponsors and cut back on the workload for the club because at the moment the advertising boards are put out before each match then removed again afterwards. Thoughts were for a trial of some 600 x 600 advertising boards plus some on the back of the dugouts.

Another member of the public reported seeing a motorbike being ridden plus passenger on the playing field, neither wearing crash helmets. County Councillor Barry Stone said that he will be seeing the Police Commissioner soon and will mention this to him.

5. Reports/Protocols/Consultations -

Police, District and County Councillors –.

County Councillor report –

- Due to the recent change of government, there is nothing to report back to the parish council as projects are on hold until decisions are made regarding funding.
- The Parish Partnerships initiative is continuing this year to deliver local highway improvements. Earsham has benefitted in the past from this fund, for the two SAM2 machines, the speed machine outside the school, and last year's acceptance of a LED bollard at the A143 junction (installation still pending)
- Cllr. Stone has a £10,000 Local Members Allowance which parish councils in his area can apply for to progress small highway and environmental projects.

Chairman and Parish Councillors

Chairman's report – Cllr Randlesome reported that there will another Town & Parish Zoom meeting soon which he will attend, the invitation has been forwarded to members.

Cllr. Meade – reported that he and Cllr. Bennett had been working at the gravel pit and dug up a large piece of basalt rock (volcanic) and suggested that it could be placed on The Green as an item of interest which was gradually moved into the area from the Ice Age. It was agreed to put this on the next agenda for discussion.

Clerk's report – This had been included in the Councillor agenda pack but included items below: -

- Recently planted saplings on The Green had died during the hot weather and South Norfolk Council informed. SNC do not have the resources to cover their area and suggested that residents local to the plantings adopt the trees and water them.
- The UK Shared Prosperity Fund has grants available of up to £20,000 for parishes and community groups to apply for to fund the installation of parish electric vehicle charging points and solar panels
- Sixteen mole traps have been stolen from the Playing Field a recent report from Command Pest Control has shown. CPC are the contractor that the Parish Council pays to monitor and report on mole activity. The Parish Council may be charged for the replacement traps.
- Harleston Library contacted the Clerk recently to say they were taking some of their stock off the shelves and they had a Parish Profile folder for Earsham which they were happy to give to the Parish Council. I have passed the folder onto Cllr. Meade and it will be made available for perusing by anyone that wishes to see it.

6. Village Items – Update on all village items, including the WW1 Commemorative Plaque, Signpost, etc. plus: -

a) Report from the Speed Watch group – None received for this meeting due to illness and holidays. Cllrs. Clark and Leech are part of the group and will give updates at future meetings.

b) Discussion on Emergency Action Plan, agree any changes and how to progress the Plan – No further movement on this at present, however it was suggested that the information sheet which is at the back of the EAP could be copied and delivered to each household in the Village. Suggestions of an insert in the Parish Magazine was put forward and Jack Scrivens offered the services of Earsham Football Club for delivery of the leaflets. The Clerk investigate further.

d) Drainage channel on The Green update – Due to wet weather earlier in the year this has created a backlog of work for the contractor so the schedule for commencement of the work has been delayed for another few weeks.

e) A143 speeding and any other actions relating to same – No update

f) Go for It Grant – No information had been forthcoming from the nursery owner who initially said he would help devise a planting scheme, so other garden centres will have to be visited for this purpose and to ascertain the best plants to purchase.

The following was agreed: -

- The flowers would be put around the village sign
- Another garden centre will be visited in the spring
- Cllr. Leech to liaise with volunteers
- Cllr. Meade offered to supply bark mulch for the project
- Jack Scrivens was willing to try to get some help with volunteers and may be able to sponsor a small amount of money towards the purchases

ACTION – CLLR LEECH

g) Grant Funding from other sources – Other funders had been investigated to find out if money was available to help with the cost of resurfacing the village car park. It was agreed to hold a separate informal meeting to look at the conditions of any application to be made.

ACTION – CLLRS/CLERK

h) Parish Partnerships – Invitation to apply for funds for highway improvements on a 50/50 basis –

It was agreed to discuss this at the meeting for other sources of grant funding for the car park.

i) SAM2 Machines – Agreement for Cllr. Clark to take over responsibility and to discuss the cost for assessment and repair of one of the machines from original supplier –

The Clerk had been in contact with Westcotec, the original suppliers to ascertain likely costs as the machines were out of warranty. The assessment and quotation for repairs costs £45.00 + VAT, if a courier is required to pick up the machine, that is another £10.00 + VAT or as an alternative, someone could drop the machine off at Westcotec's Dereham office. Cllr. Clark offered to take the dysfunctional machine to the office and try to get more information on how the machines work and their capabilities. Agreement to paying £45.00 + VAT for the assessment to be done, Cllr. Clark's offer to take on the caretaking duties and delivery of the machine was proposed by Cllr. Randlesome and seconded by Cllr. Leech. **ALL AGREED**

The Clerk to send Cllr. Clark the Memorandum of Understanding for the machines

ACTION - CLERK

j) Defibrillator checklist – Agreement for who will check the defibrillator and cabinet monthly and complete the checklist – Cllr. Clark agreed to do the necessary checks, Cllr. Randlesome will accompany him on the first visit **ACTION – CLLRS CLARK & RANGLESOME**

7. Planning Applications – NOTED

Appl Number: 2024/0458

App Type: Full

Location: The Abattoir Hall Road Earsham Norfolk NR35 2AB

Proposal: Erection of workshop/storage building (B2); change of use of agricultural building to workshop/storage (B2), relocation of access road via new access point.

Decision: Approval with Conditions (Delegated)

The Parish Council's comment before the deadline, was that the proposal was a good use of a redundant agricultural building

Two further applications have been received since the agenda was sent out and were forwarded to councillors. Although these applications do not appear on the agenda, for purposes of adhering to the deadlines given to the Parish Council by South Norfolk Council, they have been included in the minutes for information.

Appl Number: 2024/1493

Proposal: Construction of fully insulated steel framed commercial unit

Location: Earsham Mill, Church Road, Earsham

Applicant: Mr. Iain Gwynn

Application Type: Full Planning Permission

The members were in favour generally of the application however, concerns were raised again about the amount and size of traffic on Church Road plus the lack of pedestrian footpaths, and to a lesser extent School Road, and vehicles cutting corners at that location.

Deadline for comments 20th August 2024

Appl Number: 2024/1763

Proposal: Installation 6 Velux Heritage Conservation Windows. Part demolition of existing brick plinth of Block C, replace with brickwork to match existing. Relocate front door due to internal modifications.

Location: Ivy Farm Barns, Marsh Lane, Earsham, NR35 2TU

Applicant: Mr. and Mrs. Papanicola

Application Type: Listed Building Consent

No objections were raised

Deadline for comments 8th August 2024

8. Finance and Governance–

a) Approval of items of expenditure invoiced since the May 2024 meeting and note balances –

Agreement proposed by Cllr. Clark and seconded by Cllr. Leech

ALL AGREED

Parish Council payments made since last meeting – £474.02 (streetlighting electricity and clearing works around the war memorial, and village sign)

Playing Field payments made since last meeting - £736.72 (pavilion electricity and repair of rotunda)

Payments for approval at this meeting –

Parish Council - £1699.61 (HMRC for July, August & September, clerk's salary, clearing of weeds around village hall, streetlighting maintenance for July, August & September, reimbursement to Clerk for recorded delivery to Barclays and purchase of envelopes)

Bank Balances – PC - £48,332.19, PF - £3,670.13 and Allotments - £1,954.25

b) Update on progress of mandate changes and online banking progress –

Barclays are now satisfied with all the information submitted regarding mandate changes and have confirmed that the new signatories are set up on the accounts. The process is in place to set up online banking. The councillors concerned are now waiting for a new card and PIN sentry to arrive in the post.

The Clerk asked if there would be any objections to setting up a Direct Debit to pay HMRC which is normally paid quarterly. No objections to this were raised.

ACTION - CLERK

c) Discussion on the Parish Council adopting Gov.uk email addresses for both clerk and councillors –

The Clerk informed the members that it would probably be mandatory for local government bodies to move to gov.uk email addresses before too long, and there are many advantages in doing so. The Norfolk Association for Local Councils, who currently run the Parish Councils website, are offering a good package deal now as they have £100 government funding for new domain name registrations which means you get the gov.uk domain for £12+ VAT for two years – 40 Norfolk Parish websites have moved over to their own gov.uk domain name so far.

After a short discussion, agreement was proposed by Cllr. Clark and seconded by Cllr. Leech

ALL AGREED

d) Consideration of The Norfolk Association for Local Councils offer of a fully managed content service for the Norfolk Parishes website at a cost of £140 per year –

This was considered a good idea to ensure that the website is compliant with all current legal requirements. Agreement was proposed by Cllr. Randlesome and seconded by Cllr. Clark

ALL AGREED

9. Playing Field/Play Equipment/Bowls Club/Allotments

a) Update on allotments – Discussion on allotments regarding empty overgrown plots, proper division of the same, the use of weedkillers and any other items that needs discussion –

Cllr. Randlesome had visited the allotments recently and commented on how overgrown some of them were. It was agreed to contact Simon Chater with a view to looking at options to kill the weeds. The Clerk commented that a new tenant who agreed to take on two plots, had neither paid the deposit, nor responded to emails or phone calls and had not been to the allotments. It was agreed to release the two plots and arrange to meet Simon Chater on site when possible.

b) Playing Field – Play equipment –

To discuss further repairs which are required, recommended signage from the Play Inspection Report March 2024 and any other items that needs discussion – Cllr. Randlesome has done a monthly inspection of the play equipment and completed the required risk assessment paperwork. The Inspection Report has highlighted the need for better signage, the removal of COVID rules posters and the picnic bench's removal due to being rotten. These items will be attended to before the next meeting.

- **Discussion and agreement for a councillor willing to do playground inspections and complete risk assessments for insurance purposes –**

It was agreed that Cllr. Randlesome will continue in this role for the time being.

c) Football Club – Early stages of looking for sponsorship, some thoughts towards sponsorship boards would be welcomed –

This subject was discussed during the first public session and would be discussed further when more information was forthcoming on size and number of boards being considered as a trial.

10. Significant Correspondence – Forwarded to Councillors but included the following: -

a) Request from a Parliament.uk email address to support a campaign to introduce a Bill in the new Parliament on the safety of lithium-ion batteries and their disposal – NOTED

b) An email received from Richard Naunton with some points he would like raised at the meeting which included: -

- Overgrown footpath from Earsham to Bungay (this has already been reported by a resident) Cllr Meade mentioned that he may know who owns that land and will enquire.
- Fly tipping of a mattress – this was reported to SNC on 18th July asking for removal
- Rotten timber on the pedestrian bridge at the bottom of Marston Moor – this was reported to NCC Trails team on 20th May and is being investigated
- The 'keep right' arrow at the Bungay end of the chicane – previously reported last year, has not been replaced. Clerk to chase up with Area Engineer for Highways and County Councillor Barry Stone

Cllr. Randlesome asked members at 9.30pm if they would be happy to continue the meeting for another 20 minutes as Standing Order 3(x) resolution had now been reached. All agreed to continue.

11. Business for the next meeting –

Speeding issues on A143, SAM2, Basalt Stone, Emergency Action Plan, Village items (including signposts, WW1 Commemorative Plaque, Village Car Park and drainage, Bollard for A143 and purchase of plants for village centre

The meeting was adjourned at 9.32pm for public participation and reconvened at 9.57pm

- A member of the public asked if any complaints had been received about a dog howling from a property on The Green, to which the answer was no. The resident explained that one of their dogs had to be put down and the other pet dog was in some distress due to this.
- Dogs roaming on The Green without leads was another item mentioned and the potential for dog mess to be missed. An email had been received regarding this and asked if SNC would consider installing 'dogs on leads' signage with appropriate fines. The Clerk to contact SNC.
- Church Road/School Road corner – becoming dangerous as vehicles are cutting across onto wrong side of the road. The clerk suggested a letter could be composed and delivered to the businesses at The Mill asking for more care and consideration when arriving and exiting the site, and to be aware of speeding.

A further email to Highways highlighting the speeding on Church Road needs to be sent plus chasing up the list of highway issues already sent (including a footpath for Church Road and the missing arrow at the chicane)

- A suggestion was made by a member of the public about finding out if a bollard could be installed at the Church/School Road junction and asking for local businesses if they would contribute.
- The fingerpost sign on Church Road was enquired about when it would be replaced. Cllr. Meade commented that it had been taken from that location and put on the triangle near The Queen's Head.
- Another query as to when the seat on The Green would be installed. Members will have to decide on a location and get South Norfolk Council's permission before installation.
- Another query as to the update for the memorial for the airfield. Cllr Meade commented that the Parish Council are still waiting for permission from NCC Highways
- Another member of the public reported that a tree blocks the view whilst exiting the layby as you enter the village from Bungay
- The tree/branch on the Playing Field mentioned at the last meeting as being an obstacle for wi-fi installation, has now been resolved.

12. Confirmation of the date of the next meeting – Wednesday 25th September 2024 in the Village Hall, Earsham at 7.30pm

The meeting ended at 22.00pm

Signed ...*R. Randlesome (Chairman)*

Date ... *25th September 2024*