

Earsham Parish Council

Minutes

of a meeting of Earsham Parish Council held at the Village Hall,
on Wednesday 25th September 2024 at 7.30pm

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

Also present: 2 members of the public and Lynda Ling (Clerk)

1. Welcome – The Chairman welcomed those present at the meeting

2. To receive and accept apologies from members unable to attend – None

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 10c
- To consider any dispensation requests - None

4. Co-option of potential candidates

- To consider co-opting candidates who have come forward in response to a casual vacancy on the council, and if appropriate, to appoint a councillor by co-option. If an appointment is made, the new councillor, if present, should then sign the Declaration of Acceptance of Office before joining the meeting as a councillor.

One application to fill the vacancy had been received from Stephen Revell, the application form having been sent to members some weeks before. Cllr. Randlesome proposed the acceptance of Stephen onto the Parish Council which was seconded by Cllr. Leech

ALL AGREED

Stephen Revell completed his Declaration of Acceptance of Office form, received his welcome pack and papers from the Parish Clerk and took a seat with other members

5. Approval of minutes of the meeting held on Wednesday 31ST July 2024 - Agreement was proposed by Councillor Reeve and seconded by Councillor Leech **ALL AGREED**

The meeting was adjourned at 19.39 and reconvened at 19.41 for public participation

A member of the public commented that at the last Parish Council meeting, the Chairman of Earsham Football Club had asked the Parish Council to consider if they could be allowed to install permanent advertising boards around the pitch. The member of public wanted it recorded that he was totally against the idea. Cllr. Revell asked if the agreement with the football club included advertising boards, the Clerk replied that there is no formal agreement with the Club, and the Chairman commented that this needs to be investigated.

6. Reports/Protocols/Consultations -

Police, District and County Councillors –There were no District or County reports received. An email from the Police had been received to advise of the date of the next Town Street Surgeries for October which were: -

09.00 – 10.30 – Long Stratton, Swan Lane by the shops

11.00 – 12.30 – Harleston – in the Market Place

14.00 – 15.30 – Diss – Meres Mouth

Chairman and Parish Councillors

Chairman's report – The commemorative bench on The Green will be installed after the drainage works has been completed subject to South Norfolk Council's agreement on the location.

Cllr. Meade – reported that the Area Engineer had now dug a test pit on the site of the proposed sign in The Street, this was required in the event of any service pipes being underground, fortunately this proved not to be the case, so this site had been given the green light by Highways and the signage post was ready to be installed.

Cllr. Reeve – Commented that no litter had been left at the pizza van site.

Cllr. Revell - Commented that he had noticed a significant increase in traffic along Pheasants Walk, likely due to the works on the A140 and drivers finding alternative routes to avoid hold ups. Cllr. Revell felt that there was the potential for an accident due to volume and speed of traffic.

Clerk's report – The full report has been included in the Councillor agenda pack and included some of the items below: -

Electric Vehicle Charging Points and Solar Panels – Parishes and community groups can now apply for grants of up to £20,000 to install EVCP's and solar PV systems. The scheme is funded by the UK Shared Prosperity Fund, further information can be found on South Norfolk Council's website. Presentation attached from the recently held Town and Parish Forum.

[Electric charging points – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://southnorfolkandbroadland.gov.uk). An email was received by the Chairman from SNC, encouraging the Parish Council to look at the funding available and to consider if either would be suitable for the village. A brief discussion followed on the possibility of looking at EVCP's, placement on the village hall car park and what that would entail in terms of electricity requirements. Cllrs. Leech and Randlesome will undertake some research on this.

ACTION - CLLRS. RANGLESOME AND LEECH

Natural Flood Management - The Council's approach to inspection and maintenance of surface water drainage, what you need to look out for, and where to report issues to was also discussed at the Town and Parish Forum. Please click the link below for further info.

[Inspection and maintenance of surface water drainage features 4 - Copy \(002\).pdf](#)

Missing sign at the Bungay end of village chicane – A resident has reported an incident involving a cyclist at the Bungay end of the village where the chicane extends across the road, and the fact that a sign is missing from there. This was reported to Highways last year and has been re-reported by me (directly to the Area Engineer) and by the resident via the online reporting system. This has been investigated by Highways and a new sign has been ordered which will take between 6 – 8 weeks to be made and installed.

SAM2 extra sites on The Street and Church Road – Confirmation has been received from the Area Engineer at NCC, that three extra sites have been added to the Memorandum of Understanding for the placement of the SAM2 machines, these were the locations that someone had been using without the necessary permissions. Thanks to Cllr. Clark for taking the time in finding the sites, plus for delivering and collecting the repaired SAM2 machine from Westcotec in Dereham.

Defibrillator at Village Hall - A couple of points have been highlighted recently that has changed with regard to the East of England Ambulance Service, namely: -

- There are no guarantees on defibs after 8 years of service
- EEAS are no longer supplying pads or batteries for the defibrillators

The defibrillator situated at the village hall is now 10 years old and serious consideration should be given to the replacement of both it and the cabinet. The battery and pads are in date for another 12 months; however, it is suggested that a new machine and cabinet are budgeted for replacement in 2025. This will be an approximate cost of £1600.

7. Village Items – Update on all village items plus: -

- a) Report from the Speed Watch group** – Cllr. Clark reported that the Group had arranged 4 outings, and the last session had recorded 7 speeding motorists with speeds of between 36 and 44 mph. Three more sessions are planned for October.

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 agreed that members should meet before the next meeting to look at the document and make some decisions on what information was needed and what could be disregarded. The Clerk had previously emailed Zurich Insurance to find out if volunteers would be covered under the Parish Council insurance, and the insurers confirmed that volunteers would be covered **IF**

- A thorough Risk Assessment was prepared
- Appropriately train/appoint skilled volunteers
- HSE guidance was followed

An informal meeting of councillors will be convened to discuss this further.

ACTION – ALL CLLRS

c) Drainage channel on The Green update – The Clerk has communicated the current Norfolk County Council drainage work schedule for The Street, and their use of the village car park to Waterfield's, to aid with the planning of the drainage channel work on The Green. Due to this, the work is now looking to be scheduled for around the 28th of October 2024.

d) Discussion on basalt stone recently excavated and its placement on The Green – Cllr. Meade gave a brief outline of what this item was in relation to, and having explored the possible history via a geologist, informed members that the stone potentially moved down into this area during the Great Ice Age some 430,000 years ago, which makes it of some historical importance to the village. Suggestions originally were for placement on The Green, however the area where the village sign was also suggested and could possibly be incorporated into the planned flower bed design for the Spring. Further discussion and planning are needed.

e) WW1 Commemorative Plaque – confirmation of placement (subject to Highways approval), signage and placement of commemorative bench on The Green – Cllr. Meade informed members that an application had been sent to Highways for the placement of the plinth/plaque and a verbal acknowledgement had been given at the time, but so far nothing in writing has been forthcoming. The Clerk will be contacting the Area Engineer tomorrow about the LED bollard, so will mention this to find out if formal approval has been given.

ACTION - CLERK

The bench on The Green has been discussed previously with the Queen's Canopy Tree being the most suitable place for the bench to be installed. The Clerk will contact SNC to ask if they are happy with the location.

ACTION – CLERK

f) Grant Funding – discussion on securing monies for car park resurfacing – It was hoped to discuss funding with County Councillor Barry Stone this evening, however this will be deferred until the next meeting for discussion.

g) Speeding issues on A143 – Information has been received from the NCC Area Engineer on the following: -

- LED Bollard - for placement at the junction with The Street and the A143 (which was part of the Parish Partnership Bid for 2023/24), this work has been scheduled for November by Highways.
- Speed limit on A143 – There are not any plans to make any changes to the existing speed limit at this time, the only things likely to change this going forward are a major change in the guidance NCC receive from the Government on setting speed limits on A class rural roads, or if there are a number of speed related accidents/injury accidents, which the Network Safety Team would pick up on and investigate.
- Crossing the A143 at the end of Station Road – Suggested approaching the Local Member to ask if he would be willing to fund some improvements. The work needed is beyond what can be considered within the Highways maintenance budget (not classed as maintenance).

The Chairman commented that the Parish Council will keep pursuing this subject and perhaps the Police could be asked to check the speed more closely on the A143.

h) Consideration of cost in producing a small booklet giving information on handy hints for winter for residents – This was discussed at the last meeting with thoughts on getting the booklet printed and then inserted separately into the parish magazine.

The Clerk obtained a printing price for 500 A5 booklets from Robinsons in Harleston for £60, the options for delivery were as follows: -

Option 1 – The football club chairman suggested that some of the members of the team could deliver the booklets as part of a community initiative.

Option 2 – Booklets being inserted inside the parish magazines before being collected by the volunteers who deliver them.

A new possibility appeared after some discussion with the editor of the village magazine, who has suggested the booklet becomes part of the village magazine centre page for either the November or December issue. All agreed the new possibility was the better of those available. The Clerk will progress and liaise with the editor. **ACTION – CLERK**

i) Parish Rangers Partnership – discussion on works around the village which could be undertaken by them – The Parish Rangers will be visiting Earsham soon, and can undertake any smaller jobs that need attending too such as dirty signs, siding out paths and ensuring a safe surface for the user, maintaining clear access on Public Rights of Way within the village boundary etc. The Clerk will pass on any suggested jobs to the Rangers which will include, cleaning all signs in the village, cutting back greenery that comes within the NCC remit, and looking at the footpath near the village sign which is breaking up. **ACTION – CLERK**

8. Planning Applications – NOTED

Appl Number: 2024/2519

App Type: Approval of Condition Details

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

Proposal: Details for Condition 3 (Windows and Doors) of 2024/1763 – (3) New Windows and doors

9. Finance and Governance –

a) Half Year finance report – The report highlighted income and expenditure for all Parish accounts, with no abnormal or unexpected spend, except for £1,000 which had been spent as part of the Parish Partnerships Bid for the new LED bollard which was not in the budget. Income is higher than expected due to better interest rates and a back payment of £400 from South Norfolk Council for missed Recycling Agreement monies. Councillors raised no questions and the report was noted.

b) To note the Notice of Conclusion of Audit and the External Auditor's Report and Certificate 2023/24 – The documents had been circulated previously and comments in the auditor's report noted. Councillors raised no questions or concerns.

c) Approval of items of expenditure invoiced since the July 2024 meeting and note balances: -

Parish Council payments made since last meeting – £1598.30 (streetlighting electricity, NALC registration of domain name/emails, repair of SAM2 machine, SNC dog bin emptying charge)

Playing Field payments made since last meeting - £267.79 (pavilion electricity and water)

Allotments payments made since last meeting - £295.98 (water charges)

Payments for approval at this meeting –

Parish Council - £2260.34 (HMRC payments, streetlighting maintenance for Oct, Nov and Dec, External Audit fees, Playing Field precept and parish magazine donation)

Playing Field - £ 647.70 (half share cost of tractor service and insurance)

Bank Balances – PC - £46,24.36, PF - £3,324.86 and Allotments - £1,710.79

Approval and agreement of 9a, b and c were proposed by Cllr. Leech and seconded by Cllr. Randlesome **ALL AGREED**

10. Playing Field/Play Equipment/Bowls and Football Clubs/Allotments

a) Play equipment – Update and to discuss further repairs needed (play inspection report March 2024) – Cllr. Randlesome had just completed the monthly checks for the playing field and play equipment the day before, and noted some jobs that needed to be done soon, namely:- better signage for rubbish bins and new No Dogs Allowed signs, other signs need updating with contact information included, remedial works on the zipwire, some defective surfaces i.e. matting uneven in places, picnic table needs either repairing or disposing of. The Clerk to look at prices for various signs and a discussion needs to be held on actions for the other outstanding items.

ACTION – CLERK

b) Football Club – early stages of looking for sponsorship, thoughts towards sponsorship boards and to note half costs of insurance and service of grass cutting tractor – Councillors expressed some concerns regarding the siting of permanent sponsorship boards as they felt that they would be vandalised and suggested that the football club continue with their current arrangement of displaying the wheel based boards at matches which can then be stored afterwards inside the pavilion.

Cllr. Randlesome asked members at 9.34pm 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.

c) Allotments – Update – There are now 6 plots currently not tenanted and the weeds are taking over. Clearer division of plots is needed, and some thought must be given to this very soon. It was agreed to contact Simon Chater to find out the cost of getting the overgrown plots de-weeded.

ACTION - CLERK

11. Significant Correspondence – Forwarded to Councillors but included the following: - One email of thanks to the Parish Council for supporting the Old Mill planning application, one email of thanks for highlighting the traffic and speeding concerns along Church Road, one email of thanks for the allotment hedge getting trimmed, and a letter of concern from a resident about some damage being done to his shed by a tree on the playing field.

Cllr. Randlesome commented that he would contact the owner of the Old Mill to discuss his offer to help with the traffic speed on Church Road.

Cllr. Meade offered to investigate the tree causing problems to the residents' shed and to also look at the two dead trees nearby.

11. Business for the next meeting –

Speeding issues on A143, Basalt Stone, Emergency Action Plan, Parish Partnership Bid, 2025-26 budget considerations.

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 9.46pm for public participation and reconvened at 9.49pm

The member of the public present apologised to the Parish Council for some of the comments he had made at the last meeting, the Chairman thanked him for his apologies.

A comment at the last meeting about a youngster riding a bike without a crash helmet was followed up by the Police, however, there was no action taken.

12. Confirmation of the date of the next meeting – Wednesday 27th November 2024 in the Village Hall, Earsham at 7.30pm

Meeting ended at 21.50pm

Signed ...R. Randlesome

Date27th November 2024