The Minutes of Easton Parish Council Meeting
held on Tuesday 2 September 2025 at 7:00 pm
at Village Hall, Easton

Present:	Cllr M Caton (Chair)	Cllr J Hudson (Vice)	Cllr R Chapman
	Cllr D Fulcher	Cllr A Main	Cllr P McCarter
	Cllr D Lewis	Cllr M Bowman	

Also in Attendance: Sue Marsh (Clerk), Joshua Pitcher (Persimmon), Debi Sherman (Persimmon) and 10 members of the public.

1. **Apologies for Absence**
   Apologies from Cllr M Jobling were received and accepted. District and County Councillor, Margaret Dewsbury also passed on her apologies.

2. **Declarations of Interest and requests for Dispensations**
   Cllr P McCarter declared an interest in planning application 2025/2333 as he knows the homeowners, so did not contribute to any discussion. Cllr D Fulcher declared an interest in the allotments.

3. **Minutes of the meeting held on 1 July 2025, and the Extra Ordinary Meeting held on 14 July 2025**
   It was resolved to accept these minutes as a true and accurate record of the meeting, and they were duly signed by the Chair.

4. **To consider the co-option of a councillor**
   Three candidates were asked to stand and convey some information about themselves and why they wish to become a councillor. The existing councillors voted by paper ballot for their preferred candidate. It was agreed to co-opt Sandra Hipperson who duly signed the Declaration of Acceptance of Office and took her seat.

5 **Planning Applications and Determinations:**
a. To consider a response to any current planning applications:

2025/2333 Two storey rear extension
No comment

2025/2442 Proposed single storey extension
No comment

2025/2510 Details of Condition 31 and 32 of 2014/2611 – Ecological and Green Infrastructure Management Plan
No comment

2025/2511 Details of Condition (31) ecological management plan (32) green infrastructure management plan
No comment

2025/2508 Details of condition (13) 2014/2611 scheme detailing provision for on site parking
No comment

2025/2509 Details of condition 14 of 2014/2611 Construction traffic management plan
No comment

b. To receive an update on the Neighbourhood Plan

It was agreed that as no communication had been received despite the clerk chasing AZBAG, that no further action was needed

c. To receive an update on phase 2 of the Persimmon development

Under 12d

6. Finance

a. Approval of Payments

The following payments were approved:

Clerk	Salary (July & August)	£1,249.54
HMRC	PAYE (July & August)	£ 299.40
South Norfolk Council	Emptying of dog bins	£1,501.20

b. The national pay agreement and backdated payment was noted

c. The Chair checked and duly signed the bank reconciliations for June and July

7. Governance

The following policy documents were unanimously agreed upon and adopted:

- Standing Order
- Financial Regulations
- Risk Assessment and Management Policy
- Retention and Disposal Policy

8. To receive questions or comments from members of the public

A member of the public asked why some councillors were seen at the Community Centre.

Members of the council regular visit the Community Centre to inspect that everything is in order and also to do some ground maintenance work.

9. Community Centre Project

a. To receive an update on setting up a charity to run the premises

It was unanimously agreed to adopt the offer from the New Village Hall committee to form the new charity for the Community Cantre. A meeting has been arranged for Wednesday September 17th with all appropriate parties attending

b. To receive an update on legal advice

Will be discussed at the meeting on the 17th September

c. To receive an update on using the CIL monies to establish an electrical supply to the Community Centre, using the Persimmon ground works prior to the highways works

Details under 12d

d. To receive an update on the insurance of the Community Centre

Insurance companies have been contacted for quotes, and these are expected 30 days before renewal which is 31st December 2025

e. To agree date/s to sort out the papers in the old filing cabinets

Dates have been agreed amongst councillors, and the paperwork will be sorted and sent to the Norfolk Records Office

10. To receive reports from the District & County Councillor

Margaret Dewsbury sent a report in her absence:

Recycling Centre Survey
Norfolk County Council has launched a survey of the recycling centres asking residents to share their experiences, suggest improvements and help shape the future of the service. To take part in the survey, which closes on September 17th
visit: https://www.smartsurvey.co.uk/s/RecyclingCentreSurvey/2025/

Libraries Summer Reading Challenge
Participation in this year's Summer Reading Challenge for 4 – 11 year olds showed an increased of 10% more children than last year.
The theme was Adventures in Nature and the Great Outdoors.

Castle Museum
The transition of the Castle Keep is now complete and shows how the area was used and what it might have looked like 900 years ago. There have been long queues of people wanting to visit it and have a look around.
There was also a documentary on Channel 4 showing the restoration as it slowly took place. The work also included a new entrance and a left to all floors so that everyone can access all levels including the battlements where they can look down over the city.

Battery Energy Storage Systems for Solar Farms
The Leader put forward a Motion at the July Council Meeting, which I seconded, and the Council agreed, to write to the Secretary of State for Energy Security asking for legislation:

1. To make Fire and Rescue Services Statutory Consultees for all BESS (Battery Energy Storage System) planning applications as they are experts in fire prevention and safety. At the moment they are not consulted.
2. To introduce mandatory, enforceable, national safety standards including minimum distances from residential properties and critical infrastructure.
3. Funding was also requested to pay for the enhanced training and equipment needed to

respond to BESS related incidents as they cause prolonged fires and release toxic gases with burn times lasting for many hours.

4. It was also suggested that BESS developers be required to contribute financially to the additional emergency and response costs incurred by local authorities and blue light services.
5. Also that planning policy be strengthened to require developers to fully assess and mitigate community disruption during construction and consult local residents on this.

Devolution

In preparation for the new Unitary Service/Services which has been proposed for Norfolk and Suffolk Norfolk County Council is working with the Norfolk Association of Local Councils (NALC) to make contact with Parish Councils to raise discussions on how councils can work together and support each other in future.

Consideration is also being given to areas which do not have Parish Councils and whether they might want to set up a Parish Council/Neighbourhood Group to represent their needs.

The Districts and County Council have to submit their proposals (for one, two or three Unitary Councils) by September 26th. The Government will consider these and tell us which they intend to support early next year. Suffolk is doing the same. In May there will be an election to elect a Mayor to control the two areas.

11. To confirm dates for Whole Council training

Date was confirmed as Monday 15th September at 7pm in the village hall

12. Asset Maintenance

a. To receive an update on the new allotments

It was agreed that due to the Parish Councils ongoing financial constraints the council would request that some items are excluded from the handover of the allotments from Persimmon. These items include poly tunnels, sheds, water butts and taps due to the long-term maintenance and replacement costs

It was agreed to accept dip tanks, securable water source and electrical supply together with an access gate into the northern side of the allotments.

It was agreed that “Notice to Quit” letters would be sent to all tenants giving them 12 months’ notice on their current allotment. It was confirmed that the new allotments would be ready for occupancy from spring 2026 and it would be appreciated if the current tenants would be willing to take up occupancy on these sooner than the 12 month notice period

It was suggested that there are two options regarding how the allotments could be run and managed in the future, once the Parish Council take ownership.

Option one was for an allotment holder’s association set up to become the management committee. The Parish Council would lease the allotments directly to the committee and it would become responsible for the management, upkeep and the costs including the water bill.

Option two, the allotments remain under full Parish Council control with the clerk and two members of the council managing them.

It was agreed to hold a further meeting for the allotment tenants, clerk to organise

b. To receive an update on the parish councils defibrillators

It was confirmed that there are 3 defibrillators in the village. All 3 defibrillators will need the pads replacing by the end of October. It was unanimously agreed to purchase replacement pads for each machine.

c. To receive a report on the play areas and consider any action required

An inspection of all the play areas under the parish council's control was undertaken at the beginning of August. Most areas were overgown with vegetation, and this has now been cleared.

There are a couple of issues in jubilee park as the wire mesh on top of the muga has been tampered with, this has been tied up and is safe. The chain shackle has also been tightened on one of the swings, replacement parts have been requested from the manufacturer

In general, the equipment in all parks is good.

New bylaw signage is being ordered for all parks

d. To consider the transfer of a strip of land situated at College Heights and phase 2 of Festival Park to Persimmon

It was agreed to transfer the strip of land (land Reg: NK520075) to Persimmon in order to facilitate the footpath connection to the boundary and construct the swale at the eastern side of the northern boundary. This will allow for a continuous fence line along the boundary. There will be no cost to the parish council as Persimmon have agreed to pay any legal fees encountered.

Persimmon are also willing to confirm in writing the delivery of offsite highways work in relation to the community centre. Persimmon are in the process of obtaining a costing regarding the electrical supply to the community centre

Persimmon are giving advanced notice that once reserved matters consent is granted for phase 3 & 4, and work begins on site, then the permissive path that currently runs along Marlingford Road to Broom Lane/Church Lane will not be accessible to members of the public for safety reasons.

Persimmon requested suggestions for road names for phase 3 & 4, the council agreed on wildlife as a theme.

e. To consider a footpath at College Heights

Under condition 4 of the approved Phase 2 RM (2021/1612), Persimmon must deliver a footpath up to the boundary of College Heights play area. It was discussed in 2023 that the path would continue through to Garnett Close.

It was agreed to have further discussions regarding the design and route of the footpath.

13. To consider items for the next agenda

- Appoint an internal auditor
- Update on trustees meeting
- Update on allotments including cctv
- Update on grass cutting contractor

14. Date and Place of the next Parish Council Meeting
Tuesday 7 October 2025

With no further business, the meeting closed at 8.26 pm.