The Minutes of Easton Parish Council Meeting
held on Tuesday 7 October 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	Cllr M Jobling

Also in Attendance: Sue Marsh (Clerk), District and County Councillor, Margaret Dewsbury and 12 members of the public.

1. **Apologies for Absence**
   Apologies from Cllr S Hipperson were received and accepted.

2. **Declarations of Interest and requests for Dispensations**
   Cllr M Caton declared an interest in the payments as one of the invoices was payable to his company.

3. **To confirm the minutes of the meeting held on 2 September 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 receive questions or comments from the public**

   A parishioner asked whether there would still be pedestrian access to Marlingford once Marlingford Road was closed. No one was sure so the clerk would investigate.

5 **Planning Applications and Determinations:**

a. To consider a response to any current planning applications:

2025/2698 Details of condition 43 of 2014/2611
No comment

2025/2700 Details of condition (30) of 2014/2611
No comment

b. **To note any planning decisions or appeals by South Norfolk Council**

2025/1798 Approval of Conditions
2025/1799 Approval of Conditions
2021/2417 Approval of Conditions
2025/2442 Prior Approval not required

All noted

6. Finance

a. Approval of Payments

The following payments were approved:

Clerk	Salary (Sept)	£ 601.60
HMRC	PAYE (Sept)	£ 143.80
Steve Parkinson	VAT Report	£3,000.00 – CIL
Total Renewables	Granite stone for CC	£ 167.03 – CIL
Community Action Norfolk	Advice Meeting	£ 89.09 – CIL
Norfolk PTS	Whole Council Training	£ 180.00
Ansvar	Community Insurance	£1,171.11
PKF	External Audit	£1,008.00
Cllr D Lewis	Defib Pads	£ 243.54

b. The following payment was noted as being paid between meetings:
£15,867.66 - PWL

c. The Chair checked and duly signed the bank reconciliations for Aug and Sept 2025

d. It was unanimously agreed that Shred Station should be instructed to shred out-of-date council paperwork at a cost of £3.00 per bag plus VAT

e. It was unanimously agreed to appoint the Virtual Auditor to complete the 2025/26 internal audit at a cost of £300

f. To note the external auditors' comments (PKF) – all actions highlighted had been completed by the clerk.

7. Governance

The following policy documents:

- IT Policy – all in agreement
- Grievance Policy – all in agreement
- Bullying and Harassment Policy – agreed (Cllr Fulcher abstained)

8. Community Centre Project

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

The Trustees of the New Village Hall Committee will be holding a public meeting within the next three weeks.

The council received copies of the grant agreements, and these were sent to Steve Parkinson for VAT advice.

b. To receive an update on legal advice

The clerk had contacted Spire Solicitors requesting a quote for the preparation of a lease between the council and the charity. The estimate was £2,500 plus VAT which if accepted would be deducted from the CIL monies.

9. To receive reports from the District & County Councillor

October Report

Public Health
October sees the launch of the national Stoptober campaign to encourage people to stop smoking to improve their health. If people stop smoking for a month, they are five times likely to quit for good. This year's theme is 'Let's quit together."

Hazardous household waste
Residents can dispose of hazardous materials e.g. Paint, flammable materials, pesticides, etc. at the following recycling centers on:
Norwich South - October 3rd & 4th, Dereham October 31st & 1st November. Norwich North November 28th & 29th.

Bookings to take these to the recycling centres open one week before each event and can be made online or by phone.

Walking aids
A partnership between NCC, HM Prison and Probation Service and NORSE Environmental Waste Services has been nominated for a National Recycling Award. The scheme allows people who have old walking aids that they no longer use to take them to a recycling centre which then passes them on to HM Prison Norwich where prisoners clean and refurbish them before giving them to the NHS to be used by patients. There is no need to make an appointment as the old walking aids can be left at the re-use shops which are based at the recycling centres.

Highways Rangers
I recently forwarded a poster to Parish Councils which showed the Rangers are available to respond to requests for help with Highways issues.

Tree planting
NCC is still working towards planting one million trees in Norfolk. The subsidised tree scheme is open the everyone, individuals, Parish Councils, Community Groups, businesses, schools and landowners. It provides trees and protection materials at up to 50% off the original price. A limited number of taller trees eg. beech, oak and birch, grown at Gressenhall Tree nursery are also available. For more information: www.norfolk.gov.uk/milliontrees

Local Government Reform
On September 26th all Districts and the County Council submitted proposals for Local government Reform. NCC proposed one unitary council, South Norfolk proposed two unitaries and the other six District Councils proposed three unitaries. The government will consider these proposals, consult the general public then make a decision as to which is the most suitable for Norfolk in the New Year. The same procedure is being carried out in Suffolk.

Devolution
On October 2nd Suffolk County Council agreed to proceed with the Devolution proposal that Suffolk and Norfolk become a Combined Authority led by a mayor who will be elected in May 2026. NCC will discuss this proposal on October 16th then if agreed the Cabinet will submit a business case for this to the Government. Both councils must agree to this for it to go ahead.

10. Asset Maintenance

a. To receive an update on the new allotments

A representative of the allotment holders confirmed that an allotments group had been set up as requested by the Parish Council to improve communication between both parties.

The allotment holders requested that a meeting be held soon to discuss ideas, thoughts and suggestions. The clerk would schedule a meeting once she had heard back from the allotment holders.

The allotment holders asked for clarification regarding new tenancy agreements and rules as they had been led to believe that these had been discussed without their involvement. The Chair confirmed that no discussion had taken place, and no new rules or tenancy agreements would be enforced without full participation from the allotment tenants.

The Parish Council had listened to the allotment holders and would reverse their decision regarding dip tanks. It was agreed that Persimmon would be contacted, and the dip tanks would be replaced with taps.

b. To receive an update on the parish council's defibrillators

It was confirmed that replacement defibrillator pads had been purchased and would be installed when the current ones have reached the replacement date.

The Parish Council would like to thank Persimmon who kindly donated the full cost of replacing all the pads

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

The only item was the large shackle on the swing in Jubilee Playing field. A representative from Action Play will be inspecting the item and any action suggested will be taken. The item is safe and is inspected every 2/3 days.

11. To consider items for the next agenda

- Dogs being taken into playgrounds
- Half Marathan – date of next run
- Police speed watch

12. Date and Place of the next Parish Council Meeting

Tuesday 4 November 2025

13. Exclusion of Press & Public

Meeting shall be closed to the press and public due to the nature of the business to be discussed including confidential legal information and matters of sensitivity. (Public Bodies Admission Act 1960) - for consideration and resolution

It was unanimously agreed that the clerk's probation period had been completed and that she now be made permanent. It was also unanimously agreed that the rate of pay should be increased by one scale and the working hours increased to 15 per week.

With no further business, the meeting closed at 8.10 pm.