The Minutes of Easton Parish Council Meeting
held on Tuesday 2 June 2026 at 7:00 pm
at Village Hall, Easton

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

Also in Attendance: Sue Marsh (Clerk) and 15 members of the public.

1. **Apologies for Absence**
   Apologies were received and accepted from Cllr D Fulcher

2. **Declarations of Interest and requests for Dispensations**
   Cllr M Caton and Cllr P McCarter declared an interest in the payments as both had an invoice to be paid.
   Cllr M Caton, J Hudson and Cllr S Hipperson declared an interest in item 15 on the agenda

3. **To confirm the minutes of the meetings held on Tuesday 5 May 2026**
   It was resolved to accept these minutes as a true and accurate record of the meetings, and they were duly signed by the Chair.

4. **Planning Applications and Determinations:**
   2026/0674 Development marketing sign associated with the upcoming phases of Festival Park housing development, Easton.
   Approved with conditions

5. **Finance**

a. **To approve Asset Register**
   Approved

b. **To consider the Internal Auditors Report for Year ending 31st March 2026**
   This was received and reviewed, the recommendations and observations were noted

c. **To approve the Governance Statement on the Annual Return 2025/26**
   The Council considered the assertion on the Annual Governance Statement, completed the form and authorised the Chair and Clerk to sign on their behalf

d. **To approve the Accounting Statement and bank reconciliation 2025/26**
   The Council considered and agreed the Accounting Statement and bank reconciliation and authorised the Chair to sign on their behalf

e. **Approval of Payments**

The following payments were approved:

Clerk	Salary (May)	£ 824.05
HMRC	PAYE (May) – direct debit	£ 206.00
Sue Marsh	Litter Bin	£ 138.24
Cllr McCarter	SAM2 Batteries	£ 365.28
Cllr Bowman	Steam Cleaner	£ 171.94
Total Renewables	Electrical work at the CC	£ 302.22
South Norfolk C	Additional emptying of dog bin	£ 161.06
Allotment Ass	Annual Subscription	£ 84.00

Tops Garden Services	Ground Maintenance	£1,944.00
RLS Computers	Website and emails	£ 228.00
The Virtual Auditor	Internal Audit	£ 300.00
Easton Car Scheme	Donations	£ 316.34
Grapevine Magazine	Donation	£1,000.00
Easton Bowls Club	Donation	£1,000.00

f. The Chair checked and duly signed the bank reconciliations for May 2026

6. Community Centre Project

a. The draft lease agreement is with Community Action Norfolk for comment
b. Electricity is in the Community Centre, a supplier and meter are being sourced
c. The Charity paperwork is with Community Action Norfolk, we are awaiting a response

7. To receive reports from the District & County Councillors

New Chairman
At the AGM on May 18th Kathryn Cross was elected Chairman for 2026 -2027. She said her theme for the year would be Volunteering, and she asked every councillor to provide her with contacts for a group run by volunteers in their area, that might need support, so that she could arrange to visit them. Please let me know of any group in your area and contact them.

Food Waste
Waste food collection is about to be launched in three tranches. The first tranche will cover 28,000 homes starting in July, provided the collection vehicles are delivered on time, the second tranche of 48,000 homes will be launched in September and the last covering the more difficult areas, flats, etc, will begin in October.

Planning for Greater Norwich Partnership area
The Council agreed to Commence Plan Making for the Greater Norwich Partnership area although the areas it covers will change slightly when the Unitary Councils take over. The Greater Norwich Local Plan to 2045 should be adopted in 2030. The Council will produce a timetable to commence in June 2026. At the moment the Greater Norwich Partnership area does not have a five-year land supply for housing.

SNC Town and Parish Council Forum meeting
South Norfolk Council holds regular meetings to discuss issues with Parish Councillors. The next
one is on June 9th at 2pm. I have forwarded the Teams contact to your clerk.

Cllr Margaret Dewsbury
Easton Ward
South Norfolk Council

County Councilor's report May 2026

As most of you will know, the NCC AGM took place on 28th May. Now that the new council is fully in place, work can recommence on the things that matter to Norfolk residents.
The first week of June will see the make-up of the various committees being decided

although the calendar of meetings has most taking place throughout July.

I have a meeting scheduled with the Highways department for Friday 5th June. This is mainly a 'getting to know you' with the people responsible for Yare Valley and neighbouring divisions. I already have specific issues to raise around safety and road conditions but if anyone wants to add others please contact me.

Following are some items of interest from NCC covering developments in recent weeks.

New leader and cabinet for Norfolk County Council
David Bick has been elected as the new leader of Norfolk County Council and has appointed his cabinet team.
Councillor David Bick, leader of the council's 40-member Reform group, was elected at the council's annual general meeting (Thursday, 28 May). A new cabinet and chairs of the various committees was also announced. Details can be found on the NCC website.

Keeping safe on or near water
Recent national coverage about the risks of outdoor swimming provides a timely opportunity to highlight Norfolk County Council's role in promoting water safety locally.
In Norfolk, this is particularly relevant given the county's 91 miles of coastline and more than 200 miles of inland waterways.
National water safety experts have recently warned about the dangers of swimming in open water following a number of drownings across the UK, as people sought to cool off during May's heatwave. The UK's National Water Safety Forum also released data showing that water-related deaths increased in May and remained high through the summer, with more than half of incidents taking place in inland waterways rather than on the coast.
In Norfolk, the County Council works with partners through Norfolk's Water Safety Forum to help prevent incidents, reduce risk and raise public awareness about staying safe in and around open water.

Reporting Highway Defects – The fastest and most efficient way
To ensure highway defects are dealt with quickly and efficiently, it would be helpful if residents can be encouraged to report issues through Norfolk County Council's official channels:
Online: Report a highways problem - https://www.norfolk.gov.uk/highwaysproblem – this is the quickest and most efficient, and therefore recommended way
By email: highways@norfolk.gov.uk
By phone: Customer Service Centre (CSC) – 0344 800 8020 (including out of hours emergency highways support).
Using the routes above will ensure that reports are entered correctly into council systems and reach the appropriate highways teams without delay. It will also allow the team to monitor volumes, progress and performance.
During the reporting process, you can also see on a map whether a pothole has already been reported by someone else.
If any resident does report a problem it would be helpful if I could be copied in by email to Malcolm.latarche.cllr@norfolk.gov.uk That will help me to keep a track on responses and action taken by the highways department.
During the summer, the county council carries out preventative work, known as surface dressing. This gives roads a new seal, to prevent potholes forming, and provides a new, skid-resistant surface to reduce the risk of accidents. This year, NCC is treating 351 miles of roads. The work continues until September.

People living along the routes which are due to be treated will receive notification a day or two before the crews arrive. They will be asked not to park on the road on the day of the surface dressing work, or on the following day when surplus chippings will be swept up.
People are urged to drive slowly and considerately across the new surface until it is bedded in, and Highway Teams return to sweep up the loose chippings. This is because the passage of vehicles over the new surface plays an important part in helping the new surface to settle in.
A 20mph speed restriction is imposed during work and on freshly laid surface dressing for safety reasons.

Norfolk Fire & Rescue Service seeking more On-Call firefighters and launches On-Call Employers Charter
NFRS is refreshing its recruitment drive for on-call firefighters to join the service, with 30 stations across the county currently advertising vacancies. The on-call role is paid and can be a useful income for retirees or those who are looking for work.
Norfolk's on-call firefighter cohort is made up of a diverse range of the county's community, and as well as those who work for employers, NFRS also recruits those who are self-employed.
On-call firefighters, who make up nearly 60% of Norfolk's rural fire and rescue cover, are not employed to be based at a fire station, but instead carry alerters and must be able to respond to their local station within five minutes of an emergency call. Many on-call firefighters work full-time jobs and make themselves available to attend fire and rescue incidents from their places of work as well as from their homes.
There is more information about how to become an on-call firefighter, what the role entails and the stations currently recruiting on the website: http://www.norfolk.gov.uk/oncall
Norfolk employers are being recognised for their support for the county's emergency services, as part of a renewed call to recruit new on-call firefighters by Norfolk Fire & Rescue Service (NFRS).
Employers in Norfolk can now formally commit to providing support for on-call firefighters within their workforce by signing the NFRS On-Call Employers Charter, allowing them additional unpaid leave to develop and maintain life-saving skills on essential fire service training courses, without missing out on family breaks.
As well as gaining from the skillset of on-call firefighters, organisations who sign up to the charter will also receive a plaque and discounted fire and rescue training packages for their organisation.
Other UK fire services have informal agreements with employers around benefits and commitments to on-call firefighters, but it is believed that this is the first time a fire service has offered the opportunity to sign up to such an agreement.
To find out more about the NFRS On-Call Employers Charter and how to sign up, check the NFRS website pages.

Government childcare support initiatives
The Government has announced new action on hidden childcare charges, including a request for the Competition and Markets Authority (CMA) to examine fees such as deposits, compulsory add-ons and additional hours linked to funded childcare places. The Government says these costs are preventing some families from accessing the support they are entitled to. Nearly three quarters (72%) of parents say they are using savings to cover extra charges, while more than one in four (27%) say cost remains the biggest barrier to accessing the childcare they need.

The Government has also launched a new free cost of living tool (

https://childcare.beststartinlife.gov.uk/)to help parents understand what childcare support they can access and plan for costs.
Locally, Norfolk County Council provides support and advice on finding, choosing and paying for childcare in Norfolk. Find out more at **https://www.norfolk.gov.uk/childcareadvice**

Appeal from Norfolk Coroner's Service
The Norfolk Coroner's Service is trying to trace the next of kin of Mr Kim Robert West, aged 62, who resided at Sprowston, Norwich, and died on 26 May 2026.
There were no suspicious circumstances that led to his death. Despite carrying out extensive enquiries, no next-of-kin have been identified by the Coroner's Office.
Anyone with information relating to Mr West should contact the Coroner's Office in Norwich on 01603 774773.

Councillor Malcolm Latarche for Yare Valley Division

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

A parishioner commented on the white lines near the golf centre have faded

A Parishioner raised concerns over threatening FB messages sent to them by a councillor, other parishioners present also mentioned that they had, had similar experiences – The Parish Council neither accept or condone this behaviour and it should be reported to the monitoring officer

9. Asset Maintenance

a. To receive a report on the play areas and consider any action required
   All equipment is in good condition; annual playground inspection has been booked for Wednesday 17th June
b. To receive an update on the allotments
   A meeting was held with Josh (Persimmon), councillors and allotment holders on Friday 29th May. Josh has a list of items that need action and will come back to the council with updates

10. To consider the parking around College Heights
No action can be taken

11. To discuss the broken signs and fence panels at the end of Dunham Road
The clerk will contact Persimmon to request the removal

12. To discuss the groundwork at Adams Walk
The clerk will contact Persimmon for an update

13. To consider purchasing a battery powered steam cleaner
It was agreed that this should be purchased to make cleaning of the play equipment easier

14. To consider pruning the trees at College Heights
It was agreed to accept the quote and instruct the contractor to proceed considering bird nesting season

15. To consider a grant request from Easton Bowling club
It was agreed to donate £1,000.00 towards the cost of purchasing steps for the bowls club (total cost of £2,400.00)

16. To consider Norfolk County Council Bus Shelter Grant Scheme
It was agreed that the clerk would contact NCC regarding the brick-built bus shelter

17. To Discuss the clerk's appraisal

The councillors thanked the clerk for her hard work during the past year including the internal auditors report, which was a vast improvement to last year's report. Some of the parishioners present also thanked the clerk.
The clerk thanked everyone for their kind comments and support, it was very much appreciated

18. To consider items for the next agenda

- Painting of the walkway near the golf centre (Easton College)
- Update to the A47 (Easton) roundabout
- Grit Bin
- Overhanging trees, St Peters Footpath
- Dementia Café

19. Date and Place of the next Parish Council Meeting

Tuesday 7th July at 7:00pm

With no further business, the meeting closed at 8:03 pm.