

Easton Parish Council

APPROVED MINUTES OF ANNUAL MEETING EASTON PARISH COUNCIL ON MONDAY 11 MAY 2026 – 7.45PM Easton & Letheringham Village Hall

- 6/26-27 ELECTION OF CHAIR AND VICE-CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**
Cllr Ladbroke was proposed as Chair by Cllr Bennett-King, seconded by Cllr Balcombe and elected unanimously. Cllr Gibbon was proposed as Vice-Chair by Cllr Ladbroke, seconded by Cllr Bennett-King and elected unanimously. The Acceptance of Office forms were signed by Chair and Vice-Chair.
- 7/26-27 PRESENT & APOLOGIES**
Present: Cllrs Ladbroke (Chair), Balcombe, Banham, Bennett-King, Edwards, Gibbon and Siddall. No apologies received - all councillors present. **In attendance:** A Staples (Clerk/RFO). **Apologies** received from District Cllr Langdon-Morris and County Cllr Bryce.
- 8/26-27 COMMENTS FROM MEMBERS OF THE PUBLIC ON ITEMS ON THIS AGENDA AND FOR CONSIDERATION OF FUTURE AGENDA ITEMS**
Two members of the public attended. No comments made.
- 9/26-27 RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**
Written reports from the District and County Cllrs are available on the parish council website.
- 10/26-27 RECEIVE ANY CHANGES TO MEMBERS INTERESTS**
No changes were received.
- 11/26-27 RECEIVE ANY DECLARATIONS OF INTERESTS RELATING TO AGENDA ITEMS**
Cllr Siddall declared an interest in relation to 20/26-27.1.
- 12/26-27 APPROVE MINUTES OF MEETING ON 23 MARCH 2026**
The minutes were approved as an accurate record of the meeting and signed.
- 13/26-27 AGREE COUNCILLORS' ROLES AND RESPONSIBILITIES:**
Roles and responsibilities agreed as follows:
Highways: Cllr Balcombe
Footpaths: Cllr Edwards
Emergencies: Cllr Gibbon
Play Area: Cllr Siddall
Cemetery: Cllr Bennett-King
Planning overview: Cllr Banham
Funding lead: Cllr Ladbroke
- 14/26-27 FINANCE MATTERS:**
14/26-27.1 Confirm bank account balances as at 4/5/26: Community Acc. £9,603.49; Business Premium Acc. £7,519.55
The bank account balances were confirmed.
14/26-27.2 Signing of bank statements received since last meeting: Community Acc. issued on 31/3/26 & 30/4/26; Business Premium Acc. issued 31/3/26

The bank statements were considered and signed.

14/26-27.3 Consider and approve Financial Reports: 17/3/26 to 31/3/26 & 1/4/26 to 4/5/26

Both Financial Reports were considered, approved and signed.

14/26-27.4 Confirm the Council's expenditure under s.137 Local Government Act 1972 in 2025-26 (£0.00)

It was confirmed that the Council's s.137 LGA 72 expenditure in 25-26 was nil.

14/26-27.5 Review council / staff subscriptions to other bodies - SALC membership fees £213.17 (26-27)

The above subscription was reviewed and approved.

14/26-27.6 Consider and approve report of payments and receipts for 2025-26

The above report was considered and approved.

14/26-27.7 Consider and approve bank reconciliation for 2025-26

The bank reconciliation for 25-26 was reviewed and approved.

14/26-27.8 Review council contracts: Kindlewood & Parish Clerk/RFO

The above contracts were reviewed. It was agreed no changes required to the Clerk's contract. Given that three years had elapsed since the grass / hedge cutting contract was reviewed, it was agreed that estimates should be sought from Kindlewood and at least two other contractors at the end of the 2026 growing season. It was noted that Kindlewood had advised of an increase in charges by up to £20 per visit due to the increase in fuel costs.

Action: Clerk to put on agenda for the November meeting and seek quotes in advance.

14/26-27.9 Review and confirm bank mandate arrangements

The council's bank mandate arrangements were reviewed. It was agreed no changes required.

15/26-27

AUDIT MATTERS:

15/26-27.1 Review and approve Internal Audit Report (SALC) (2025-26)

The internal audit report was considered and reviewed.

15/26-27.2 Review and approve Internal Audit Action Plan (2025-26)

The internal audit action plan 25-26 was considered and actions noted for inclusion on subsequent meeting agendas.

15/26-27.3 Review effectiveness of Internal Auditor (2025-26)

The council agreed it was satisfied with the scope, independence and quality of the internal audit, and that the auditor had been granted sufficient access to the council's records and staff.

15/26-27.4 Approve appointment of Internal Auditor for 2026-27

It was agreed SALC be requested to carry out the internal audit in 26-27.

15/26-27.5 Review and sign AGAR Form 2 – Certificate of Exemption (2025-26)

Certificate of Exemption reviewed, approved and signed by RFO and Chair.

15/26-27.6 Review and sign AGAR Form 2 – Annual Governance Statement (2025-26)

Annual Governance Statement reviewed, approved and signed by Chair and Clerk.

15/26-27.7 Review and sign AGAR Form 2 – Accounting Statements (2025-26)

The Accounting Statements were reviewed, approved and signed by the Chair, having been signed by the RFO prior to presentation to the authority for approval.

15/26-27.8 Consider, approve Explanation of Variances (2025-26)

The Explanation of Variances (24-25 compared to 25-26) was considered and approved.

15/26-27.9 Review and approve Notice for the Exercise of Public Rights and confirm publication dates

The Notice for the Exercise of Public Rights, proposed publication date and proposed inspection dates, were reviewed and approved.

16/26-27

REVIEW ASSET REGISTER

The register of the council's assets (dated 31 March 2026) was reviewed and approved. It was noted that the only movement on the Asset Register in 25-26 was a reduction by £400 following the disposal of the dilapidated picnic bench from the play area.

17/26-27

POLICIES – To review and adopt

17/26-27.1 Standing Orders

The Standing Orders were reviewed and adopted for 26-27.

17/26-27.2 Financial Regulations

The Financial Regulations were reviewed and adopted for 26-27.

17/26-27.3 Freedom of Information Policy

The Freedom of Information Policy was reviewed and adopted for 26-27.

17/26-27.4 Data Protection Policy

The review of the Data Protection Policy was deferred.

Action: Clerk to review policy and add to November 2026 meeting agenda.

17/26-27.5 Code of Conduct

The Code of Conduct was reviewed and adopted for 26-27.

17/26-27.6 IT Policy

The IT Policy was reviewed and adopted for 26-27.

17/26-27.7 Risk Assessment

The Risk Assessment was reviewed and adopted for 26-27.

18/26-27

REVIEW ARRANGEMENTS FOR INSURANCE COVER

The arrangements for the council's insurance cover were reviewed and approved. The next insurance renewal is 30 Sept 2026.

19/26-27

MATTERS TO REPORT ON FROM LAST MEETING:

19/26-27.1 Domain name / gov.uk email addresses

Agreed emails no longer need be copied to cllrs personal email addresses.

19/26-27.2 Sizewell Community Fund applications

Cllr Siddall has spoken to a contact at Sizewell who has provided information about making an application. The Chair is to arrange a meeting with the Sizewell Community Fund team.

Action: Chair to make meeting appointment.

19/26-27.3 Issues with gov.uk website

The Clerk reported that the history page on the website relating to the estate auction is still awaiting repair but will be resolved shortly.

20/26-27

PLAY AREA:

20/26-27.1 Renewal of lease for play area / playing field

Cllr Siddall reported solicitors have been instructed by the lessor to prepare a draft lease. Once received, Clerk will put lease on agenda to consider.

21/26-27

PLANNING APPLICATION CONSULTATIONS:

21/26-27.1 TO NOTE: DC/26/1407/TCA; 1 x Ash Tree (T1 on plan) - crown reduce to 4 metres; Downton Cottage, The Street, Easton, IP13 0ED

The above application was noted, the consultation period having now expired.

21/26-27.2 TO NOTE: DC/26/1199/FUL; installation of a L3m x W1.8m x H2.46m prefabricated timber shed on an existing area of shingle; 5 Home Farm Barns, Wickham Market Road, Easton, IP13 0ET

The above application was noted, the consultation period having now expired.

21/26-27.3 TO CONSIDER: AP/26/0024/REFUSE; Appeal of refusal under planning app number DC/25/2500/FUL; land at Home Farm, Wickham Market Road, Easton

It was agreed that the council's position was unchanged and there was still no objection to this planning application.

22/26-27

HIGHWAYS:

22/26-27.1 Analysis of SID Data

Deferred to next meeting.

22/26-27.2 Framlingham Road – location of SID

SCC Highways have emailed a request form to the Clerk, which is yet to be completed and returned. Deferred to next meeting.

23/26-27

REVIEW OF ANNUAL PARISH MEETING – 20 APRIL 2026

The Annual Parish Meeting was reasonably well attended and a positive experience. To be discussed at a later meeting as to how to increase community engagement.

Action: Clerk to put on agenda for November meeting to fix date for 2027 meeting and discuss how to increase community engagement.

24/26-27

REVIEW OF VILLAGE TIDY-UP – 25 APRIL 2026

It was reported the event was a success, but there were not many members of the public present. It was agreed there should be a further Tidy-Up Event in Autumn.

Action: Clerk to put on the agenda for the July meeting.

25/26-27

SUGGESTED AGENDA ITEMS FOR NEXT MEETING

Parish Magazine funding; school car park and inconsiderate parking; CIL overpayment; the removal of the bottle bank from the village car park.

26/26-27

FIX DATES OF MEETINGS 2026-2027

The following meeting dates were confirmed: 20 July 2026; 14 September 2026; 16 November 2026; 18 Jan 2027; 15 March 2027 & 17 May 2027 (Annual Meeting). Date for the extraordinary meeting to consider response to s.19 report from SCC to be confirmed.

Close of meeting 2047

Signed

Signed copy on file

**Cllr Ladbroke (Chair)
20 July 2026**