

CAWSTON PARISH COUNCIL MEETING – 17 OCTOBER 2013 **DRAFT MINUTES**

At the meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 17 October 2013, the following members were present:

Mr P E Soanes – Chairman:
Mrs T Carman; Mrs T Wilkinson; Mr B Schuil; Mr D Cook;
Mr J Livingstone; Mrs T J Durrant; Mr J Gilbert

In Attendance
Mr LR Mills (Clerk of the Council); PCSO Bridges
Two members of the public

At the start of the meeting the Chairman asked members to remember Mr Lee's wife, Marion, who passed away earlier this month. The whole council sent their condolences to Mr Lee and his family at this very sad time.

095/104 APOLOGIES FOR ABSENCE

Mr A Lee; Mr R Madle; Mr R Howard; Mr J Joyce (District and County Councillor)

095/105 DECLARATIONS OF INTEREST

None

095/106 MINUTES

The Minutes of the meetings held on 15 August 2013 and 19 September 2013 having been circulated to all members were approved by the Council and signed by the Chairman.

095/107 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

(i) Care Home: Mr Schuil reported that the gardens were now clean and tidy and he had not seen any other activity recently

(ii) Newsletter: no report

(iii) SUBSTATION The Clerk reported that he had sent out the message as instructed. 16 emails and one letter had been sent. Responses so far: two people have left the parish. Eight further respondents break down as: Unhappy with Scira 2; Unhappy with Scira and Parish Council 2; Generally unhappy 3; one person acknowledged the email with no comment. *It was AGREED that in future all correspondence sent by parishioners to the Clerk will be copied to Councillors. Substation noise to be placed on next month's agenda.*

(iv) DOG MESS ON MARRIOTS WAY: The Clerk reported that he had contacted both District and County Councils. As he had stated the District Council has no role in this matter. Initially the County Council tried to convince him that it was the District Council's responsibility. They finally acknowledged it is theirs and his message has been forwarded to the "Trails Team for their attention." We still await their reply.

(v) BUS SHELTER: the Clerk reported that he had contacted County Council Highways Dept as instructed regarding siting a bus shelter opposite the Bell Inn/near the old Oddfellows Hall. NCC response was to refuse on the grounds that there is a triple BT cover situated in the footway. This would not be able to be obstructed by a shelter. They would also be concerned regarding busses causing congestion as it is so near to parked cars. *This matter to be placed on next month's agenda*

095/108 PUBLIC PARTICIPATION

Mr A Smith expressed his concern at the proposed use of land at the end of Fred Tuddenham Drive. Many other residents had also expressed worries to him.

Mr B Rossington said that he had recently been hearing the 'hum' from the substation.

095/109 POLICE LIAISON OFFICER'S REPORT

PCSO Bridges tabled his report. He also thanked the Council for supporting the Graffiti workshops. They had been a great success with between 30 and 40 participants. He had received much positive feedback.

095/110 DISTRICT AND COUNTY COUNCILLOR'S REPORT

None

095/111 PLANNING

The Clerk reported the following:

- (i) App 20130860, Biomass energy facility, Oulton Airfield; Broadland District Council planning committee has deferred consideration awaiting further information from the applicants. The Clerk confirmed that, as it had made representations on this matter, the Parish Council could address the committee when it does consider the application.
- (ii) Broadland District Council is also asking for any comments regarding guidance they intend to publish for any future 'food and agriculture' hub in the area around Norwich.
- (iii) It was AGREED to invite Mr P Courtier, Head of Planning Broadland District Council, to a future meeting to discuss planning matters. Clerk to contact Mr Courtier.
- (iv) Site Allocations Consultation: it was AGREED to place this on next month's agenda, to allow Councillors to further consider the issue, and allow any other concerned residents to attend the meeting. Clerk confirmed he had contacted Broadland District Council and they were happy to extend the deadline for the Parish Council to send in its views.

095/112 FINANCE

(i) PAYMENT OF ACCOUNTS: The invoices and cheques having been scrutinised by Mrs Carman it was AGREED that payment totalling £2925.35 be approved and the necessary cheques be signed by two authorised members.

(ii) PLAYING FIELD EQUIPMENT: Mrs Carman raised her concerns about the safety of one piece of play equipment (the 'nest swing') and some obscene graffiti on another ('roundabout') The Clerk said he would inspect them tomorrow morning.

(iii) QUARTERLY BUDGET REPORT AND BANK RECONCILIATION: These were tabled by the Clerk and accepted by the Council

(iv) ANNUAL RETURN: the Clerk reported that the Auditors had accepted the Annual Return with no queries. This was especially pleasing as the Parish Council had been one of the 'five percent' of Councils who had been asked to provide extra details and information. The Notice of the Public's Right to View had also been displayed as required.

095/113 REPORT OF THE CLERK OF THE COUNCIL

(i) CLERK APPRAISAL: It is hoped that the Clerk's appraisal will take place early November and a report will be ready for consideration at the next Council meeting. *Noted*

(ii) TENDERS: details for the three grounds maintenance contracts have been requested by three firms and I have set a closing date of 29th November for receipt of completed tenders. *Noted*

(iii) CEMETERY DRIVE: I sent out the revised specifications for the works on the cemetery drive. However, neither firm has responded. *Clerk to chase up*

(iv) LITTER CLEARING ON PLAYING FIELD: I have not managed to contact Mrs Gladden. *Clerk to write to her*

(v) NCC consultation on 2014/15 budget proposals ('Norfolk Putting People First') *Noted*

(vi) REMEMBRANCE DAY SERVICES: *Mr J Gilbert to place wreaths.*

CORRESPONDENCE

- NALC, Annual report 2012/13
- NRCC, newsletter, September

095/114 TREES

After considering the Assessment and Report it was AGREED to ask the Council's tree warden for advice.

095/115 CEMETERY

The chairman read out a letter he had received from Mr R Howard. The clerk reported on his conversation with Jeesal.

It was AGREED to take up the vice-chairman's offer to pay his tree man to trim back the bushes planted along the pathway, as described in his letter. Further consideration will be given to them once this work has been completed.

It was further AGREED to ask Jeesal if they would be willing to allow their grounds maintenance team to remove all other bushes as described in last month's plan (minute 095/096 [ii])

It was reported that the WI have continued their work to tidy the war memorial and the work is ongoing. It was generally agreed that the memorial is looking much better.

095/116 VOLUNTEERS

AGREED to defer to a future meeting

095/117 ACCESS TO PLAYING FIELD

Mrs Carman expressed concern at the difficulties faced by wheelchair users when trying to use the High Street entrance to the Playing Field.

It was AGREED to place this on the next agenda and for councillors to suggest how it may be improved.

095/118 EMERGENCY PLAN

Mr Gilbert reported that Broadland District Council are printing 500 leaflets and 100 notices, which will be distributed as soon as they are received. He also reported that he and Mr Cook will be attending a workshop on 15th November.

095/119 PARISH PARTNERSHIPS SCHEME 2014/15

AGREED to defer consideration of this item to the next meeting

095/120 RECENT CORRESPONDENCE

The Council considered the email sent to the Parish Council by Mr Paul Sutton dated 15 September 2013. They instructed the Clerk to respond Mr Sutton's comments as follows:

Minutes: Council is happy with the way the minutes are written and are confident they conform to statutory requirements. The Clerk draws up a set of minutes as soon as is reasonably practical after the meeting. These are considered by the Council at its next meeting. Any changes are discussed and then the Council votes on whether to approve them as an accurate record. It should be emphasised that the Council is responsible for the formal adoption of any minutes.

Wrong timing advertised for meeting with Scira (March 2013); the Council acknowledges the error and apologises. They note that Mr Sutton was at the meeting, that the clerk apologised to him in person at the meeting, and that Mr Sutton was given every opportunity to ask any questions he may have had at the time.

Lack of acknowledgement from the clerk and failure to draw the Council's attention to Mr Sutton's original email: the Council acknowledges the Clerk's error and apologises. They have now changed the procedure to be followed upon receipt of correspondence from parishioners.

Meeting of March 2013 with Scira: notes at the meeting were taken by the clerk and a copy of his summary was attached to the official minutes of the Parish Council's meeting of that day.

Draft minutes on website: the minutes are correctly left as draft minutes on the website for parishioners' information. The following meeting's draft minutes confirm whether they should then be considered as official. The Council does not feel it warrants the time involved to change these minutes every month. These are placed on the website by the Council in an attempt to be more open and to provide information to parishioners and other interested parties.

Mr Sutton should be assured that the Council does take the issue of the noise from the substation very seriously and that the matter will again be discussed at its next scheduled meeting in November.

095/121 ITEMS FOR INFORMATION/FUTURE AGENDA

INFORMATION:

- (i) Mrs Carman to write notice for publication in Parish magazine asking for nominations for Village Champion 2014 to be sent to the clerk
- (ii) Mrs Wilkinson said the padlock on the bins at the cemetery was rusting. Mr Schuil said he would spray it with WD40
- (iii) Mrs Wilkinson asked when the football nets will be installed. Mr Schuil offered to erect them if the clerk would drop them off at his house.

FUTURE AGENDA

- (i) Volunteers
- (ii) Parish partnerships
- (iii) High Street access to Playing Field
- (iv) Site Allocations Plan
- (v) Substation noise
- (vi) Bus shelter
- (vii) Tree management
- (viii) Initial budget 2014/15 proposals

095/122 DATE OF NEXT MEETING

21st November 2013

There being no further business the Chairman thanked everyone for attending and declared the meeting closed at 9.10pm