

CAWSTON PARISH COUNCIL MEETING – 17 MARCH 2016**DRAFT MINUTES**

At the meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 17 March 2016, the following members were present:

Brian Schuil (Chairman)

Jane Buttifant (vice-chair), Theresa Carman, Richard Coard, Thelma Durrant, Graham Sinclair, Paul Soanes, Stephanie Spencer, Simon Wilkinson

In Attendance

Greg Peck (District Councillor), PCSO Bridges and Lloyd Mills (Clerk of the Council)

097/191 APOLOGIES FOR ABSENCE

Apologies for absence were received from James Livingstone

The Chairman read a letter from David Noble resigning from the parish council. This was accepted by the council.

097/192 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

097/193 MINUTES

The minutes of the Parish Council meeting held on 18 February 2016, having been circulated to all members, were considered and they were confirmed as an accurate record and signed by the Chair

097/194 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

(i) Village Hall.

Stephanie Spencer reported that the date for the Carols Around the Tree would be 2nd December 2016.

The Clerk updated the council regarding the potholes in the drive. He also said he was looking to source a bench for the playing field, following the agreement with Cawston Wineries.

Stephanie Spencer said that the Village Hall Committee would like to bill the council on a quarterly basis for the electricity lights on the High Street outside the hall. The Council asked for more details regarding how the bill was calculated before agreeing to the request.

097/195 PUBLIC PARTICIPATION

None

097/196 POLICE LIAISON OFFICER'S REPORT

PCSO Bridges the Clerk tabled his report.

097/197 DISTRICT and COUNTY COUNCILLORS' REPORTS

District councillor Greg Peck stated that the Broadland District Council Council Tax bill had not risen and that there would be no cuts to services. He also said that a faster broadband service was gradually being rolled out.

097/198 PLANNING

None

097/199 FINANCE

(i) INSURANCE: it was **AGREED** accept the quote from Hiscox for the next three years.

(ii) STREET LIGHTING MAINTENANCE: it was **AGREED** to appoint TTJones for the next five years

(iii) TREE: it was **AGREED** to ask David Gillett to remove the unsafe tree in the cemetery car park for a fee of £300

(iv) ACCOUNTS FOR PAYMENT: Thelma Durrant having checked the invoices against the payments it was **RESOLVED** that the payment of the following accounts totalling £3407.21 be approved and the necessary cheques signed by two authorised members.

Garden Guardian Ltd, grounds maintenance, £706.80
 T.Lubbock, safety inspection and recycling area tidy, £43.80
 E.On, street lighting electricity, £90.98
 L.Mills, salary/expenses, £636.44
 URM(UK) Ltd, recycling, £46.98
 Norfolk Pension Fund, pension, £140.87
 D Gillett, tree works, £100.00
 Society Local Council Clerks, subscription, £94.40
 Norfolk RCC, bulk buy oil scheme, £20.00
 NPTP, clerk training, £40.00
 J Buttifant, appraisal materials, £60.00
 P Soanes, chairmans allowance 14-15, £220.00
 HMTC, PAYE, £99.20
 Came and Company, insurance 2016-17, £1107.74

097/200 CLERK'S REPORT

(i) Following a request from a member of the PCC both the Clerk and the Chairman have inspected the gates at the church. They are in agreement that the gates need to be cleaned down and a coat of varnish applied. *This will be done once the gates have dried out*

(ii) The Council's email service has been suspended in the past week due to a hitherto unknown condition of use transgression. *It was **AGREED** that the .gov.uk domain name will be allowed to lapse and that the clerk should set up a free email address (such as hotmail, gmail, yahoo)*

097/200 CLERK'S REPORT (continued)

(iii) It appears unlikely that the nest swing will be installed before the Easter break as had been hoped. It should be erected soon after. *Noted*

(iv) The mobile library timetable has been altered again. The most notable change is the service will now come to Cawston on Mondays rather than Fridays.

(v) TT Jones have dimmed and adjusted the light on the High Street opposite the junction with Booton Road. **AGREED** to order a cowl through TT Jones

(vi) Anti virus software is due for renewal. **AGREED** to renew

097/201 PERMISSIVE PATH

James Livingstone's update was read to the council. **AGREED** to ask James Livingstone to further investigate responsibility for insurance and any possible costs

097/202 PARISHIONERS' CORRESPONDENCE

A parishioner has asked for a breakdown of all monies spent on Eastgate over the past five years. Clerk will respond.

097/203 ITEMS OF INTEREST / FUTURE AGENDA

The chairman reported on a meeting he held with neighbours to the rear of the Bowls Club.

The Council **AGREES** that the paperwork regarding the boundary and signed by the Parish Council in 2000 is an accurate representation.

097/204 DATE OF NEXT MEETING

Annual Parish Meeting on 21 April 2016 at Village Hall, commencing 7.00pm, to be followed by Parish Council meeting commencing no earlier than 7.30pm.

097/205

It was **AGREED** to exclude the press and public under the Public Bodies (Admission of Strangers) Act 1960 during discussion of the following confidential item

With the agreement of the Council the Clerk left the meeting at this point

097/206 EMPLOYMENT MATTERS

The Parish Council discussed the findings of the Employment matters working party and their recommendation. The recommendation was voted on with 8 councillors supporting the recommendation and 1 councillor abstaining. Recommendation carried.

THERE BEING NO FURTHER BUSINESS THE CHAIR THANKED EVERYONE FOR ATTENDING AND DECLARED THE MEETING CLOSED AT 9.16