At the meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 15 March 2012, the following members were present:

Mr P E Soanes – Chairman
Mr R H B Howard Mrs T J Durrant
Mr A Lee Mrs T Carman
Mr D Cook Mr R Madle

In Attendance
Mr J Joyce (District and County Councillor); Mr LR Mills (Clerk of the Council)

092/175 APOLOGIES FOR ABSENCE
Mr J Livingstone; Mrs T Wilkinson; Mr J Gilbert; PCSO S Bridges

092/176 DECLARATIONS OF INTEREST
Mrs T Carman (Jubilee/Olympics celebrations; Village Hall)
Mr D Cook (Village Hall)
Mr R Madle (Jubilee/Olympics celebrations)

092/177 MINUTES
The Minutes of the Council meeting held on 16 February 2012 having been circulated to all members, were confirmed and signed by the Chairman.

092/178 INFORMATION ARISING
None

092/179 PUBLIC PARTICIPATION
None

092/180 POLICE LIAISON OFFICER’S REPORT
The Clerk tabled the report on behalf of PCSO Bridges.
Mr R Howard volunteered to be the Council’s representative on the Reepham Safer Neighbourhood Action Panel. This was APPROVED by the Council.

092/181 COUNTY AND DISTRICT COUNCILLOR’S REPORT
Cllr James updated the Council regarding the NDR

092/182 PLANNING
None

092/183 FINANCE
a) RESOLVED that payment of the accounts be approved and the necessary cheques signed by two authorised members.
b) VILLAGE HALL grant request.
After declaring an interest Mr Cook and Mrs Carman made statements in support of the request, and having answered questions, left the room.
Following some debate it was proposed by Mr Lee, seconded by Mr Mardle, that the Council make the following payments to the Village Hall Committee towards the cost of the flooring:
One payment of £1000 (one thousand pounds) in April 2012.
A further payment of £1000 (one thousand pounds) in September 2012.
These payments to include the £500 placed in the reserves for 2012/13. AGREED.
092/184 **REVIEW**

i) Financial risk assessments, internal controls, asset register. APPROVED  
ii) Standing Orders. APPROVED  
iii) Financial Regulations. APPROVED  
iv) Code of Conduct for Councillors. APPROVED  

092/185 **CASUAL VACANCY**  
No applications had been received before the Clerk’s website connection went down. If there have been applications these will be considered at the next meeting. If not, the vacancy will continue to be advertised  

092/186 **JUBILEE/OLYMPICS WEEKEND**  
Mrs Carman reported on recent fundraising evenings. The total raised so far now stands at over £4000.  
There will be a bingo evening on 3rd April and a singer on 28 April  

092/187 **STREET LIGHTING**  
Following a request from a parishioner at the February meeting it was AGREED that if the pavement widening scheme went ahead the standard on the High Street facing Booton will be moved westwards and upgraded.  
Should the pavement widening not occur the lamp will be upgraded.  

092/188 **NOTICEBOARDS**  
AGREED to remove old noticeboard from cemetery: Clerk to organise.  
AGREED to replace Bell Inn carpark noticeboard with a new one.  
Mr Lee volunteered to make a new one, Parish Council AGREED to pay cost of materials.  

092/189 **ONGOING MATTERS**  
AGREED that Agenda item “To receive information on matters not listed elsewhere on the agenda” will now also contain matters which are ongoing. Responsible person to report on progress until Council agrees to remove item from the list.  

092/190 **CAR PARKING**  
Council considers that nothing can usefully be done at the moment.  

092/191 **CLERK’S REPORT**  
1. Clerk’s broadband connection: I have had problems this week so my normal telephone has not been available and I have not been able to receive emails. I am hoping this will be resolved early next week. *Noted*  
2. Primary school governing body: all places are presently filled. There is no longer any automatic right for the Parish Council to be offered a seat. Should the Council wish to be represented it will have to go through the normal procedures *Noted*  
3. Cemetery:  
   i) Shed: I met with Mr Howard and we drew up a specification for the work. This has been sent out to three local builders *Noted*  
   ii) Bins: I met with Mr Lubbock and he suggested we fix the bins to the concrete post on the fence at the car park end. We will only need to purchase a chain and a padlock. *AGREED*  
4. Jubilee gates: Mr Howard and I visited the makers of the gates and confirmed our order *Noted*  
5. Grit bins: I have received a letter from Keith Simpson MP which contains a copy of the reply David White, Chief Executive of Norfolk County Council, sent him. Mr White reiterates the reasons why they refused the location of the grit bins, but says their local
092/191  CLERK’S REPORT (continued)

highway engineer is happy to meet with the Council to discuss whether there are any other appropriate locations Clerk to arrange

6. I have ordered a new book of Certificates for the Exclusive Rights of Burial (as agreed earlier). The cost should be £286. AGREED

7. I have written a report for the Parish Magazine. I have not done so for the Aylsham and Reepham Times as I have not done so for the Aylsham and Reepham Times as I understand it is closing down very soon. I have also checked the North Norfolk News and they do not run general reports from Parish Councils. However they will accept reports regarding specific activities or actions Noted

8. The website is now running properly and I can update as needed. Noted

9. I have received notification from Norfolk County Council that a section of the Marriott’s Way near Reepham has had to be closed due to badger activity. Noted

CORRESPONDENCE

- Clerks and Councils Direct, March 2012
- Thinkingwisp.co.uk, broadband leaflet
- NPFA, The Playing Field Newsletter, Winter 2011/12
- Sheringham Shoal Community Fund, details of the scheme
- NRCC, Thinking Fuel, Oil bulk buying scheme
- Norfolk Police Authority, community engagement newsletter
- BDC, Jubilee celebrations funding and support
- BDC, Warm and Well Project
- BDC, Grow Your Community’ - Older People’s Care and Support Forum, 28th March
- NALC, People in Action conferences (London / Bristol / Sheffield, May/July/September)

092/192  ITEMS FOR INFORMATION / FUTURE AGENDA

Noticeboards on playing field; Casual Vacancy

092/193  DATE OF NEXT MEETING

Thursday 19 April 2012 following the Annual Parish Meeting

092/194  AGREED To exclude the press and public under the Public Bodies (Admission of Strangers) Act 1960 during discussion of the following confidential item relating to tenders and contracts

092/195  TENDERS FOR WORK / CONTRACTS

i) INSURANCE: AGREED to renew insurance policy for a further year
ii) STREET LIGHTING MAINTENANCE: AGREED to appoint TT Jones Ltd
iii) INTERNAL AUDITOR: AGREED to appoint Ms Ros Calvert for 2012

There being no further business the Chairman declared the meeting closed.