At the annual meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 16 May 2013, the following members were present:

Mr P E Soanes – Chairman
Mr R H B Howard Mr J Gilbert
Mrs T J Durrant Mr D Cook
Mrs T Wilkinson Mr J Livingstone

In Attendance
Mr J Joyce - County/District Councillor
Mr L Mills - Clerk of the Council
and one member of the public

094/001 APPOINTMENT OF CHAIRMAN
The Chairman of the Council, Mr P E Soanes occupied the Chair and invited nominations for the appointment of Chairman of the Council for the ensuing year.

It was RESOLVED that Mr P E Soanes be re-elected Chairman of the Council for the ensuing year.

094/002 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN
Mr P E Soanes signed the Declaration of Acceptance of Office as Chairman of the Council in the presence of the Council and thanked members for his re-appointment.

094/003 DECLARATIONS OF INTEREST
Mr D Cook: website
Mrs T Durrant: bowls club

094/004 APOLOGIES FOR ABSENCE
Apologies for absence were received from Mr A Lee, Mrs T Carman, Mr B Schuil, and PCSO Bridges

094/005 MINUTES
The Minutes of the Council meeting held on 18 April 2013 having been circulated to all members, were confirmed as an accurate record.
The minutes were then signed by the Chairman.

094/006 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA
(i) GOAL POSTS: The Clerk reported that the posts have now been installed on the playing field. The Council will investigate the cost of nets.
(ii) BUS SHELTER: No further news
(iii) HIGH STREET PAVEMENT: Clerk reported that NCC Highways had informed him that work was due to start on 7th May. So far a few markings have been made on the road.
(iv) NEWSLETTER: none
(v) CHURCHYARD WALL: Clerk reported that Mr Hendry has started work and that it should take approx eight weeks. Clerk also hopeful that he will receive confirmation next week of whether the Parish Council will receive a grant from BDC.
POLICE LIAISON OFFICER'S REPORT

In the absence of PCSO Bridges the Clerk tabled the report.

Mr Howard reported on a meeting he had held with the head of Jeesal at Cawston. This had been very positive and amicable. They confirmed they did not keep large dogs loose on the grounds. The 'no trespassing' signs were in place at the request of the Police. Jeesal are always prepared to answer any questions the Council may have.

The Clerk read out an email from PCSO Bridges to update the Council on the Community Funding. Unfortunately the money for solar lights and graffiti workshop on the playing field is not available. However, PCSO Bridges is investigating other sources of funding towards the workshop.

COUNTY/DISTRICT COUNCILLOR'S REPORT

Mr Joyce reported that the make up of the County Council has changed after the recent election. No party now holds overall control. The first meeting failed to elect a leader. Mr Joyce has been elected temporary Vice Chairman until the next meeting when he hopes a new leader will be agreed upon. He believes it is vital that this matter be resolved as soon as possible.

PUBLIC PARTICIPATION

The Chairman adjourned the meeting to allow members of the public to speak. One member of the public asked if a litterbin will be also be provided in the new bus shelter.

APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that Mr R H B Howard be re-elected Vice-Chairman of the Council for the ensuing year.

APPOINTMENTS TO OTHER BODIES

(a) Oakes Memorial Trust Charity
RESOLVED that the Chairman of the Council and Mr R H B Howard be appointed to serve on the Oakes Memorial Trust for the ensuing year.

(b) Cawston Heath Charity
RESOLVED that Mr J Gilbert be appointed to serve on the Cawston Heath Trust for the ensuing year

(c) Cawston Village Hall Management Committee
RESOLVED that Mr J Livingstone be appointed to serve on the Cawston Village Hall Management Committee the ensuing year

(d) Reepham Safer Neighbourhood Action Panel
Deferred to next meeting

SCHEDULE OF MEETINGS

It was RESOLVED a full Council meeting shall be held every 3rd Thursday of the month.

MR R. MADLE ENTERED THE MEETING AT THIS POINT
094/013 PAYMENT OF ACCOUNTS

Mrs Durrant having checked the invoices against the payments it was RESOLVED that payment of the accounts totalling £2007.77 be approved and the necessary cheques signed by two authorised members.

MR D. COOK LEFT THE MEETING AT THIS POINT

094/014 INTERNAL AUDITOR’S REPORT

The Report of the Internal Auditor was considered and all recommendations will be actioned

094/015 ANNUAL RETURN

The Statement of Accounts and Annual Governance Statement for 2012 -13 were approved and adopted.

094/016 PLANNING

App no 20130500, Beerhouse Farm, Oulton Street, Cawston; alterations and extensions. The Council has no objections to this proposal.

App no 20130621, 1 Aylsham Road, Cawston. Single storey front extension. The Council has no objections to this proposal.

App no 20130485, 5 Ames Court, Cawston; Garage conversion etc. The Council has no objections to this proposal.

Clerk to inform Broadland District Council of its views.

MR R HOWARD LEFT THE MEETING AT THIS POINT

094/017 REPORT OF THE CLERK OF THE COUNCIL

(i) NEW HOMES BONUS: No money for the period October 2011 to September 2012 is due to the Council under this scheme. Noted

(ii) HIGHWAY RANGERS: visit due w/c 10 June. Please let me have any requests in good time. Noted

(iii) TREE: at the High Street, overhanging The Forge, Booton Road. I have received one tender to do the work. Other contractors seem to be rather slow to respond. Noted

(iv) POSSIBLE DEVELOPMENT ON CAWSTON ROAD, REEPHAM: I have received a long email from Imogen Ashwin of ‘Realistic Reepham’ outlining her fears regarding this possible development. This could be a housing site which may affect the amount of traffic flowing through Cawston. (This would be part of BDC’s ‘Reepham 1’ shortlisted development site: BDC will presumably welcome comments once the consultation on Allocated Sites is announced – maybe within the next two months) Council to be kept updated

(v) GREEN DEAL: two parishioners took up the offer of a survey of their property and BDC will shortly be sending the Council £100. Noted

(vi) Oulton Parish Council is concerned about the possibility of an anaerobic digester being constructed at Oulton and the effect it will have on local traffic. Council to be kept updated

(vii) NALC WEEKLEY NEWSLETTER can be sent to any councillor who wishes to receive it. Please email me to be placed on list. Noted
(viii) POLICE COMMISSIONER: there is a meeting with the new Police Commissioner at Aylsham on 2nd July. Noted
(ix) DEFIBRILLATOR: following an inquiry from a parishioner would Council be prepared to help install a defibrillator in the red telephone kiosk at Eastgate. Council is prepared to support this project in the same manner it supported the installation of the machine at the Village Hall.

094/018 UNUSED CARE HOME
No further news

094/019 SUBSTATION
The Clerk reported the contents of the recent email from SCIRA. Council instructed Clerk to contact SCIRA with the following questions:
(a) which parishioners have they contacted?
(b) what responses have they had?
(c) what action are SCIRA intending to take?

The Clerk further reported a letter he had received from SCIRA bringing the Council’s attention to the Sheringham Shoal Community Fund. Clerk instructed to contact them to explore the viability of providing a water supply to the allotments.

094/020 PLAYING FIELD
Chapel Street entrance: Clerk apologised for not siting the gate in exactly the previously agreed position.

AGREED to
(a) grub up all shrubs in the loke and th grass over to ensure ease of maintenance.
(b) extend path from Chapel Street to one metre beyond the gates to allow ease of access for all

Clerk to draw up specification and to invite tenders

094/021 WEBSITE
Deferred to July meeting

094/022 CEMETERY CARPARK DRIVE

AGREED Clerk to draw up specification similar to work completed at Village Hall Car Park and to invite tenders

094/023 EMERGENCY PLAN
Mr Gilbert explained what had been accomplished so far and distributed the leaflets and forms he had drawn up. The Council thanked him for all his good work so far and AGREED that he and Mr Cook should continue

094/024 DATE OF NEXT MEETING
Thursday 20 June 2013

THERE BEING NO FURTHER BUSINESS THE CHAIR THANKED EVERYONE FOR ATTENDING AND DECLARED THE MEETING CLOSED AT 9.15pm