

**CAWSTON PARISH COUNCIL MEETING – 18 JULY 2013**  
**DRAFT MINUTES**

At the meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 18 July 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; Mr A Lee; Mrs T J Durrant; Mr R Madle

**In Attendance**

Mr LR Mills (Clerk of the Council); two members of the public

**095/039 APOLOGIES FOR ABSENCE**

Mr J Gilbert; Mr R H B Howard; PCSO Bridges

**095/040 DECLARATIONS OF INTEREST**

Mr D Cook: website  
Mrs T J Durrant: cemetery drive

**095/041 MINUTES**

The Minutes of the meeting held on 20<sup>th</sup> June 2013 having been circulated to all members were approved by the Council and signed by the Chairman.

**095/042 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA**

There were no updates to report

**095/043 PUBLIC PARTICIPATION**

The Chairman adjourned the meeting to allow members of the public to speak

- (i) Concern was expressed at the music being played on the Playing Field
- (ii) Disquiet expressed at allotment holders using other peoples' water butts. Clerk will write to all tenants asking them to not use other tenants' collected water

**095/044 POLICE LIAISON OFFICER'S REPORT**

In the absence of PCSO Bridges the Clerk tabled his report.  
Mr Lee said he felt that the workshops at Stimpson's Piece had been very effective.  
AGREED to place 'Graffiti Workshops' on next agenda

Perspex on Youth Shelter: the obscene graffiti had been removed so it was not felt necessary to remove the Perspex. Clerk to inform PCSO Bridges.

**095/045 PLANNING**

(i) PLANNING APPLICATIONS

- 20130598 Erection of agricultural building, Perrys Lane Farm  
The Council SUPPORTS this application
- 20130860, Biomass renewable energy facility, Oulton Airfield

## **095/045 PLANNING (continued)**

The Council expressed concern at the traffic implications for Cawston Parish, and the potential visual impact of this development.

Clerk to inform Broadland District Council of the Council's opinions.

### **(ii) SITE ALLOCATIONS PLAN DOCUMENT, PREFERRED OPTIONS FOR DEVELOPMENT**

The Council AGREED the following response to this consultation document

PO17-02, AYLSHAM ROAD:

The Council OBJECTS as it is concerned at the probable increase in traffic, especially regarding access and safety of children attending the school. At present there are strong concerns at the speed of traffic on Aylsham Road (which has been identified as such by the local Police) and the Council is concerned this will be exacerbated by this development.

Clerk to complete Response Form and return to Broadland District Council

## **095/046 PAYMENT OF ACCOUNTS**

- (i) RESOLVED that payment of the accounts totalling £12282.50 be approved and the necessary cheques signed by two authorised members.
- (ii) RESOLVED that the Clerk present future accounts for payments in a more detailed itemised list for Councillors information
- (iii) The Clerk presented the first quarter of 2013/14 financial review and bank reconciliation dated 30<sup>th</sup> June 2013. Both were accepted by the Council.

## **095/047 REPORT OF THE CLERK OF THE COUNCIL**

(i) FOOTBALL NETS: a new net for a goal on the playing field costs approx £35. *AGREED to purchase one net. Council also thanked Mrs T Wilkinson for donating one net. They also thanked Mr J Gilbert, and Mr B Schuil for their help in installing the net.*

(ii) LITTER BIN: in mid June, as the result of a survey of the use of litter bins, Broadland District Council removed the litter bin from the paved area opposite 16 High Street. *Noted*

(iii) INFORMATION COMMISSIONER: The Council's registration with the Information Commissioner's Office was renewed with effect from 12 July 2013 and will expire on 11 July 2014. *Noted*

(iv) MR K SIMPSON MP: A letter has been received from the local MP asking if he may visit one of our meetings in the near future or if Councillors would like to meet with him on a Friday afternoon to discuss any matters of concern. Replied informing him of the dates of future meeting of the parish council. *Council would be pleased to welcome Mr Simpson to a future meeting.*

(v) LOCAL COUNCIL ADMINISTRATION: Members are aware that this book contains an overview of most of the laws and regulations governing the conduct of the Parish Council. A new updated edition has now been issued. Would Council consider authorising the purchase of this new edition for use by the Clerk? As I am a member of the SLCC the cost is £60 plus shipping as opposed to the usual price of £75. *AGREED*

(vi) ANNUAL APPRAISAL: I understand the idea of an annual appraisal of the Clerk and his role was raised at the last meeting (but not minuted). I feel this would help me do my job more efficiently if it is undertaken in a positive manner. Will Council authorise me to prepare a report on this matter for the next meeting? *AGREED*

(vii) NALC: AGM, would Council like to propose any resolutions to be debated at this meeting? *None*

(viii) CHURCHYARD TREE: Over the weekend of 6/7 July part of a tree fell from the churchyard onto Church Lane and partly on a parked car. I understand that a councillor rang the Vice Chairman and informed him of this. The Vice Chairman then rang the Chairman and Cawston Parish Council Draft Minutes 18 July 2013

## **095/047 REPORT OF THE CLERK OF THE COUNCIL (continued)**

the Clerk. The Chairman and Vice Chairman then removed the section on the car, whilst the Clerk phoned David Gillett, tree surgeon. Mr Gillett immediately drove from his work at Brancaster to deal with this situation and make the tree safe. Broadland District Council were informed (as the tree is within a conservation area) and later in the week the tree was inspected by the Clerk and Mr Sorensen, the Parish Council's tree warden. Mr Gillett and Mr Sorensen were of the opinion that the tree was unsafe and should be removed as soon as was practicable. Broadland District Council also gave their consent. Mr Gillett removed the tree on Tuesday 16<sup>th</sup> July. All this action was taken due to a perceived safety threat and all statutory regulations were followed.

Please may I remind councillors of the procedures to be followed in such circumstances. If you find a problem with any Parish Council asset the Clerk should be informed first. If he is unavailable the Chairman should be contacted. The Clerk is the Proper Officer of the Council and as such has the power to deal with such situations. *Noted*

(ix) TREES: On Thursday 11 July the Council's tree warden and I were inspecting some trees in the cemetery about which I had some concerns. We witnessed a very large lorry hit some branches of the two trees which overhang Aylsham Road at the cemetery entrance. Some large pieces of tree fell in the highway and the pavement. The tree warden explained the rules regarding the height of trees and the highways and it was obvious that our trees are in contravention of them. As this is another matter of public safety I asked David Gillett to inspect and make safe. He is presently liaising with Norfolk County Council about the possible need to deal with the traffic as the work is undertaken. He is also in contact with the utility providers as there are some power cables nearby. *Noted*

(x) TREES: recent incidents led the Tree warden and I to discuss the advisability of the Council adopting a plan for the curation of the trees for which it is responsible. *AGREED to place on next agenda. Clerk to ask Mr Sorensen to provide a quotation for providing such a plan*

(xi) YOUTH DEVELOPMENT: I have received a request from Mike Clemo (Community Support Worker for Momentum Norfolk). He would like to build on the youth development work previously done in Cawston. He would like to come to a Council meeting to discuss "how we can facilitate and support the establishing of youth provision..." *AGREED to invite Mr Clemo to next meeting*

### **CORRESPONDENCE**

- Norfolk Playing Fields Assoc, Newsletter Summer 2013\*
- Norfolk County Council, Norfolk Matters July 2013\*
- Norfolk RCC, Summer newsletter\*
- Clerk and Councils Direct, July 2013
- BDC, Broadland Business Focus Summer 2013
- NALC, Norfolk Link June 2013

## **095/048 COMPLAINTS PROCEDURE**

*AGREED to adopt proposed Complaints Procedure*

At this point Mr J Joyce (County and District Councillor joined the meeting)

## **095/049 STREET LIGHTING**

### **(i) ANNUAL INSPECTION**

*AGREED to authorise the works to the dim lamp, the new bowl replacement, and the tree trims.*

*Clerk to request costs of both present replacements and LED lighting for obsolete lanterns*

**095/049 STREET LIGHTING (continued)**

AGREED to electrical testing programme as outlined.

(ii) LED LIGHTING

Clerk explained that the offer proposed by Norfolk County Council had been made in a letter dated January 2013 and that he had presented this to the Council. At the time Council did not feel it necessary to take this up. The closing date has now passed.

**095/050 DISTRICT/COUNTY COUNCILLOR'S REPORT**

Mr Joyce updated the Council on latest developments at Norfolk County Council

**095/051 SUBSTATION**

Following discussion of the reply to the Clerk's email asking for details of the action taken by SCIRA to obviate the problem of the noise from the substation it was AGREED that the Clerk be instructed to inform SCIRA that we do not accept their contention that there is no problem as is evidenced by the turnout at the meeting in March this year. Clerk also to inform SCIRA that they will continue to monitor the situation over the summer and take action as we see fit.

Clerk also to contact Broadland District Council regarding Environmental health and Planning issues

**095/052 CEMETERY**

(i) SHED

The Clerk reported that he had spoken with Mt Harmer and he promised the door would be completed soon and that he would attach the water butt to the guttering along with a pipe to stop any overflow damaging the building

(ii) GRAVE REFURBISHMENT:

AGREED that the yew bush near the grave of Mr Cawston should be removed.

(iii) GROUNDS MAINTENANCE

At the last meeting the clerk was instructed to check the contract and the maintenance regime (Min 094/030 [ii]). The Clerk reported that in his opinion the contractual obligations are being more than adequately fulfilled by the contractor.

At this point Mr A Lee left the meeting.

After some discussion regarding agenda order Mr R Madle also left the meeting.

**095/053 CARE HOME**

Mr B Schuil updated the Council as to the possible sale of the care home

**095/054 EMERGENCY PLAN**

In the absence of Mr Gilbert it was agreed to defer this matter to the next meeting

**095/055 MOTOR BIKES**

The Chairman stated that the police had been visible with a speed gun last Friday and that Mr Howard was now satisfied. It was agreed that nothing was to be gained by discussing this matter.

## **095/056 WEBSITE**

Having declared an interest Mr Cook made a statement in which he said he had found the past few months very hurtful and that it had affected his credibility. He placed the blame with the Chairman.

The Chairman replied that Mr Cook had put a lot of effort into the website and he apologised to Mr Cook if he had offended him in any way.

The Council AGREED that the website run by Mr Cook over the years has made a big contribution to the parish.

## **095/057 ITEMS FOR INFORMATION/FUTURE AGENDA**

- (i) Graffiti workshop
- (ii) Tree plan
- (iii) Substation noise
- (iv) Cemetery upkeep
- (v) Emergency plan
- (vi) Clerk's appraisal

## **095/058 DATE OF NEXT MEETING**

15<sup>th</sup> August 2013

**095/059 AGREED** to exclude the press and public under the Public Bodies (Admission of Strangers) Act 1960 during the discussion of the following confidential items.

### **095/060 BEECH TREE, HIGH STREET**

Following the examination of the two tenders received it was AGREED to ask David Gillett to undertake this work

### **095/061 PLAYING FIELD ENTRANCE, CHAPEL STREET**

Following the examination of the three tenders received it was AGREED to ask Derek Gladden to undertake this work

### **095/062 CEMETERY DRIVE**

Following the examination of the tenders received it was AGREED to ask for further detail.

There being no further business the Chairman thanked everyone for attending and declared the meeting closed at 10.00pm