CAWSTON PARISH COUNCIL MEETING – 15 AUGUST 2013
DRAFT MINUTES

At the meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 15 August 2013, the following members were present:

Mr P E Soanes – Chairman:
Mr J Gilbert; 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)
Mr M Clemo; Mr J Joyce (District and County Councillor)

095/063 APOLOGIES FOR ABSENCE
PCSO Bridges

095/064 DECLARATIONS OF INTEREST
Mr D Cook: Village Hall

095/065 MINUTES
The Minutes of the meeting held on 18th July 2013 having been circulated to all members were approved by the Council and signed by the Chairman.

095/066 PUBLIC PARTICIPATION
The Chairman adjourned the meeting to allow Mr M Clemo to speak.
Mr Clemo represents Momentum Norfolk and he explained its role in youth provision. They would like to help generate some youth facilities in Cawston and asked if councillors had any suggestions.

- Mrs T Carman joined the meeting at this point

095/067 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA
(i) Churchyard Wall: the works have been completed, BDC have been informed. Clerk instructed to contact contractor to query weeds growing through wall beside restored area.
(ii) Bus Shelter: Clerk informed meeting of NCC Highways’ decision to refuse permission at suggested site. Matter to be further discussed at next meeting.
(iii) Newsletter: no report

095/068 POLICE LIAISON OFFICER’S REPORT
(i) In the absence of PCSO Bridges the Clerk tabled his report.
(ii) AGREED to support Graffiti Workshop if funding can be obtained from 106 monies or a charitable donation

095/069 DISTRICT AND COUNTY COUNCILLOR’S REPORT
Mr Joyce presented his report

095/070 PLANNING
(i) PLANNING APPLICATIONS

- 20130958 Methodist Chapel, Norwich Road, Conversion to residential unit: The Council OBJECTS to this application: believe the parking area is not of sufficient size, and also concerned at impact on neighbours.
- 20131025, 10 Glebe Crescent, side and rear extensions: The Council has no comment
095/070 PLANNING (continued)
- 20131026, 10 Glebe Crescent, replacement outbuilding: The Council OBJECTS to this application: concerned that the intended use of the building is not stated on the application

The Clerk to inform Broadland District Council of the Parish Council’s opinions

(ii) SITE ALLOCATIONS PLAN DOCUMENT, PREFERRED OPTIONS FOR DEVELOPMENT
The Council AGREED not to respond to this consultation document: PO17-01, Allotments/Cemetery:

095/071 PAYMENT OF ACCOUNTS
(i) AGREED to implement the National Joint Council for Local Government Services pay scales for 2013/14 with effect from 1st April 2013

(ii) The invoices and cheques having been scrutinised by Mr B Schuil it was RESOLVED that payment of the accounts totalling £11684.08 be approved and the necessary cheques signed by two authorised members.

- Mr A Lee left the meeting at this point

095/072 REPORT OF THE CLERK OF THE COUNCIL
(i) CHAPEL STREET ENTRANCE: Work has started. Noted
(ii) RoSPA ANNUAL INSPECTION: This has been completed and I have received their report. The equipment would appear to be in a good state of repair. Mr Lubbock and I went round the site with the report and agreed on works to be done. Two items were identified as requiring work: on the swing nest some wires were exposed – these have now been given a protective covering; at the base of the slide the ground is worn. This will be infilled over the winter. Noted
(iii) CHARITIES: I confirm that the annual returns for the Clifford Pye and Rodwell Charities have been completed and received by the Charity Commissioners. Noted
(iv) NCC HIGHWAY RANGERS, visit planned for w/c 9th September. Noted

CORRESPONDENCE
- Anglian Water, Shaping Our Future (response to customer survey)*
- BDC, Big Switch and Save latest round*
- NRCC, Helping Improve Community Transport in Norfolk, meeting in Cromer, 28 August at 6.30*
- Rural Services Network, Rural Fair Share campaign*
- BDS, Training Courses Sep2013 to March 2014

095/073 SUBSTATION
The Clerk reported that he had researched the planning applications as requested at the last meeting. He also reported on recent correspondence.

095/074 CEMETERY
(i) GRAVE REFURBISHMENT: Clerk reported that the grave had been tidied and that the cross should be reinstated soon, along with reseeding. AGREED that the yew bush near the grave of Mr Cawston should be removed.
(ii) SITE MEETING
Councillors AGREED to tour the cemetery on Thursday 22 August at 6pm

095/0575 EMERGENCY PLAN
Mr J Gilbert reported to the meeting.
Mr Gilbert and Mr Cook will be Joint Community Emergency Coordinators.
Broadland District Council has agreed to print the forms
095/076 **ITEMS FOR INFORMATION/FUTURE AGENDA**

**INFORMATION:**
1. Mr Schuil updated the Council regarding the Care Home

**FUTURE AGENDA**
(i) Youth provision
(ii) Bus shelter
(iii) Churchyard volunteers
(iv) Cemetery matters
(v) Care Home (Item 4)

095/077 **DATE OF NEXT MEETING**
19th September 2013

095/078 **AGREED** to exclude the press and public under the Public Bodies (Admission of Strangers) Act1960 during the discussion of the following confidential items.

095/079 **TREE MANAGEMENT PLAN**
AGREED to commission plan from Ravencroft Arboricultural Services

095/080 **CEMETERY DRIVE**
Mrs T Durrant declared an interest
Agreed to consider further during site visit 22 August

095/081 **CLERK APPRAISAL**
It was AGREED to conduct an annual appraisal in accordance with the Clerk’s recommendations with the following alterations:
(i) Appraisal to be conducted by Chairman and one other councillor. Chairman to contact all councillors individually to ascertain who second appraiser should be.
(ii) Clerk to have the right to be accompanied by one other person at appraisal meeting.
(iii) One of the councillors suggested that Mr Madle would not be allowed to participate in the Clerk’s appraisal as he had not been on the Council for long enough
(iv) Appraisal to be conducted September or October

- At this point Mr R Madle left the meeting

095/082 **TENDERS**
Clerk tabled suggested specifications for the following Grounds Maintenance contracts, due for renewal April 2014:

   CHURCHYARD: AGREED
   PLAYING FIELD: AGREED
   CEMETERY: To be further considered at Cemetery site visit 22 August

095/083 **STREET LIGHTING**
AGREED that obsolete lanterns be replaced with LED lights

There being no further business the Chairman thanked everyone for attending and declared the meeting closed at 9.40pm