At the meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 21 November 2013, the following members were present:

Mrs T Carman; Mr B Schuil; Mr D Cook;
Mrs T J Durrant; Mr A Lee; Mr J Gilbert

**In Attendance**
Mr LR Mills (Clerk of the Council);

095/129 **CHAIR**

In the absence of the Chairman and Vice-Chairman it was unanimously AGREED that Mr A Lee be appointed to chair this meeting.

095/130 **APOLOGIES FOR ABSENCE**

Mr P E Soanes; Mr J Livingstone; PCSO Bridges

095/131 **DECLARATIONS OF INTEREST**

None

095/132 **MINUTES**

The Minutes of the meetings held on 17 October 2013 and 31 October 2013 having been circulated to all members were approved by the Council and signed by the Chairman.

095/133 **PUBLIC PARTICIPATION**

None

095/134 **POLICE LIAISON OFFICER’S REPORT**

In the absence of PCSO Bridges the Clerk tabled his report. The Clerk also distributed copies of the letter from Police Sergeant Nathan Hodgson introducing himself as the local Safer Neighbourhood Team Sergeant.

095/135 **DISTRICT AND COUNTY COUNCILLOR’S REPORT**

None

095/136 **MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA**

(i) Care Home: Mr Schuil reported that the gardens were still being kept clean and tidy.

(ii) Trees: Mr Schuil reported that Easton College were sometimes in need of trees for students to work on. Agreed to raise this idea at next meeting.

*One member of the public entered at this point*

095/137 **PLANNING**

The Clerk reported that Planning Application 20131212 will be “called in” if the officers are minded to approve it.

Mr Schuil updated the Council on recent activity at the site.
FINANCE

PAYMENT OF ACCOUNTS: The invoices and cheques having been scrutinised by Mrs Durrant it was AGREED that payment totalling £2734.15 be approved and the necessary cheques be signed by two authorised members.

REPORT OF THE CLERK OF THE COUNCIL

(i) CLERK APPRAISAL: The appraisal was completed recently and we hope a report will be available for members at the December meeting. Noted

(ii) TENDERS: I have received no further responses regarding the cemetery drive. AGREED that, as a safety measure, Mr Lee to organise contractor to fill in potholes at a cost of no more than £50.

(iii) LITTER PLAYING FIELD: I have not yet contacted Mrs Gladden. Mr Cook reported he had spoken with Mrs Gladden and will ask her to contact the Clerk

(iv) VILLAGE HALL: I have received the following from Mr Livingstone, Council representative on the Village Hall Committee:

The Village Hall Committee would like to inform the Parish Council that it has applied for a grant to fit PV panels on the roof of the village hall, and has named the Parish Council as a potential partner in the bid. If the grant application is successful, The Village Hall Committee will be bidding for a small contribution towards the work from the Parish Council. Noted

(v) AMERICAN WAR MEMORIAL: this is in need of some repair. I understand there is a possibility of grant-aid available for this type of work. Would Council like me to obtain further details? Clerk to obtain details and report back to Council

Since April 2012 Mr Simon Isbell has voluntarily looked after this memorial (grass cutting etc). Would Council like me to send their thanks and appreciation to him? Clerk to write to Mr Isbell

(vi) TREE MANAGEMENT: I have not yet been in contact with Mr Sorensen (Tree Warden). Also Jeesal have yet to respond to my enquiry regarding cemetery works over the winter. Noted

(vii) YOUTH SHELTER: rear panel cracked. Clerk to obtain costs of repair/replacement

(viii) NCC HIGHWAY RANGERS: visit scheduled for w/c 9th December. If Councillors have any works that they feel are suitable for the Rangers please could you let me know by Tuesday 3rd December at the very latest. Noted

(ix) SECTION 137: Request for donation from Citizens Advice Bureau Norwich. Refused.

CORRESPONDENCE

- BROADLAND YOUTH ADVISORY BOARD; new Youth and Community Worker, Mike Mills; letter outlining his role and that of his board.*
- BDC: Housing With Care; open day at Green Lane Views, sheltered accommodation for the over-55s; Thurs 5th December, 2-4pm*
- BDC: Training seminar: Social Media in a Local Government Context; Tuesday 26th November, cost £50 per delegate*
- BDC; Broadland Sports Newsletter, Nov 2013*
095/140 CASUAL VACANCY

Following the resignation of Mrs Wilkinson, and Broadland District Council having confirmed that there has been no call for an election, it was AGREED to place notices in the Parish magazine, on the noticeboards, and on the website, asking for nominations to be sent to the Clerk by 10th January 2014.

095/141 BUDGET 2014-2015

After a short discussion it was AGREED to defer further consideration to the next meeting.

095/142 RECENT CORRESPONDENCE

(i) Mr Sutton: having read all of Mr Sutton’s recent communications, and after lengthy discussion, the following was AGREED unanimously:

- That the problem of the noise from the sub-station is still being addressed by the Council, and we are in contact with the relevant authorities. We have also recently contacted all those who have complained about the noise problem in the past.
- The Council feels that the correspondence with Mr Sutton is now becoming a circular discussion, and that it is taking up a disproportionate amount of the Clerk’s working time. Therefore the Council feels that should Mr Sutton believe that the Council is not acting according to law, or producing minutes that are not acceptable, he should now take these matters up with the relevant authorities.
- The Council believes that this correspondence has now reached a conclusion.

The Clerk to inform Mr Sutton of the Council’s decisions.

(ii) The Chairman had received a letter from a parishioner regarding problems of transport encountered by the more elderly members of the parish. Clerk to write to Sanders coaches asking if there is anything they can do, and to write to the parishioner.

095/143 SUB STATION NOISE

Deferred to next meeting

095/144 EMERGENCY PLAN

Mr Cook reported that all leaflets and forms had been printed and were ready for distribution. After this they plan to hold an open meeting in the Village Hall.

095/145 PARISH PARTNERSHIPS SCHEME 2014/15

AGREED to defer consideration of this item to the next meeting. Members to bring any ideas to this meeting.

095/146 BUS SHELTER

Clerk to invite representative of Norfolk County Council Highways to visit Cawston to discuss possible sites.

095/147 ITEMS FOR INFORMATION/FUTURE AGENDA

None

095/148 DATE OF NEXT MEETING

19th December 2013

There being no further business the Chairman thanked everyone for attending and declared the meeting closed at 8.40pm.