CAWSTON PARISH COUNCIL MEETING – 19 DECEMBER 2013
DRAFT MINUTES

At the meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 19 December 2013, the following members were present:

Mr P E Soanes (Chairman)
Mr J Livingstone; Mrs TCarman; Mr B Schuil; Mr D Cook; Mrs T J Durrant; Mr A Lee
In Attendance
Mr LR Mills (Clerk of the Council); one member of the public

The Chairman commenced the meeting by thanking Mr Lee for chairing last month's meeting

095/149 APOLOGIES FOR ABSENCE

Mr J Gilbert; PCSO Bridges

095/150 DECLARATIONS OF INTEREST

Mrs T Carman, Mr D Cook (Village Hall)

095/151 MINUTES

The Minutes of the meeting held on 21 November 2013 having been circulated to all members were approved by the Council and signed by the Chairman.

095/152 PUBLIC PARTICIPATION

The level of public interest in Council meetings was discussed.
The height of the hedges around the allotments, and whether they are level enough following their recent cutting, was also raised.

095/153 POLICE LIAISON OFFICER'S REPORT

In the absence of PCSO Bridges the Clerk tabled his report.
The Chairman reported that he had attended the Safer Neighbourhood Action Panel meeting in Reepham last week. Theft of heating oil and speeding remain major issues. Police will also be targeting mud on the road. Speedwatch volunteers will now report drivers using mobile telephones. Next SNAP meeting to be held in March 2014 in Cawston.

095/154 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

(i) Care Home: Mr Schuil reported on recent attempts to discuss progress with the owners. Clerk instructed to try and contact them.

(ii) Emergency plan: Mr Cook reported that they had met with the Broadland District Council's representative. Forms and leaflets are now ready for distribution. Mr Cook expressed a need for fellow councillors to be positive about this enterprise. Council reaffirmed that they support the Emergency Plan.

(iii) Bus shelter: Clerk reported that he had contacted NCC Highways Dept and he hoped to be meeting with them in January

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

095/155 DISTRICT AND COUNTY COUNCILLOR'S REPORT

Mr Joyce reported that the Council is setting its budget. Central government funding has decreased by 2.9%. He surveyed possible general changes to expenditure.

095/156 PLANNING

(i) The Clerk reported that Outline Planning Permission for twenty houses on land off Fred Tuddenham Drive (Application 20131212) has been refused by Broadland District Council

(ii) Application 20131304, Botany Farm, Marsham
Permission C/5/2008/5012 modification, Wood Farm, Marsham.
Council has no objection to these two applications. Clerk to inform relevant planning Authorities.

095/157 FINANCE

PAYMENT OF ACCOUNTS: it was AGREED that payment totalling £2137.05 be approved and the necessary cheques be signed by two authorised members. (The invoices and cheques were scrutinised by Mr Livingstone after the meeting.)

095/158 REPORT OF THE CLERK OF THE COUNCIL

(i) INTERNET DOMAIN ETC: following last month's query I have spoken with InTouch Systems. The annual cost provides us with the domain name for a year, plus our email accounts which are managed through the InTouch server and go through their spam filter and report system. The high cost of the annual fee is due to the fact that gov.uk domains are only available through ja.net and they charge more than the usual co.uk etc domains.

InTouch have confirmed that Cawston-pc.gov.uk can be redirected to our existing site. They would undertake this for £10 per year plus vat. *AGREED*

(ii) NALC SURVEY: I have received a survey form from NALC which asks questions regarding our views of their services. Would Council like to complete this or would they like me to do so? *Clerk to complete and return*

(iii) YOUTH ADVISORY BOARD request that Councillors look at enclosed map of Youth provision and inform YAB of any missing schemes. *Noted*

(iv) S137 GRANT REQUEST: from AGE UK. *AGREED £25 donation*

(v) NCC, Consultation on charges for Pre-Application Advice. NCC is the planning authority that deals with applications for minerals, waste and County Council development. It will also become the Sustainable Drainage Systems approval body. Presently it offers advice on an informal basis without charge. It now wishes to introduce a scheme for charging. Any comments should be received by them before 27 January 2013 *Noted*

(vi) PARISH PAGES In the latest edition I have been replaced as Clerk by a lady who has actually taken over as clerk to Cantley Parish Council. I have received an apology from Malcolm Black and a correction will be published in the next edition. *Noted*

(vii) TREES As this item has been deferred to next month I have asked the Tree Warden if he can attend in January. *Noted*

(viii) POLLING STATIONS REVIEW It is intended that the Village Hall remain the polling station at Cawston. Council or electors can comment before 7th January if they wish to. *Noted*

(ix) EON Under new definitions brought in by OFGEM the Parish Council is now defined as a "micro business" *Noted*

095/158 REPORT OF THE CLERK OF THE COUNCIL (continued)

(x) COMMUNITY INFRASTRUCTURE LEVY BDC is consulting on how they should work with Parish Councils in relation to CIL. I will distribute the letter to Councillors in good time so they can ask Mr Courtier any questions they may have at the January meeting. *Noted*

(xi) BDC, CONSULTATIONS SURVEY Overview and Scrutiny Committee are undertaking a review of how the Council conducts public consultations. This contains ten questions. Would Council like to consider them or would they like me to answer them? *Consider at next meeting*

(x) BDC/CfPS, SCRUTINY APPROACHES, Workshop, 21 Jan 2014, 1pm – 4pm. £50 per delegate *Noted*

(xi) CEMETERY DRIVE: Mr Lee said that the cost of materials to fill potholes and make safe would be £100. He would undertake the work at no cost. *AGREED to authorise Mr Lee to purchase material up to total of £100.*

CORRESPONDENCE

- NALC, Norfolk Link, Dec 2013
- BDC, Broadland Business Focus, Winter 2013
- NRCC, November newsletter
- NORFOLK POLICE AND CRIME COMMISSIONER, Hate Free Norfolk Network

095/159 BUDGET 2014-2015

Draft budget was discussed.

Mr Cook then made a statement regarding the Village Hall's request for a grant towards the installation of photovoltaic panels.

Mr Cook and Mrs Carman then left the room whilst the grant was considered.

Mr Joyce and the one member of the public left the meeting at this point

After further discussion it was AGREED to offer the Village Hall a grant of £1,600. This sum would need to be added to the precept for 2014 – 2015

Mr Cook and Mrs Carman rejoined the meeting at this point

The Clerk will circulate a revised draft budget for consideration by Councillors before the next meeting

095/160 PARISHIONERS' CORRESPONDENCE

(i) Clerk informed the meeting that he had written to Sanders Coaches in response to the letter regarding the service to/from Eastgate. He had also written to the original correspondent informing her that it had been discussed by Council and that he had sent a letter to the bus company

095/160 PARISHIONERS' CORRESPONDENCE (continued)

(ii) Mr Sutton: following receipt of emails from Mr Sutton (two dated 6.12.13, and one dated 18.12.13) Mr Schuil stated that he was angered by the following paragraph in the email from Mr Sutton dated 6.12.13

> Three Councillors and one ex Councillor have expressed very similar views to me regarding the "brief" minuting of meetings and the way that you conduct yourself and your verbal input at those meetings, which I have also observed, so I am surprised that it was passed unanimously not to correspond with me further considering the opinions given to me by those three councillors.

Mr Schuil asked that it be minuted that he was NOT one of the councillors Mr Sutton refers to. He also stated he was angered that any councillors should behave in this manner. Once a decision is agreed by Council all Councillors should support it in public whatever their private views. This is the same point as that made by Mr Cook earlier in the meeting (Emergency Plan, above). Mr Livingstone, Mrs Durrant, Mr Lee, and Mr Soanes also stated that they were not the councillors referred to by Mr Sutton.

Following further discussion it was AGREED that the Clerk should write to Mr Sutton again, to reiterate that the Council stands by the two final points made in its letter of 28th November

- The Council feels that the correspondence with you 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 you believe that the Council is not acting according to law, or producing minutes that are not acceptable, you should now take these matters up with the relevant authorities.
- The Council believes that this correspondence with you has now reached its conclusion and will not enter into any further discussion on these matters.

095/161
Due to the late hour it was AGREED to defer the following items to a future meeting:
SubStation Noise; Parish Partnerships Scheme; Playing Field Matters; Volunteers

095/162 ITEMS FOR INFORMATION/FUTURE AGENDA
None

095/163 DATE OF NEXT MEETING
16 January 2014

095/164 To exclude the press and public under the Public Bodies (Admission of Strangers) Act 1960 during discussion of the following confidential items relating to business contracts and to employment conditions

095/165 GROUNDS MAINTENANCE

It was AGREED to award the contract for all grounds maintenance for the next four years to Garden Guardian Ltd.

095/166 CLERK APPRAISAL

The appraisal report agreed by the Chairman, Mr Livingstone and Mr Mills was distributed to, and accepted by, councillors.

There being no further business the Chairman thanked everyone for attending, wished everybody a happy Christmas and declared the meeting closed at 9.40pm