CAWSTON PARISH COUNCIL MEETING – 20 FEBRUARY 2014

MINUTES

At the meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 20 February 2014, the following members were present:

Mr P E Soanes (Chairman)
Mr J Livingstone; Mrs T Carman; Mr B Schuil; Mrs T J Durrant;
Mr A Lee; Mr J Gilbert; Mr D Cook

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

095/183 APOLOGIES FOR ABSENCE

PCSO Bridges; Mr J Joyce (District and County Councillor)

095/184 DECLARATIONS OF INTEREST

Mrs T Carman: Cawston Big Weekend
Mr P Soanes: planning application 20140195

095/185 MINUTES

The Minutes of the meeting held on 16 January 2014 having been circulated to all members were approved by the Council and signed by the Chairman.

095/186 ADJOURNMENT

AGREED to adjourn the meeting for the following three matters:

(i) Public participation

Mrs T Wilkinson reported comments by parishioners to the effect that the Council had not implemented all of the Parish Plan. Mr Livingstone disputed this and said he was willing to meet with them to discuss the perceived failings.

Mrs Wilkinson also gave the Clerk a list of two matters she would like to see dealt with by the Parish Council.

(ii) Police Liaison Officer’s Report

PCSO Bridges’ report, having previously been distributed, was accepted.

Mr A Lee was thanked for erecting the temporary fencing at the entrances to the playing field.

(iii) District/County Councillor’s Report

None

095/187 TREE MANAGEMENT PLAN

Mr Livingstone proposed that the following trees be dealt with (numbers refer to attached plan):

OT1: Poplar, does not belong to the Council
T 10: Pine, churchyard – remove ivy
T 12: Sycamore, playing field – remove ivy
095/187 TREE MANAGEMENT PLAN (continued)

T 1 : Sweet chestnut, cemetery – remove deadwood*
T 7 : Sweet chestnut, cemetery – remove deadwood*
T 11: Elms, playing field – dead, fell
T 14: Sycamore, playing field – crown raise*

AGREED: Those items marked * clerk to obtain quote for works.
AGREED: Mr Livingstone and other councillors will deal with ivy.
AGREED: T11 (Elms) will be dealt with when hedge on playing field is cut back

The Council thanked Mr Gilbert, Mr Livingstone, Mr Soanes and, especially, Mr and Mrs Schul for all their work in dealing with the dead bushes etc at the cemetery. Many people feel it is a great improvement.

095/188 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

(i) Care Home: Clerk reported he had written to Florence Care as instructed (minute 095/171[i] ). He still awaits a reply.

(ii) Emergency Plan: Mr Gilbert and Mr Cook will be meeting area representative at Jubilee Close on Wednesday 5 March.

(iii) Bus Shelter: The Chairman, Mr Gilbert, and the Clerk met with James Winter, Norfolk County Council Highways Engineer on 30 January to discuss a possible location for a bus shelter in the village. Mr Winter considered a site opposite the cemetery entrance at Aylsham Road, near the phone box on the grass to be the most suitable site. We are now awaiting written confirmation from Mr Winter.

The Council also noted with regret that there is now no bus service to and from Eastgate.

(iv) Playing Field: none.

(v) Volunteers: Mr Livingstone and Mrs Carman have drafted a poster/leaflet. They will pursue it further at the next Village Hall Committee meeting. It will also be placed on the Annual Parish Meeting agenda.

(vi) Defibrillator: Mr Cook reported that he has been doing the weekly checks since Mr Madle moved house. Mr Madle gave his file on the matter to Mr Cook and this has now been passed to the Clerk. Mr Cook would like someone else to take on the task of the weekly checks. As there were no volunteers on the Council he will continue in the short term until someone is prepared to do the job.

Mrs Durrant reported that she had been contacted by someone who could train villagers in the use of the defibrillator. The Clerk to follow this up.

095/189 PLANNING

(i) The Council AGREED the following responses:

App 20140074, Jeesal Cawston Park, extension to existing training building: SUPPORT
App 20140086, Land to south of Beechwood Farm, Perrys Lane, erection of agricultural workers’ dwelling (outline): OBJECT, it has not been demonstrated that there is an agricultural need for such a development.
App 20140195, Wood Farm Barns, Brandiston Road, change of use of agricultural barn to residential building:

The Chairman, having declared an interest, took no part in the discussion or vote on this matter.

SUPPORT provided the character of the building is maintained.
095/189 PLANNING (continued)

App 20140209, Hill House, Heydon Road, raising of roof and alterations to dwelling. No response.
App 20140211, 18 High Street, Cawston: Council observes that some of these alterations will compromise the integrity of the building (especially the insertion of the windows) but neither supports nor objects.

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

(ii) An email from the Clerk of Oulton Parish Council regarding the proposed anerobic digester, having been previously distributed, was discussed. AGREED that Clerk should write to Oulton Parish Council affirming that its support of the refusal to grant permission is continuing.

095/190 FINANCE

(i) PAYMENT OF ACCOUNTS: it was AGREED that payment totalling £1442.79 be approved and the necessary cheques be signed by two authorised members. (The invoices and cheques were scrutinised by Mrs Durrant.)

(ii) CHANGES TO BANK SIGNATORIES: It was AGREED that Mr Schuil be added to the list of three signatories and that Mr R Howard be removed.

(iii) S106: the Clerk read out a letter from Broadland District Council, reminding the Parish Council that any monies not spent by September 2015 will be returned to the developer. To consider at next meeting.

095/191 REPORT OF THE CLERK OF THE COUNCIL

(i) PLAYING FIELD GATES: all quotes to replace and install new gates have been forwarded to the insurers. We are now awaiting their response. Noted
(ii) PLAYING FIELD EQUIPMENT: RoSPA have confirmed they will undertake the annual safety inspection in the summer. Noted
(iii) CPRE NORFOLK ALLIANCE: an informal alliance aiming to a reduction in the housing targets included in the Joint Core Strategy of the Greater Norwich Development Partnership (GNDP) and its successor, the Greater Norwich Growth Board
· transparent and meaningful consultation by the GNDP with opportunities for active public participation.
· abandonment of plans to construct the Norwich Northern Distributor Road (the NNDR) and the Postwick Hub junction.
Does Council wish to consider joining? Consider at next meeting
(iv) INTERNET DOMAIN: InTouch Systems have confirmed that all traffic entering Cawston-pc.gov.uk will be directed to the Council’s website. It has been pointed out to me that the email address at the foot of a recent notice was incorrect. I cannot work out how it happened, but please accept my apologies. It has now been corrected. Noted
(v) HIGHWAY RANGERS VISIT: scheduled for 10 March. Please let me have any works you feel they could do by 26 February at the very latest. Noted
(vi) NORFOLK COMMUNITY TRANSPORT ASSOCIATION: Community Transport and Parish Councils forum meeting on 26th March 2014, Aylsham, 230pm. Noted
(vii) LOCAL AUDIT AND ACCOUNTABILITY ACT 2014: I have distributed to all councillors a copy of the briefing issued by NALC. Noted
095/192 CASUAL VACANCIES

Having been asked by Mr Howard to read out his letter of 27 January 2014, and to ensure that its contents were minuted, the Chairman did so:

Dear Chairman,
I am deeply saddened that after nearly 40 years service to Cawston in general and its [sic] inhabitants in particular, that it has become necessary for me to tender my resignation to Cawston Parish Council.
It is of great personal regret that the values and ideals which we once held very dear to our hearts largely appear to have fallen by the wayside.
Richard Howard

The Clerk left the room for a short while. Upon his return it was

AGREED to instruct the Clerk to write a letter to Mr Howard thanking him for his long service to the parish and its inhabitants, and expressing the Council’s regret at his decision to resign. The Clerk was instructed to circulate a copy to all members for their approval before he and the Chairman sign it and post to Mr Howard.

The Clerk confirmed that the notices of a casual vacancy have been posted. He also confirmed that interviews for the two parishioners who have applied to be coopted will be held from 6.30 before next month’s meeting.

095/193 PARISHIONERS’ CORRESPONDENCE

Since the last meeting a long email from Mr Sutton had been circulated to all members, along with a copy of a letter from Keith Simpson MP.

The Clerk explained Broadland District Council’s response to Mr Sutton’s two complaints.
(i) They had dismissed Mr Sutton’s complaint regarding the Chairman’s entry in the Register of Members’ declaration of Interests.
(ii) They had also confirmed that the Clerk had followed their recommended procedures by placing a link on the Parish Council’s website to BDC website.

The Chairman apologised to the Council for his error in filling in the form, stating that it was a genuine mistake on his part.

Mr Schuil stated that he found Mr Sutton’s comments regarding his co-option onto the Parish Council “very offensive”.

AGREED that the Clerk should write to Mr Sutton to thank him for raising these matters. The Council understands he will have heard from Broadland District Council regarding his complaint, and as such the Parish Council now considers these matters closed.

095/194 SUBSTATION NOISE

Mr Livingstone reported that he had met with Mr Sutton and they will both meet with Mr Munby to discuss a plan of action. He will report back to the Council.

095/195 CAWSTON BIG WEEKEND

Further to her email to Council, Mrs Carman gave some detail regarding the proposed event. AGREED to allow the event subject to the usual proof of insurance and other legal guarantees.
095/196 **RECYCLING**

AGREED that the Clerk should provide a positive response to the Broadland District Council survey.

095/197 **ITEMS FOR INFORMATION/FUTURE AGENDA**

(i) INFORMATION: Mrs Durrant reported that Mr Ives had trimmed the hedge at his end of the allotment. Clerk to write and thank Mr Ives for his work.

Mr Schuil asked whether the litter bins on the Playing Field had been emptied since Mr Lee installed the temporary gates. Clerk to contact Broadland District Council to try and resolve the issue.

Mrs Carman asked that the Council purchase and install a water butt at the shed in the cemetery. AGREED.

095/198 **DATE OF NEXT MEETING**

20 March 2014

095/199 To exclude the press and public under the Public Bodies (Admission of Strangers) Act 1960 during discussion of the following confidential items relating to tenders for work. AGREED

095/200

(i) AGREED to ask Mr Nev Clarke to reduce the hedges along the Chapel Street side of the playing field. Mr Livingstone agreed to work with Mr Clarke and see whether the dead elms could also be removed, as agreed earlier.

(ii) The Clerk informed the meeting that the insurance company had agreed to pay for the making and installation of replacement gates at the playing field. He understands that the payment will be sent next week.

There being no further business the Chairman thanked everyone for attending and declared the meeting closed at 9.45pm.