At the meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 20 March 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

095/201 APOLOGIES FOR ABSENCE
PCSO Bridges

095/202 DECLARATIONS OF INTEREST
Mr A Lee, Planning application

095/203 MINUTES
The Minutes of the meeting held on 20 February 2014 having been circulated to all members. It was AGREED that Mr Munby be changed to Mr Mumby [minute 095/194] With this change the minutes were approved by the Council and signed by the Chairman.

095/204 CASUAL VACANCIES
(i) Following informal interviews held prior to the meeting it was AGREED to invite Mr Graham Sinclair and Mr Neal Milton to be co-opted onto the Parish Council

(ii) The Clerk informed the meeting that as of 19 March 2014 Mr R Madle had not attended any Parish Council meeting for six consecutive months. In accordance with the Local Government Act 1972, s85 (i) and (ii) Mr Madle therefore ceased to be a member of the Parish Council on that date. The Clerk had informed Democratic Services at Broadland District Council and notices of the casual vacancy will be issued in due course.

095/205 ADJOURNMENT
AGREED to adjourn the meeting to allow members of the public to speak.

(i) Land off Fred Tuddenham Drive planning application – it was asserted that a lot of people object to this proposal and it is hoped that the Parish Council will remain steadfast in its opposition to the scheme.

(ii) One member of the public referred to fears that if a tap was installed in the cemetery children may be tempted to leave it running. He considered this unfair to the local children.

095/206 POLICE LIAISON OFFICER’S REPORT
In the absence of PCSO Bridges the Clerk tabled his report
095/207 CHAIRMAN’S REPORT

The Chairman thanked Mr Schuil and Mr Livingstone for all their work on the trees and bushes in the parish.

He reported that he and Mr Schuil had replaced the broken post on the dog litter bin at Norwich Road.

He also thanked Mr Lee for installing the temporary gates at the playing field.

All these comments were endorsed by the Council.

095/208 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

(i) Care Home: Clerk reported that he had not had a reply from Florence Care. Mr Schuil reported that the grass was still being cut. He also updated the Council on his researches.

(ii) Emergency Plan: Mr Gilbert and Mr Cook attended a meeting with Alex Bromley of Circle Housing. Wherry Shelter Housing could be used a centre in time of emergency. A further meeting will be held on 8th April at Jubilee Close.

(iii) Bus Shelter: no further developments

(iv) Sub Station noise: Mr Livingstone had met with Mr Mumby and Mr Sutton. They will meet again when Mr Sutton returns from holiday.

(v) Defibrillator: Mrs Durrant had been in touch with Community Heartbeat regarding training. She is hopeful of organising some soon. Clerk to liaise with Mrs Durrant and Mr Cook who is continuing to check the machine. He will contact the Clerk regarding this.

095/209 PLANNING

(i) Planning applications

App 20140407, Kosi Bungalow. Mr Lee having declared an interest due to his involvement with the project, left the room and took no part in the discussion or vote: Council AGREED to SUPPORT this application

App 20140466, Wood Farm, Brandiston Road. The Chairman declared an interest as a near neighbour and took no part in the discussion or vote. Council AGREED to SUPPORT this application.

App 20140335, Biomass Boilers, Oulton Airfield: Council AGREED to again express its concern at the traffic implications for Cawston Parish, and the potential visual impact of this development.

(ii) Land of Fred Tuddenham Drive. Appeal by the developers against BDC decision to refuse permission. Council AGREED to reiterate its original objections and also notes that if this site is not chosen as the preferred site within the LDF it will be outside the development line of the village.

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

Mr James Joyce (County and District Councillor) joined the meeting at this point.
095/210 FINANCE

(i) PAYMENT OF ACCOUNTS: The invoices and cheques having been scrutinised by Mrs Durrant it was AGREED that payment totalling £2837.06 be approved and the necessary cheques be signed by two authorised members.

(ii) WATER BUTTS: It was AGREED that Mrs Durrant arrange the purchase of water butts up to a cost of no more than £70

(iii) It was AGREED that a monthly Direct Debit be set up to pay any PAYE due

(iv) It was AGREED to set up a Standing Order to pay the Clerk’s basic monthly wage with adjustments being made from expenses claim or paid by cheque

(v) It was AGREED that the Clerk be given a one scale point pay rise with effect from 1st April 2014

095/211 REPORT OF THE CLERK OF THE COUNCIL

(i) S 137 Donation request: EACH (East Anglia’s Children’s Hospices) AGREED to donate £25

(ii) TRAINING: On Monday 17 March I attended a day course entitled End of Year Training. This was run by NALC. I found it a useful day – a chance to update my knowledge and meet other clerks. I am pleased to say that the processes we have in place are the correct ones. Noted

(iii) PLAYING FIELD HEDGES: Nev Clark has completed the work. One resident was initially upset but I have discussed the matter with him and he is much happier now. A copy of the email he sent me was circulated to all members earlier this week (see “Parishioners Correspondence”) Noted

(iv) CHANGES TO BANK MANDATE: The forms were sent to Barclays after Mr Schuil had been approved by them. They returned the forms with a query regarding Thomas Harris, Rita Mead, Brian Seager, Grace Seager! I have returned the forms with a letter asking for an explanation! Noted

(v) NALC WEEKLY NEWSLETTER: I receive this by email each week. It contains lots of useful information regarding the latest developments affecting local councils. Would members like me to forward a copy to them each week? AGREED

(vi) ADDRESS OF NEW PROPERTY: the new dwelling on Back Lane, NR10 4HL has been assigned the name “Autumn Cottage” Noted

(vii) NORFOLK PENSION FUND: I have received notification of the employer contribution rates for the next three years. As expected they are 2014 – 2015 20.0% : 2015 – 2016 20.5% : 2016 – 2017 21.0% Noted

(viii) BDC: CEMETERY RATES, Due to the Small Business Rate Relief there will be no charge made upon the council for the financial year 2014 – 2015 Noted

CORRESPONDENCE

- CLERK AND COUNCILS DIRECT, March issue
- NRCC: Broadband letter, thinking wisp leaflet
- BDC, BROADLAND BUSINESS FOCUS, Spring issue
- NALC, NORFOLK LINK February issue
- BDC, TOTS2TEENS ACTIVITIES, Easter and May holidays
- NRCC NEWSLETTER, February issue
- NORFOLK PENSION FUND, Employer Guide to Local Government Pension Scheme 2014
- BDC, BROADLAND SPORTS NEWS, March
095/212 STANDING ORDERS ETC

In light of changes to some laws affecting Parish Councils it was AGREED to defer consideration to next meeting

095/213 RISK ASSESSMENT

Clerk was asked to provide a first draft at next meeting (time permitting)

095/214 PARISHIONERS’ CORRESPONDENCE

(i) Mrs Berry: public transport in Eastgate. Mrs Durrant hopes to attend the Community Transport Forum in Aylsham

(ii) Mr Daniels: traffic on High Street: Council is aware of the problems and bring them to the attention of the authorities. Council is willing to listen to any ideas to alleviate the problem and consider supporting them

(iii) Adam Milligan-Spode; dog mess on Clifford Pye Close. Parish Council is very aware of this problem but has no power at all in the matter

(iv) Nick Harden: ‘Wildlife area’ in Playing Field. Mr Livingstone willing to discuss with him.

(v) Mrs Rossington: Mr Howard’s resignation: Council agrees her opinion of Mr Howard. Clerk instructed to draft a reply to Mrs Rossington to include the above and to dispute factual inaccuracies in her allegations. Clerk will circulate response to Councillors before sending (Councillors to be given deadline to respond)

(vi) RESPONSES TO PARISHIONERS’ CORRESPONDENCE: Concern was expressed at the length of time it took to agree a response to parishioners’ correspondence. It was therefore AGREED that in future the Clerk, based on the discussion at Council, will reply expressing the Council’s views on any matters raised.

(vii) Keith Simpson MP: Clerk to reply explaining that Parish Council’s meetings are held on the third Thursday of the month and that, should he find himself free, he would be most welcome to attend.

(viii) Paul Sutton: The Clerk explained that he did say that Mr Sutton’s complaint had been ‘dismissed’ by Broadland District Council. This is an accurate record of the words the Clerk used. He does however accept that some people may not consider the word ‘dismissed’ as the most appropriate one, as Mr Sutton explains in his letter. Clerk instructed to respond to Mr Sutton, explaining this point and stating that the Council is not prepared to continue responding the same points that Mr Sutton had made previously and to which it has already replied.

095/215 VOLUNTEERS

Mr Livingstone reported that the leaflet will be considered by the Village Hall Committee and that a copy has been sent to Lyn Fairchild.

095/216 S106 MONIES

AGREED to defer to a future meeting. Councillors were asked to consider how the money should be used.

095/217 PLAYING FIELD GATES

The Chairman and Mr Schuil will bring suggestions to a future meeting.
095/218 CPRE NORFOLK ALLIANCE

AGREED to NOT support

095/219 RECORDING OF MEETINGS

Mr Lee proposed that all meetings should be recorded. As no one seconded the proposal it was AGREED not to record meetings

095/220 ITEMS FOR INFORMATION/FUTURE AGENDA

(i) INFORMATION: Mr Lee was asked when he thought he may be able to fill the holes in the Cemetery driveway [min 095/158xi]. Mr Lee replied that he was very busy at the moment but would be happy to deliver the stone for other councillors to use.

(ii) FUTURE AGENDA
Standing Orders
Financial regulations
Risk Assessment
Village Welcome Pack (Mrs Carman)
Long term service award (Mrs Carman)
US War Memorial (Mr Gilbert)
S106 Monies
Playing Field Gates

095/221 DATE OF NEXT MEETING

17 April 2014 Annual Parish Meeting at 7pm followed by Parish Council meeting

095/222 To exclude the press and public under the Public Bodies (Admission of Strangers) Act 1960 during discussion of the following confidential item. AGREED

095/223 VILLAGE CHAMPION 2014

(i) A secret ballot was conducted. Mrs Carman to inform winning candidate and organise trophy. Winner to be announced at Annual Parish Meeting

There being no further business the Chairman thanked everyone for attending and declared the meeting closed at 10.10pm