CAWSTON PARISH COUNCIL MEETING – 17 APRIL 2014
DRAFT MINUTES

At the meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 17 April 2014, the following members were present:

Mr P E Soanes (Chairman)
Mrs T Carman; Mrs T J Durrant; Mr A Lee; Mr J Gilbert;

In Attendance
PCSO Bridges; PC Benson; Mr LR Mills (Clerk of the Council)

095/224 APOLOGIES FOR ABSENCE
Mr J Livingstone; Mr B Schuil; Mr D Cook; Mr J Joyce (County and District Councillor)

095/225 DECLARATIONS OF INTEREST None

095/226 CO-OPTED MEMBERS’ DECLARATION OF ACCEPTANCE OF OFFICE
Mr G Sinclair and Mr N Milton, having signed their Declarations of Acceptance of Office, witnessed by the Clerk, took their seats on the Council

095/227 MINUTES
The Minutes of the meeting held on 20 March 2014 having been circulated to all members were approved by the Council and signed by the Chairman.

095/228 CASUAL VACANCIES
The Clerk informed the meeting that he had been informed by Broadland District Council that there had been no call for an election and that the Council were now free to co-opt a further member

095/229 ADJOURNMENT FOR PUBLIC None

095/230 POLICE LIAISON OFFICER’S REPORT
PCSO Bridges tabled his report

095/231 CHAIRMAN’S REPORT
The Chairman thanked all the councillors for their efforts over the past month

Mr J Livingstone joined the meeting at this point.

095/232 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA
(i) Emergency Plan: Mr Gilbert reported that the previously reported meeting will be held shortly. He was also sorry to report that Ms Ball, village Agent, had left her post.

(ii) Bus Shelter: The Clerk reported that whilst NCC had confirmed that the proposed site opposite the Cemetery entrance was acceptable the Council should be aware of an underground electricity cable which will have to be avoided. NCC will mark its position on the ground.

(iii) Sub Station noise: Mr Livingstone unfortunately missed the scheduled meeting with Mr Mumby and Mr Sutton. A further meeting has been arranged.

(iv) Defibrillator: Mrs Durrant reported that enough money had been raised to purchase a machine to be placed near the Bowls Club. She hoped it would be installed soon.

The Clerk reported that Mr Cook was prepared to continue the weekly checks until someone agreed to take over. It was AGREED to advertise for a responsible volunteer to replace Mr
Cook. The Clerk also reported that the defibrillator was now officially registered in teh Parish Council’s name and all details had been updated.

095/233 PLANNING

(i) Planning applications
App 20140524, Field adj The Woodrow, Holt Road; change of use from agricultural to mixed use – recreational dog training and agricultural land. Council AGREED to SUPPORT this application

App 20140616, 28New Street, Cawston; single storey conservatory extension: Council AGREED to SUPPORT this application.

App 20140671, 40 Norwich Road, Cawston: Council AGREED to SUPPORT this application

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

(ii) Development Management (DPD) Proposed Submission and Site Allocations (DPD) Proposed Submissions. The Clerk reported that he had received these documents and it was AGREED that they be placed on the agenda next month for consideration by the Council.

095/234 FINANCE

(i) PAYMENT OF ACCOUNTS: The invoices and cheques having been scrutinised by Mrs Durrant it was AGREED that payment totalling £3969.48 be approved and the necessary cheques be signed by two authorised members.

(ii) The Clerk reported that the instruction to set up a Direct debit to HMRC (as agreed min 195/210) was complicated by the need for two signatories. Until this was resolved payments would continue by quarterly cheque.

(iii) The Clerk tabled the Budget Report for 2013-14 and the Bank Reconciliation dated 31 March 2014. These were accepted by the Council.

095/235 REPORT OF THE CLERK OF THE COUNCIL

(i) BANK MANDATE CHANGES: Mr Schuil is now one of the three signatories noted

(ii) BDC, LICENSING TEAM is currently reviewing the Private Hire Vehicle and Hackney Carriage Policy and Conditions. Does the Council wish to comment? No comments

(iii) MOBILE LIBRARY: there have been changes to these services. The library will call on a Friday every four weeks. More info can be found here noted http://www.norfolk.gov.uk/consumption/groups/public/documents/article/ncc145106.pdf

(iv) PLAYING FIELD, Mr Schuil will be unable to cover litter picking until 7 May. Would anybody like to volunteer on Tuesday after Easter?

(v) YOUTH SHELTER, Playing Field: Perspex window severely cracked. MrSchuil removed it to make safe AGREED to remove other sheet, Mr Livingstone will make safe

(vi) ENTRANCE TO PLAYING FIELD: Cars blocking entrance at Village Hall. Possible delays to emergency services, grass maintenance, litter bin emptying. AGREED temporary sign, and to place on next agenda

CORRESPONDENCE
• CAME AND COMPANY, Parish Matters, Spring 2014 (Insurance)
• BDC, Sportivate Courses for 18 – 25 year olds
• BDC, Marriotts Way 10k, 2014

095/236 PARISHIONERS’ CORRESPONDENCE

(i) Judith Snowling: email regarding gates from private gardens onto Playing Field. Council is aware of the developments.

(ii) Paul Sutton: The Council considered Mr Sutton’s most recent email and AGREED that it had no response to make.

095/237 US WAR MEMORIAL

It was AGREED to replace the central plaque. Clerk to investigate possible grants and to obtain costs from stone masons.

095/238 VILLAGE WELCOME PACK

Mrs Carman proposed that a form of ‘welcome pack’ be prepared for new residents. Initially it may only be an A4 sheet containing lists of businesses and organisations in the parish, but hopefully it would develop. AGREED that Mrs Carman and Mr Livingstone organise and advertise for those wishing to be included.

Mr Lee left the meeting at this point

095/239 ITEMS FOR INFORMATION/FUTURE AGENDA

(i) INFORMATION: Mrs Durrant confirmed she had purchased the water butt and it was agreed the Chairman and Mr Schuil would install it.

(ii) FUTURE AGENDA
DPD submissions
High Street entrance to Playing Field
S106 Monies

095/240 DATE OF NEXT MEETING

15 May 2014 Annual Meeting

Note: the meeting of the Council as trustees of the charities was cancelled

There being no further business the Chairman thanked everyone for attending and declared the meeting closed at 9.00pm