At the annual meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 15 May 2014, the following members were present:

Mr P E Soanes – Chairman
Mr J Gilbert          Mrs T J Durrant  Mr B Schuil
Mr J Livingstone     Mrs T Carman    Mr N Milton
Mr G Sinclair

In Attendance
Mr L Mills (Clerk of the Council)

096/001 APPOINTMENT OF CHAIRMAN
The Chairman of the Council, Mr P E Soanes occupied the Chair and invited nominations for the appointment of Chairman of the Council for the ensuing year.

It was RESOLVED that Mr P E Soanes be re-elected Chairman of the Council for the ensuing year.

096/002 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN
Mr P E Soanes signed the Declaration of Acceptance of Office as Chairman of the Council in the presence of the Council and thanked members for his re-appointment.

096/003 DECLARATIONS OF INTEREST
None

096/004 APOLOGIES FOR ABSENCE
Apologies for absence were received from Mr J Joyce (County/District Councillor) and PCSO Bridges

096/005 MINUTES
The Minutes of the Council meeting held on 17 April 2014 having been circulated to all members, were confirmed as an accurate record and signed by the Chairman.

096/006 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA
(i) EMERGENCY PLAN: Mr Gilbert reported that they were still awaiting the meeting mentioned previously
(ii) WAR MEMORIAL: The Clerk said that possible grants were available from the War Memorials Trust. He had not yet contacted any masons.
(iii) WELCOME PACK: Mrs Carman reported that a notice had been placed in the Parish magazine
(iv) SUBSTATION ‘HUM’: The Clerk had previously circulated an email received from Mr Stephen Mumby. The Clerk to reply to him. Mr Livingstone reported that he will soon be meeting again with Mr Mumby and Mr Sutton
(v) BUS SHELTER: Clerk reported that NCC Highways had confirmed an underground BT service cable alongside the road. This means that any structure would have to be located a minimum of 2m from the kerb. Clerk was asked to obtain costs of bus shelters.
(vi) VOLUNTEERS: Chairman suggested a village ‘clear up day’ should be organised. This was agreed.

096/007 POLICE LIAISON OFFICER’S REPORT
In the absence of PCSO Bridges the Clerk tabled the report.
096/008 COUNTY/DISTRICT COUNCILLOR’S REPORT
None

096/009 PUBLIC PARTICIPATION
None

096/010 APPOINTMENT OF VICE-CHAIRMAN
RESOLVED that Mr B Schuilbe elected Vice-Chairman of the Council for the ensuing year.

096/011 APPOINTMENTS TO OTHER BODIES
(a) Oakes Memorial Trust Charity
RESOLVED that the Chairman of the Council and Mr N Milton be appointed to serve on the Oakes Memorial Trust for the ensuing year.

(b) Cawston Heath Charity
RESOLVED that Mr J Gilbert be appointed to serve on the Cawston Heath Trust for the ensuing year

(c) Cawston Village Hall Management Committee
RESOLVED that Mr J Livingstone be appointed to serve on the Cawston Village Hall Management Committee for the ensuing year

(d) Reepham Safer Neighbourhood Action Panel
RESOLVED that the Chairman be appointed to serve on the Reepham Safer Neighbourhood Action Panel for the ensuing year

096/012 SCHEDULE OF MEETINGS
(i) It was RESOLVED a full Council meeting shall be held every 3rd Thursday of the month with the exception of August unless necessary.
(ii) It was AGREED that the Clerk should try to arrange a meeting with the PCC for 17th July at 6.30pm. If this is arranged the Parish Council meeting of that evening will commence at 730pm

096/013 PAYMENT OF ACCOUNTS
Mrs Durrant having checked the invoices against the payments it was RESOLVED that payment of the accounts totalling £1822.37 be approved and the necessary cheques signed by two authorised members.

096/014 INTERNAL AUDITOR’S REPORT
The Report of the Internal Auditor was considered and all recommendations will be actioned.

096/015 ANNUAL RETURN
The Statement of Accounts and Annual Governance Statement for 2013-14 were approved and adopted.

096/016 PLANNING
(i) App no 20140786, Bank Cottage, 15 High Street, Cawston: the Council SUPPORTS this application
Clerk to inform Broadland District Council of its views.
(ii) JOINT CORE STRATEGY, SITE ALLOCATIONS DPD, PROPOSED SUBMISSIONS: Council considered the proposed site PS17-02. Council felt surprised that this site has been put forward as the Council was under the impression that sites on Gayford Road and Norwich Road were under consideration. Clerk instructed to write to BDC Head of Planning asking for his views (copy to District Councillor)
096/016  PLANNING (continued)
(iii) ANAEROBIC DIGESTER, AYLSHAM: following the receipt of an email from the Clerk of Oulton Parish Council it was AGREED that the Clerk should express the Council’s concern at possible increase in traffic through Cawston Parish, and its disappointment at not being formally consulted on this matter by BDC

096/017  REPORT OF THE CLERK OF THE COUNCIL
(i) NORFOLK COUNTY COUNCIL proposes to make a Temporary Traffic Order affecting Back Lane from a point 90m west of its junction with Perrys Lane for a distance of 60m in a westerly direction towards Buxton Road because of installation of utility connections. The road will be temporarily closed (except for access) from 29th May 2014 to 4th June 2014 for the duration of the works.

Noted
(ii) Highway Rangers visit w/c 9th June. Noted
(iii) Centenary Fields: passed to Oakes Memorial Trust

CORRESPONDENCE
• BDC, Sportivate Courses for 18 – 25 year olds
• YMCA/YAB, Training courses for those working with young people
• BDC, Sport News, May 14

096/018  CASUAL VACANCIES
The Chairman informed the meeting that he had received letters of resignation from Mr D Cook and Mr A Lee. Clerk to write to them expressing Council’s disappointment at their decision and to thank them for all their work on behalf of the Parish.

The Clerk stated that one vacancy exists which may be filled by co-option. Notices have been issued re right to call an election, and that he will inform BDC regarding Mr Lee’s resignation.

096/019  PARISHIONERS’ CORRESPONDENCE
(i) Mrs Gaskin had written asking about the water butt in the Cemetery. After Mr Schuil and the Chairman had installed it she wrote again thanking the Parish Council for its work.

(ii) Mrs Rossington: the Council considered Mrs Rossington’s letter which had been circulated previously. The Clerk informed the meeting that he had responded by sending her a letter acknowledging its receipt and that it had been circulated to all members.

It was stated that Mrs Rossington is factually incorrect in her assertion that if the hinges of the gates had been welded they (the gates) would not have been stolen. The hinges had been welded soon after installation and were left behind when the gates were stolen.

The Council stated that no blame could be apportioned to the Clerk who had followed all instructions given to him.

Council considered the Clerk’s original reply to Mrs Rossington to be sufficient and therefore agreed there was no need to respond further.

096/020  PLAYING FIELD
(i) Gates: Mr Schuil will bring some proposals to the next meeting

(ii) High street entrance: concern has been expressed at people blocking the entrance with their cars at the side of the Village Hall. It appears to happen as people are concerned at being locked in the car park at 5pm. Mr Livingstone will take a request to the next Village Hall Committee meeting asking that the sign on the barrier be changed to say that the barrier will be locked at dusk.

(iii) S106 monies: four proposals were considered: to help fund a wildlife area in cooperation with Mr Harden; to plant some fruit trees on the field; to lay a patio at the back of the Village Hall; to create a tennis court.

Clerk will contact BDC to confirm eligibility of these proposals.
ITEMS OF INFORMATION / FUTURE AGENDA

Mr Schuil informed the meeting that there has been activity at the Care Home and it would seem that it has been cleaned internally.

Mrs Durrant confirmed that the defibrillator had been installed at the Bowls Club and that it was fully working. She had no further news regarding training. Mrs Durrant was congratulated on the speed and efficiency with which she raised the funds and had the machine installed.

The frames and Perspex had been removed from the Youth Shelter on the Playing Field. Mr Schuil and Mr Livingstone were thanked for their work.

DATE OF NEXT MEETING

Thursday 19th June 2014

THERE BEING NO FURTHER BUSINESS THE CHAIR THANKED EVERYONE FOR ATTENDING AND DECLARED THE MEETING CLOSED AT 9.40pm