

CAWSTON PARISH COUNCIL MEETING – 19 JUNE 2014
DRAFT MINUTES

At the meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 19 June 2014, the following members were present:

Mr P E Soanes (Chairman)
Mrs T Carman; Mrs T J Durrant; Mr J Livingstone; Mr B Schuil
In Attendance
Mr LR Mills (Clerk of the Council) and one member of the public

096/023 APOLOGIES FOR ABSENCE

Mr J Gilbert; Mr G Sinclair; Mr N Milton; PCSO Bridges

096/024 DECLARATIONS OF INTEREST None

096/025 MINUTES

The Minutes of the annual meeting of the Council held on 15 May 2014 having been circulated to all members were approved by the Council and signed by the Chairman.

096/026 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

(i) Bus shelter: the clerk distributed a copy of prices, which range from approx £1500 to £10,000

(ii) Sub Station noise: Mr Livingstone will be holding a meeting with Mr Mumby and Mr Sutton on Friday 20th June

(iii) Welcome Pack: Mrs Carman reported that she had received three replies and that they were all supportive

(iv) Volunteers: Posters have been displayed along with other advertising material. AGREED that a 'Clear Up Day' will be held in September

(v) Emergency Plan: In the absence of Mr Gilbert it was AGREED to defer discussion to the next meeting

(iv) Defibrillator: Mr Livingstone agreed to doing the various checks for the coming six months, thus relieving Mr Cook from any further responsibility.

Mrs Durrant reported that a training session will be held at the Bowls Club on Wednesday 2nd July. This is open to all.

096/027 ADJOURNMENT FOR PUBLIC

Concern was expressed at the current state of the grass along Aylsham Road, opposite the cemetery. The Clerk will contact Norfolk County Council.

096/028 POLICE LIAISON OFFICER'S REPORT

The Clerk tabled the report on behalf of PCSO Bridges

096/029 DISTRICT/COUNTY COUNCILLOR'S REPORT

None

096/030 CHAIRMAN'S REPORT

The Chairman reported that he had attended the funeral of Jack Wilkins, former Vice – Chairman of the Parish Council.

He had also met with Mr R Howard, who has offered to pay for the refurbishment of the US War Memorial. This work will be undertaken in September this year. Clerk to write to Mr Howard to thank him on behalf of the Parish Council.

096/031 PLANNING

(i) Planning applications

App 20140824, The Old Stable, Sygate Mill, conversion and extension of existing barn to form dwelling and erection of detached garage (resubmission). Council AGREED to SUPPORT this application

App 20140895, Elm Cottage, Old Friendship Lane, Eastgate. Council AGREED to SUPPORT this application.

App 201400630, Anaerobic digester, Banningham Lane, Aylsham. Having already submitted its opinions (minute 096/16[iii]) the Council AGREED there was no further comment to make

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 Council considered an email from Head of Planning at Broadland District Council. AGREED that Clerk should respond to Planning department further explaining the confusion regarding Aylsham Road, Gayford Road and Norwich Road.

096/032 FINANCE

(i) The Council AGREED Clerk is employed on Scale Point 23 for the year 2014-2015 with effect from 1st April 2014

(ii) The Clerk confirmed that the Annual Return for 2013-2014 has been completed and posted in good time

(iii) PAYMENT OF ACCOUNTS: The invoices and cheques having been scrutinised by Mrs Durrant it was AGREED that payment totalling £1695.54 be approved and the necessary cheques be signed by two authorised members.

(ii) The Clerk reported that HMRC had refunded £5565.88 in respect of VAT for 2013-2014. The New Homes Bonus for 2012-2013 totals £3469.76 and this sum has been forwarded by Broadland District Council

096/033 REPORT OF THE CLERK OF THE COUNCIL

(i) PCC CHURCHYARD WALK: PCC does not feel there is a need for a meeting this year, though they wish to mention that the west gate needs repair and they are concerned at the growth on the south side *Mr Schuil will check south side*

(ii) RODWELL CORNER: a parishioner is concerned when turning right at this junction. *Clerk to contact Norfolk County Council for their opinion*

(iii) BOWLS CLUB / CEMETERY: I have met with the secretary of the Bowls Club for informal discussion regarding the lease. In tandem with this is the need to review cemetery provision and a possible extension. *Next agenda*

(iv) CEMETERY/CHURCHYARD: A safety survey should be carried out in the near future. *Clerk to obtain tenders*

096/034 VENUE FOR FUTURE PARISH COUNCIL MEETINGS

Following a request from the Village Hall Committee that the Parish Council hold future meetings in the bar the Council AGREED to hold meetings at the Bowls Club for a trial period of three months. Clerk to write to Village Hall Committee to explain this decision and also to express Council's concern that an agreement to hold meetings for 2014-15 in the hall could be changed so soon after its commencement; Clerk also to explain that there are issues regarding the grass cutting contract, and that the Council is also concerned that advertisements for a dance exercise group on Thursday evenings had been placed on social media before the Council had an opportunity to discuss this matter.

096/035 US WAR MEMORIAL

See Chairman's Report above

096/036 VILLAGE SIGN

To be considered at next meeting

096/037 PLAYING FIELD

(i) GATES: Mr Schuil reported that a set of decent gates plus a small side gate at the High Street entrance would probably use up all of the insurance money. He will obtain tenders from manufacturers for large gates with side gate plus more basic gate for Chapel Street entrance

(ii) S106 MONIES: Mr Livingstone reported that he had met with Mr Harden regarding the wildlife area and Mr Harden will provide the Council with some proposals. Mr Livingstone also reported that the Village Hall Committee will produce costings for a patio.

Items (i) and (ii) will be considered in tandem.

(iii) PLAY EQUIPMENT: Mr Schuil said that he was concerned that the equipment is starting to show some wear. It was AGREED that Mr Schuil should remove any dangerous equipment this week and that the future maintenance will be considered by Council after receipt of their annual report.

096/038 CASUAL VACANCIES

It was proposed by Mrs Carman, seconded by Mrs Durrant, and AGREED unanimously, to co-opt Stephanie Spencer on to the Council at its July meeting

096/039 PARISHIONERS' CORRESPONDENCE

(i) Mr T Large: it was AGREED not to respond to Mr Large until he provides the Council with a postal address.

(ii) Mrs Rossington: it was AGREED that the Clerk write again to Mrs Rossington restating the views expressed at last month's meeting (minute 096/19[ii])

(iii) Mr P Sutton: Mr Sutton's recent letter to Reepham Life magazine (June 2014, p4 "Unclear Minutes") was considered. The many factual inaccuracies that it contains were noted by members. It was AGREED that the Council would not send a response. The Council feels that it was discourteous of the editor of the magazine to not contact the Council before publication.

There was further discussion regarding the continuing correspondence with a few parishioners. Copies of the magazine have been distributed in the village with a sticker on the front highlighting Mr Sutton's letter, and messages have been left on the Council's noticeboard. The Council noted that it has a legal responsibility to ensure that its staff (whether employed or voluntary) is not subject to harassment of any kind. It also noted that harassment is a criminal offence.

096/040 ITEMS FOR INFORMATION/FUTURE AGENDA

- (i) Mr Livingstone said he thought the recent Cawston Big weekend had been a great success. Council AGREED and congratulated Mrs Carman and all the other people who had worked hard to bring it to fruition.
 - (ii) It was AGREED that the Clerk should write a letter of condolence to Mrs Wilkins on the loss of her husband Jack, a former member and Vice-Chairman of the Council.
 - (iii) It was AGREED that Mr Schuil be delegated to speak on behalf of the Parish Council at the appeal of the planning application regarding land off Fred Tuddenham Drive (appeal ref APP/K2610/A/14/2213841) on 2nd July 2014.
 - (iv) It was AGREED that the Clerk to write to Norfolk County Council regarding the lack of pavement on Chapel Street towards the north near Marriott's Way.
 - (v) It was AGREED that the clerk write to Broadland District Council regarding the possibility of a dog litter bin at the junction of Church Lane and High Street.
- (iv) FUTURE AGENDA
Bowls Club lease / Cemetery extension
Village Sign
Playing Field: gates; wildlife area; S106 money; sign re parking

096/041 DATE OF NEXT MEETING

17 July 2014 at the Bowls Club, Cawston (Please note change of venue)

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