CAWSTON PARISH COUNCIL MEETING – 17 JULY 2014
DRAFT MINUTES

At the meeting of the Cawston Parish Council held at the Bowls Club, Norwich Road, Cawston on Thursday 17 July 2014, the following members were present:

Mr P E Soanes (Chairman)
Mrs T Carman; Mrs T J Durrant; Mr B Schuil
Mr G Sinclair; Mr N Milton;

In Attendance
Mr LR Mills (Clerk of the Council); Mr J Joyce (District and County Councillor) and four members of the public

096/042 APOLOGIES FOR ABSENCE
Mr J Livingstone; PCSO Bridges

096/043 DECLARATIONS OF INTEREST
Mrs Durrant (secretary, Cawston Bowls Club) Item 17

096/044 MINUTES
The Minutes of the meeting of the Council held on 19 June 2014 having been circulated to all members were approved as a correct record by the Council and signed by the Chairman

096/045 CO-OPTION
It was AGREED unanimously to co-opt Mrs Stephanie Spencer onto the Parish Council. She then signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

096/046 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA
(i) Dog litter bins: the clerk reported that he had been in contact with Broadland District Council and that they are of the opinion that there are enough bins at present. However, they do recommend that should there be any “accumulations” people should report them and BDC will deal with it. Clerk also reported that he had mistakenly given the wrong location for the proposed bin and that he will get back to BDC. He was also asked to clarify if dog waste could be placed in “normal” litter bins.

(ii) Sub Station noise: In the absence of Mr Livingstone the Clerk tabled the leaflet that Mr Livingstone, Mr Mumby and Mr Sutton intend to distribute. He also reported that they had emailed the owners of the substation

(iii) Welcome Pack: Mrs Carman had no developments to report

(iv) Volunteers: More posters have been displayed along with other advertising material.

(v) Defibrillator: Mrs Durrant reported that a very successful training session had been held at the Bowls Club on Wednesday 2nd July.

(vi) Emergency Plan: Mr Milton expressed an interest in continuing this enterprise. To contact John Gilbert for advice

(vii) Village Hall: after some discussion regarding the change of venue and consideration of Mrs Hiperson’s letter it was agreed that there was a need for some rapprochement between the Parish Council and the Village Hall Committee. It was AGREED that the Clerk to contact Mr Cook, chair of the VH Committee, to ask for a meeting between some members of the two organisations with the hope of creating better relations. It was AGREED that Mr Schuil, Mr Milton and Mr Sinclair would represent the Council at any meeting, and the Clerk would attend as an observer. The Council believes this would benefit the whole community.
(viii) Mr John Gilbert: the Chairman informed the meeting that he had received a letter of resignation from Mr Gilbert. This is on health grounds. The Council was saddened to hear this and wishes him well. Mr Gilbert has worked hard for the community and has been a longstanding member of the Council. His enthusiasm will be missed by the Council. It was AGREED unanimously that the Clerk should write to Mr Gilbert expressing these views and to thank him for all his efforts over the years.

ADJOURNMENT FOR PUBLIC PARTICIPATION
It was AGREED to defer this item to later in the meeting

POLICE LIAISON OFFICER’S REPORT
The Clerk tabled the report on behalf of PCSO Bridges. There were no questions.

DISTRICT/COUNTY COUNCILLOR’S REPORT
Mr Joyce said that there was nothing to report but he was happy to answer any questions councillors may have. Mr Schuil outlined recent developments at the Care Home. Mr Joyce said he could not directly comment on the situation as neither Norfolk County Council or Braodland District Council were involved.

CHAIRMAN’S REPORT
The Chairman reported that he had attended the recent SNAP meeting. Items discussed included reports of speeding motorcycles in Cawston, along with a complaint from a Salle resident regarding parking on Cawston High Street.
He had visited the churchyard with Mr Schuil and they feel that the ivy problem could be dealt with this autumn, by cutting at the base and treating with weedkiller. Council AGREED. He also thanked Mr Schuil for renovating the gate at the west end and for mending the latch. He went on to mention a couple of matters relating to roadways: he had cleared a section of Brandiston Road from floodwater. He had also been contacted by a parishioner regarding subsidence in the middle of Chapel Lane at its junction with High Street. Norfolk County Council has closed the road and was dealing with the problem. He also thanked Mrs Durrant for organising the defibrillator training – he now felt much more confident should he ever need to use it.

PLANNING
(i) Planning applications
App 20141001, 7 Glebe Crescent; two storey rear extension. Council AGREED to SUPPORT this application.

App 20141122, 11 Glebe Crescent; detached garage. Council AGREED to SUPPORT this application.

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

App 20140824, The Old Stable, Sygate Mill, conversion and extension of existing barn to form dwelling and erection of detached garage (resubmission). Clerk reported that Broadland District Council had refused permission for this development.

(ii) Appeal by Smiths of Honingham regarding refusal of application on land off Fred Tuddenham Drive. This will now be held on 20 August. Mr Schuil will represent the Council
096/052 FINANCE

(i) The Quarterly Budget Report and Bank Reconciliation, having been previously circulated, were accepted by the Council.

(ii) PAYMENT OF ACCOUNTS: The invoices and cheques were scrutinised by Mrs Durrant. It was AGREED that payment totalling £1961.27 be approved and the necessary cheques be signed by two authorised members.

096/053 REPORT OF THE CLERK OF THE COUNCIL

(i) RODWELL CORNER I was informed by TTJones (our contractors) that the street light was shot out by an air rifle towards the end of last month. I instructed them to replace the broken light. I also informed the Police and I was given a crime number.

(ii) I have contacted NCC regarding issues raised at last month’s meeting: grass cutting on Aylsham Road (this has now been done); junction at Rodwell Corner; lack of footpath at northern part of Chapel Street. The grass has now been cut, whilst the other matters have been passed to Highways.

(iii) I have contacted three firms regarding a safety survey of the memorials in the Churchyard and Cemetery. I am waiting for their tenders and hope to present them to Council at the next meeting.

(iv) BDC is holding a seminar on the Growth Triangle Area Action Plan. 12th August, 6pm to 730pm

(v) BDC is holding an online discussion regarding Overview and Scrutiny at BDC. 22nd July 2pm to 3pm. If you wish to take part please email me.

(vi) INFORMATION COMMISSIONER’S OFFICE: Council’s registration for 2014-15 has been completed

CORRESPONDENCE

- Norfolk RCC e-newsletter, June 2014*
- Voluntary Norfolk, Free advice surgeries for voluntary/community groups in Broadland*
- BDC Sports Newsletter, July 2014*

096/054 STANDING ORDERS

Council reviewed the Model Standing Orders as provided by NALC.

It was AGREED to adopt the new Orders with effect from 1st August 2014

096/055 VILLAGE SIGN

AGREED to defer to next meeting. Councillors to bring proposals.

096/056 PLAYING FIELD

(i) GATES: The Clerk reported that he had received three tenders, but two late to bring to this meeting. He will table them at the next meeting

(ii) S106 MONIES: Mr Hardern will provide the Council with ideas and costings for Wildlife Area in time for next meeting. The Clerk reported that BDC do not believe that S106 monies can be used for a patio outside the Village Hall
096/056 PLAYING FIELD (continued)
(iii) PLAY EQUIPMENT: The Clerk reported that the Annual Safety Inspection Report from RoSPA had been received and that he had distributed a précis of its findings for members (previously circulated.) The only “high” risk was the use of pallets by youngsters on the Skate Board Park. These were cleared in a regular basis by the Council, and the Police have also discouraged the youngsters from using them. The situation will continue to be monitored.
Mr Schuil reported that he had tightened the bolts on the Toddler Swings, and that he had replaced the missing slats on the litter bin by the Youth Shelter. He and the Chairman had removed the Swing Nest as a temporary measure. Mr Schuil felt that the area around the base of the Slide needed recovering. Mr Schuil and Mr Milton will liaise on this matter. The Clerk was instructed to obtain costs of replacement wires for the Swing Nest as well as replacement stops etc for the Cablewire. The Clerk will also contact David Key regarding cutting back of bushes at west side of Playing Field.

096/057 PUBLIC PARTICIPATION
It was AGREED to adjourn the meeting to allow the public to raise any matters.
Three members of the public expressed their opinion regarding the future of the Bowls Club, the Allotments, the future need for an extension to the cemetery and associated car parking.
It was AGREED to resume the meeting

096/058 BOWLS CLUB LEASE and CEMETERY EXTENSIONS
It was proposed by Mr Schuil, seconded by Mr Sinclair that the Council should endeavour to preserve parking on the present site. AGREED unanimously. The Clerk will apply for a ten year extension of the Faculty due to expire in October 2014. The Clerk will also contact the relevant agencies for advice and costings to check the suitability of the allotment site for burials. Council also AGREED that should land be available for use as allotments Council should look at the possibility of acquiring it.

It was also AGREED that the present lease with the Bowls Club be extended by a further twenty years on the same conditions. The amount of rent to be charged and the regularity of rent reviews to be discussed at a future meeting.

096/059 PARISHIONERS' CORRESPONDENCE
(i) Jenny Cooper: Council agrees with Ms Cooper’s belief that the thirty mile an hour speed limit should be extended further along Brandiston Road. Clerk to reply to Ms Cooper and to write to Norfolk County Council, Broadland District Council, the Police, Mr James Joyce, and Keith Simpson MP.
(ii) Mrs Rossington: the Clerk reported that he had replied to Mrs Rossington as instructed at the last meeting and had not had a reply.
(iii) Reepham Life magazine: following Mr Sutton’s letter, the magazine had published two further letters regarding the Parish Council. One from Mrs Rossington, a second from a former councillor, Mr Mumby. Council again confirmed its belief in the actions of the Clerk and AGREED that the Clerk should respond to the magazine to correct the inaccuracies contained in these letters.

096/060 ITEMS FOR INFORMATION/FUTURE AGENDA
INFORMATION
(i) Mr Schuil reported that the footpath at Croft Lane had been cleared. He also raised the issue of behaviour at the Cawston Heath carpark. Clerk to contact Chairman of the Heath Trust regarding this matter
FUTURE AGENDA
Clerk appraisal; Bowls Club lease

096/061 DATE OF NEXT MEETING
21 August 2014 at the Bowls Club, Cawston (Please note venue)

There being no further business the Chairman thanked everyone for attending and declared the meeting closed at 9.30pm