CAWSTON PARISH COUNCIL MEETING – 21 AUGUST 2014

DRAFT MINUTES

At the meeting of the Cawston Parish Council held at the Bowls Club, Norwich Road, Cawston on Thursday 21 August 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               Mr J Livingstone
Mrs S Spencer

In Attendance
Mr LR Mills (Clerk of the Council)
one member of the public

096/062 APOLOGIES FOR ABSENCE

PCSO Bridges; Mr J Joyce (District and County Councillor)

096/063 DECLARATIONS OF INTEREST

None

096/064 MINUTES

The Minutes of the meeting of the Council held on 17 July 2014 having been circulated to all members were approved as a correct record by the Council and signed by the Chairman

096/065 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

(i) Brandiston Road speed limit: the Clerk reported on his discussions with Norfolk County Council about extending the 30mph limit. NCC does not feel that such an extension would be observed but they have offered to consider installing warning signs. AGREED to ask them to install warning signs

(ii) Dog litter bins: it was AGREED to ask Broadland District Council to affix “No Fouling” signs to the posts

(iii) Playing Field Wildlife Area: it was AGREED that Mr Livingstone should liaise with Mr Harden and apply for trees and shrubs in September.

(iv) Playing Field: Mrs Spencer reported the substance of her conversations with users of the field. Many said the lack of toilet facilities was a problem. Also a lack of shelter, from all types of weather, was needed. Clerk to investigate costs of shelters.

(v) Playing Field entrance from the High Street; it was AGREED that the clerk should order a sign requesting that the entrance be kept clear to allow emergency vehicles access to the playing field.

(vi) Sub Station noise: Mr Livingstone reported that the group had met several times. They had distributed leaflets and had received 17 positive responses. They had met with James Joyce and other representatives of Broadland District Council. Having
096/065 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA (cont)

written to StatOil they hope to meet with them soon. They have sent articles to various local magazines and also met with people from Necton

The Council reaffirmed its continuing support for the efforts of Mr Livingstone and the group.

(vii) Welcome Pack: Mrs Carman reported that she had a mock-up of the leaflet, and she would email a copy to all councillors and the clerk.

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

096/066 ADJOURNMENT FOR PUBLIC PARTICIPATION

Parishioner said that he had heard the noise from the sub-station on one occasion. He also commented on the recent flooding of the B1145 near the roundabout. He feels the farmer should plough the field parallel to the road. He also raised the problems he believes are caused by the adverse camber on the same road. He commented on the Council’s intention to replace the gates at the Playing Field and offered advice on how thieves could be deterred. He asked why the draft minutes were no longer placed on the noticeboard at the Post Office, and also queried the instructions given to the contractor regarding the height of the hedge between the cemetery and the allotments.

Regarding the minutes the Clerk informed the meeting that he still placed them in the Post Office noticeboard when there was the space available. They could normally be found on the Bell Inn car park noticeboard as this was bigger. He reminded the meeting that certain notices had to be displayed by law and these took precedence over the minutes. The Clerk was asked to place a sign on the Post Office noticeboard informing people that the minutes will usually be available on the Bell Inn car park noticeboard and on the Council’s website.

096/067 POLICE LIAISON OFFICER’S REPORT

The Clerk tabled the report on behalf of PCSO Bridges. There were no questions.

096/068 DISTRICT/COUNTY COUNCILLOR’S REPORT

There was no report in the absence of Mr Joyce

096/069 CHAIRMAN’S REPORT

Following an email from a parishioner, Mr Chisman, regarding the growth of one hedge in the cemetery the chairman and Mr Schuil had inspected it. It was AGREED that the Chairman and Mr Schuil should cut the hedge back. The Clerk will write to Mr Chisman.

The Chairman also reported that he had received a cheque made payable to the Parish Council. The sum of £172.50 has been in the bank account of the now defunct Homewatch Scheme since 2005. It had been decided to close the account and donate the money to the Parish Council. The Clerk will write thanking them
PLANNING

(i) Planning applications

App# 20141234, No 8 High Street, Cawston; single storey rear extension
The Council SUPPORTS this application

App# 20141158, The Homestead, Booton Road; single storey side extension
The Council SUPPORTS this application

App# 20141067, Methodist Chapel, Norwich Road; conversion to residential etc
Whilst the Council supports this proposal in principal it has the following concerns:
  • as the building is so close to a sharp bend in the road there is some concern regarding access from the highway
  • is there enough parking space - if any vehicle is left jutting out onto the highway, or if there is parking on-road this will increase the danger of the bend

App# 20141184, Hill House, Heydon Road; conversion to residential
The Council OBJECTS: access to the highway is dangerous; the roadway across the field is too big causing a major change to the visual amenity; the building is too small for the proposed works; Council is concerned at village "creep" beyond the development line.

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

(ii) Appeal by Smiths of Honingham regarding refusal of application on land off Fred Tuddenham Drive. Mr Livingstone declared an interest and took no part in the discussion. Mr Schuil reported that he had attended the appeal hearing on behalf of the Parish Council. A decision is expected to be confirmed soon.

FINANCE

PAYMENT OF ACCOUNTS: The invoices and cheques were scrutinised by Mrs Durrant. It was AGREED that the following payments be approved and the necessary cheques signed by two authorised members.

Garden Guardian: Grounds maintenance: £699.80
TTJones Electrical: Street light maintenance: £553.39
L. Mills: Salary/expenses: £504.00
T. Lubbock: Safety inspection/litter clear; £43.80
Norfolk Parish Training Partnership; Councillors’ training: £135.00
Norfolk Pension Fund; Pension; £135.19
N. Milton: Matting; £15.00

REPORT OF THE CLERK OF THE COUNCIL

(i) PLAYING FIELD: I have had a phonecall from a parishioner offering to use his air rifle to keep down the “vermin”. I asked the police for their views and they are not keen to see somebody using an air rifle on a public playing field. Refused
096/073 REPORT OF THE CLERK OF THE COUNCIL (continued)

(ii) USA WAR MEMORIAL: In response to Mr Howard’s offer to fund and organise the renovation of the memorial I wrote thanking him on behalf of the Council. I also explained that we would need to see a specification for the works and the name of his contractor before they started work. To date I have had no response. Clerk to write again

(iii) PLAYING FIELD EQUIPMENT: I have so far been unable to obtain costs to replace those items recommended by RoSPA Noted

(iv) STATIONERY: As well as being Clerk to Cawston PC I have also this year become Clerk to two other Parish Councils. I would ask that Cawston PC approves the use of stationery by these two councils on the understanding that they will pay a proportionate cost of these (based on my hours of work): Cawston 62%, Aldborough 25%, Felbrigg 13%. (I was under the impression that I had already asked the Council’s permission but I recently realised that I had omitted to do so. My apologies for this oversight.) Approved

(v) STREET LIGHTING: during the annual inspection TTJones found the following faults:
Ames Court o/s Church gate Tree trim
Reepham Road/junction with Glebe Crescent Straighten and reconcrete
I ask the Council to approve these actions Agreed

TTJones also found that ten lights are now obsolete: would the Council wish to install a programme of replacement and should I obtain quotes from TTJones for this? Clerk to provide members with list and costs for next meeting

CORRESPONDENCE
- Norfolk RCC, NHS Complaints Advisory Service
- Norfolk Playing Fields assoc, newsletter, Spring 2014
- NCC, Norfolk matters, July 2014
- NALC, proposed changes to constitution
- Norwich MIND, Youth Workshop & Networking Afternoon, 22 August
- Norfolk RCC, newsletter, August 2014

096/074 CAWSTON HEATH TRUST
AGREED to appoint Mr Schuil as representative until May 2015

096/075 CASUAL VACANCY
Clerk instructed to advertise on noticeboards, website, and parish magazine

096/076 BOWLS CLUB
Clerk reported that he had been in contact with the Diocesan Registrar who will investigate the consecrated areas in the cemetery and any extant Faculties. In the meantime he recommended that car parking could continue until the matter is resolved.
096/077 VILLAGE HALL

Mrs Carman declared an interest

Following a productive meeting between representatives of the Parish Council and the Village Hall Committee it had been agreed that all future communications between the two organisations should be conducted by the Clerk of the Parish Council and the Secretary of the Village Hall Committee. It is hoped this will stop any further misunderstandings.

It was AGREED to continue holding the Parish Council meetings at the Bowls Club until the end of the year. This decision to be reviewed in December 2014.

096/078 WEBSITE

It was AGREED that the website should contain links to other, community-based, websites of interest to people who live in Cawston. The Clerk will also endeavour to get reciprocal links.

096/079 CEMETERY

(i) Bushes: AGREED that Mr Schuil will cut the brambles.

The Council is unsure as to which laurel bushes were planted by Mr Howard’s family. The Chairman will contact him to ascertain the facts.

(ii) War Memorial: Clerk to contact WI to see if they wish to continue maintaining the beds at the base.

096/080 CLERK APPRAISAL

It was AGREED to defer to next year

096/081 PARISHIONERS’ CORRESPONDENCE

(i) Reepham Life magazine: Following Mr Sutton’s letter in the June edition of the magazine the editor, Mr Geoff Fisher, wrote to the Clerk offering the Council “at least equal space to reply.” The Clerk sent the editor a letter on 14th August. However, the editor then replied that he reserved the right to edit it. Whilst accepting the need for any changes to conform to the magazine’s house style, the Clerk asked that the Council’s response be printed in full. As the editor refused the Clerk felt he had no option but to withdraw the letter. All councillors were copied into the correspondence and after full discussion it was AGREED that though they are disappointed not to have their reply published they fully support the actions of the Clerk.

(ii) Mrs Rossington: following a detailed discussion of the correspondence with Mrs Rossington the Clerk was instructed to reply that the Council regrets that she feels that she has not had a full response but the Council does feel that it has addressed all the issues she has raised. However, Mrs Rossington is always welcome to come to a meeting and raise the issues in person.
096/082 VILLAGE SIGN

It was AGREED that the sign shall remain in its present location.

096/083 ITEMS FOR INFORMATION/FUTURE AGENDA

FUTURE AGENDA
Cemetery gates; Groups; Area on High Street by Church Lane; Volunteers; Playing Field hedges;

096/084 DATE OF NEXT MEETING

18 September 2014 at the Bowls Club, Cawston

096/085

To exclude the press and public under the Public Bodies (Admission of Strangers) Act 1960 during discussion of the following confidential items relating to tenders for work. AGREED

096/086

(i) AGREED to accept the tender from Broadland Products Ltd to provide and install new gates at both entrances to the Playing Field

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