CAWSTON PARISH COUNCIL MEETING – 16 OCTOBER 2014
DRAFT MINUTES

At the meeting of the Cawston Parish Council held at the Bowls Club, Norwich Road, Cawston on Thursday 16 October 2014, the following members were present:

- Mr P E Soanes (Chairman)
- Mr J Livingstone
- Mrs T J Durrant
- Mr B Schuil
- Mr G Sinclair
- Mr N Milton
- Mrs S Spencer

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

096/106 APOLOGIES FOR ABSENCE
Mrs T Carman; Mr J Joyce (District and County Councillor)

096/107 DECLARATIONS OF INTEREST
None

096/108 POLICE LIAISON OFFICER’S REPORT
PC Benson presented her report and answered questions.

PC Benson then left the meeting at this point.

096/109 MINUTES
The Minutes of the meeting of the Council held on 18 September 2014 having been circulated to all members were approved as a correct record by the Council and signed by the Chairman

096/110 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

(i) CASUAL VACANCY: Mr David Noble had applied to join the Council. His letter of application having been previously distributed to all Councillors it was proposed by Mrs Durrant, seconded by Mrs Spencer that Mr David Noble be co-opted as a member of the Council. AGREED

(ii) PLAYING FIELD

[a] The Clerk reported that the Swing Nest had been repaired and the allen key received. Clerk was asked to distribute details of shelters to all councillors.
[b] It was AGREED to store the metal frames from the youth shelter in the cemetery shed. Broken Perspex to be disposed of.
[c] Mr Schuil reported the bushes near the play areas need cutting back. Councillors will undertake this. Mr Livingstone reported he had applied for trees as suggested by Mrs Sutton. Clerk instructed to write to Mrs Sutton thanking her for the suggestion.
[d] Mr Schuil reported that the new gates should be installed by the end of the month.
096/110 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA (cont)

(iii) SUBSTATION ‘HUM’: Mr Livingstone reported that they are meeting with the operators.

(iv) CEMETERY
   [a] The Chairman reported that a local firm, Andrew Wales, could refurbish the gates. It was AGREED clerk to engage them at a cost not exceeding £400
   [b] The Clerk reported on correspondence with a resident of Howards Way regarding the hedge on that side of the cemetery. The Clerk and Chairman to arrange a site meeting with him to discuss.

(v) RECYCLING: It was AGREED that a leaflet be distributed explaining the changes and encouraging parishioners to continue using the Councils banks. Mr Sinclair will produce leaflet. AGREED production costs of up to £50. Councillors will distribute them.
Clerk to register Parish Council banks with Norfolk County Council
CanMan: clerk to write further letter regarding totals and to report to next meeting with figures

096/111 DISTRICT/COUNTY COUNCILLOR’S REPORT

There was no report in the absence of Mr Joyce

096/112 CHAIRMAN’S REPORT

The Chairman reported he had attended the most recent SNAP meeting. He also informed the meeting that the Oakes Trust was willing to make a donation of £300 to the Council. Council agreed this was a very generous offer.

096/113 PLANNING

The Clerk updated the Council on recent decisions by Broadland District Council

096/114 FINANCE

(i) QUARTERLY BUDGET REPORT and BANK RECONCILIATION
Both reports having been previously circulated to all councillors were accepted by the Council.
It was AGREED to transfer £35 to ‘Training’ budget to cover recent costs

(ii) 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: £527.08
L. Mills: Salary/expenses: £486.33
T. Lubbock: Safety inspection/litter clear: £35.00
E.On: Street light energy: £213.57
Cawston Bowls Club: Room hire: £60.00
096/114 **FINANCE (cont)**

Norfolk Pension Fund; Pension; £135.19
InTouch Systems: Domain name and emails: £84.00
Action Play and Leisure: Swing repair: £437.40

096/115 **REPORT OF THE CLERK OF THE COUNCIL**

(i) STREET LIGHTING: I confirmed with contractors all works to lanterns o/s Village Hall *noted*
(ii) FUNFAIR: response from Grays Funfair (email) *Clerk to meet with Mr Gray to discuss requirements*
(iii) REMEMBRANCE DAY SERVICE: The Clerk to ask Mr John Gilbert if he would like to represent Council at the Sunday Service. The Chairman or Mrs Durrant to attend 11 November services
(iv) PLAYING FIELD, Entrance sign has been ordered *noted*
(v) BROADLAND LOCAL PLAN; SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT and DEVELOPMENT MANAGEMENT DEVELOPMENT PLAN DOCUMENT have now been formally submitted to the Secretary of State *noted*

**CORRESPONDENCE**
- BDC, TOTS TO TEENS ACTIVITIES, October half term
- BDC, SPORTIVATE COURSES, for 18 – 25 yr olds
- NORFOLK RCC, Newsletter

096/116 **CHRISTMAS TREE**

AGREED that Parish Council will fund Christmas Tree at Village Hall up to a total cost of £120

096/117 **LAND ON HIGH STREET AT JUNCTION WITH CHURCH LANE**

Concern expressed at state of this piece of land. Clerk to write to Wherry Housing to ask if they have any plans for it.

096/118 **PARISH PARTNERSHIP SCHEME**

Deferred to next meeting. Councillors to bring suggestions

096/119 **OAKES MEMORIAL TRUST**

Mr Milton to continue as non-voting representative of the Council. Mrs Spencer to be ‘full’ Council representative.

096/120 **PARISHIONERS’ CORRESPONDENCE**

None
ITEMS FOR INFORMATION/FUTURE AGENDA

INFORMATION:
Area between Howards Way and Jubilee Close needs tidying. Councillors to clear.

FUTURE AGENDA
Parish Partnership Scheme
Emergency Plan
Beech Tree Seating Area

096/122
To exclude the press and public under the Public Bodies (Admission of Strangers) Act 1960 during discussion of the following confidential items relating to staffing matters. AGREED

096/123 STAFFING MATTERS
Clerk updated the Council regarding staffing issues.

096/124 DATE OF NEXT MEETING

20 November 2014 at the Bowls Club, Cawston

There being no further business the Chairman thanked everyone for attending and declared the meeting closed at 8.55pm