CAWSTON PARISH COUNCIL MEETING – 18 DECEMBER 2014
DRAFT MINUTES

At the meeting of the Cawston Parish Council held at the Bowls Club, Norwich Road, Cawston on Thursday 18 December 2014, the following members were present:

Mr P E Soanes (Chairman)
Mr B Schuil (Vice Chairman)
Mrs J M Buttifant; Mrs T Carman; Mrs T J Durrant
Mr N Milton; Mr D Noble; Mrs S Spencer

In Attendance
Mr LR Mills (Clerk of the Council)

096/145 APOLOGIES FOR ABSENCE

Mr J Livingstone; Mr G Sinclair; PCSO Bridges

096/146 DECLARATIONS OF INTERESTS AND DISPENSATIONS

There were no declarations of interest.
It was AGREED to authorise the Clerk to grant dispensations to Mrs JM Buttifant, Mr N Milton, Mr D Noble, and Mrs S Spencer to set the Council’s budget and precept requirement

096/147 MINUTES

The Minutes of the meeting of the Council held on 20 November 2014 having been circulated to all members were approved as a correct record by the Council and signed by the Chairman

096/148 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

(i) US WAR MEMORIAL: Mr Livingstone had been in contact with Mr Howard. Mr Howard is unable to complete the renovation as he had promised. It was AGREED that the Clerk should obtain a price to replace the present wooden surround and metal plaque with a stone plaque.

(ii) LAND AT JUNCTION OF HIGH STREET/CHURCH LANE: Clerk had contacted Wherry Housing. They were unaware they owned the land. Correspondence is continuing.

(iii) RECYCLING: the Clerk reported that he had agreed a change of responsibility for the glass recycling banks. They will continue to be emptied by Berrymans. He has registered the Parish Council with Norfolk County Council. These arrangements to take effect from 1st January 2015.

(iv) GRIT BIN: following a request from a parishioner to have a grit bin installed at Gayford Road, the Clerk had contacted the Highways Department at Norfolk County Council. They are unable to approve this request due to the level ground, the fact there are two nearby bins, and that the proposed site is on private ground.
(iv) CHRISTMAS TREE: Mrs Carman thanked the Parish Council for purchasing the Christmas tree and especially Mr Schuil, for all his efforts to obtain and install the tree.

(v) CHURCHYARD: Mr Schuil raised the matter of the ivy in the south west corner. He felt it was easy to clear but there remained the problem of disposal. The Chairman and Mr Schuil will liaise over this matter.

(vi) PLAYING FIELD GATES: Mr Schuil reported that the gates at Chapel Street had been installed. The posts at the Village Hall entrance have been removed and the gates will be installed after Christmas. The temporary fencing has been returned to Mr Lee. Mr Schuil felt that the area just inside the gates at Chapel Street needs some work, as a large puddle and muddy area is forming. This was noted.

(vii) CEMETERY
[a] Gates: the Clerk was instructed to contact Mr Wales to ascertain when the work will be undertaken
[b] Waste: concern was expressed that wreaths and flowers from graves are being placed on the recycling pile and not in the bins provided. Clerk will place notices advising people.

096/150 PUBLIC
None

096/151 POLICE LIAISON OFFICER’S REPORT

The Clerk tabled the report on behalf of PCSO Bridges. Following a question at last month’s meeting the Clerk reported that he had spoken with the Police. They have a dedicated officer who is responsible for contact with institutions such as that at Cawston Park, and that they attend at all reported incidents.

096/152 DISTRICT/COUNTY COUNCILLOR’S REPORT

There was no report in the absence of Mr Joyce

096/153 CHAIRMAN’S REPORT

The Chairman reported that he had attended the recent SNAP meeting. Speedwatch and speed cameras have been in use recently. Priorities for the coming months are oil theft and mud on the roads.

096/154 PLANNING

- App no 20141858, Jeesal, Cawston Park: creation of new gravel drive and parking area including associated lighting; creation of tennis court and two astro football pitches for residents and staff.
  The Council agreed to OBJECT to this application: the proposed number of parking spaces is excessive and disproportionate for the intended use.
  The Clerk to inform Broadland District Council of its views
096/155 FINANCE

(i) The details having been previously circulated it was AGREED to accept the HJC pay award for 2014 – 2016.

(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
Aylsham Computers: toners: £85.50
L. Mills: Salary/expenses: £630.52
T. Lubbock: Safety inspection/litter clear: £43.80
Manor Farm Partnership: Christmas Tree: £96.00
HMRC: PAYE: £236.60
Norfolk Pension Fund; Pension; £143.14
Reepham Printing Services: printing: £16.00

(iii) BUDGET AND PRECEPT 2015 – 2016
Following discussion it was AGREED to finalise at the next meeting. Clerk to distribute a second draft in advance of the meeting.

096/156 REPORT OF THE CLERK OF THE COUNCIL

(i) STREET LIGHTING: I have contacted the contractors regarding the replacement of lights outside the Village Hall. They are awaiting delivery. They assure me that as soon as they receive them from the manufacturers they will install them. Noted

(ii) CAWSTON CHAMPION: in response to an email from Mrs Carman I have placed a notice on the website asking for nominations and shall place notices on the noticeboards. Clerk to advertise on noticeboards. Mrs Carman to write to Parish magazine

(iii) DEFIBRILLATOR: Mr Livingstone has done the weekly checks for the past six months and would like somebody to take over from him. Any volunteers? Mrs Spencer agreed to take over. She will contact Mr Livingstone

(iv) NEIGHBOURHOOD PLAN WORKSHOP: I have booked a place for myself at this workshop. There is still one place available should anybody wish to accompany me (Wed 7th January at NCFC, as previously notified) Noted

(v) RODWELL TRUST and CLIFFORD PYE TRUST CHARITIES: I have completed the annual returns for both charities and uploaded them on the Charity Commissioners’ website. Noted

(vi) FORMER METHODIST CHAPEL, NORWICH ROAD: this building has now been renumbered as 10a, Norwich Road. Noted

(vii) S137 REQUEST: Norfolk Age UK has asked if the Council would make a donation to their work. Refused

(viii) CPRE, LIGHT POLLUTION QUESTIONNAIRE: would Council like to complete this questionnaire? Me Schuil delegated to complete and return

(ix) GRAVEDIGGING: It was AGREED that the Council should have one gravedigger and he is to be used by all Funeral Directors. It was AGREED that Mr Phil Robson should be appointed the Council’s Approved Gravedigger.
CORRESPONDENCE
- NORFOLK RURAL COMMUNITY COUNCIL, newsletter
- BROADLAND DISTRICT COUNCIL, Tots2Teens holiday activities

096/157 PARISH PARTNERSHIP SCHEME

The Clerk reported on his meeting with the Highway Engineer and distributed an email which contained approximate costings for a pathway along Sygate. This was felt to be beyond Council’s means but Clerk was instructed to obtain costings for drain coverings. The matter will be further considered at the next meeting.

096/158 PARISHIONERS’ CORRESPONDENCE

(i) A complaint had been received that a parishioner was dumping leaves on cemetery land. Clerk instructed to write to both complainant and person suspected of doing so.

(ii) Mrs Snowling had objected to cuttings being “dumped” on her family’s land. Mr Schuil explained that he and his wife had spent over 14 hours cutting back the hedges to make the children’s play area safe. They had placed the cuttings underneath the hedge to allow them to rot naturally back into the earth. He was sorry that some of the hedge was on her family’s land and he will remove them as soon as he can. Clerk to write to Mrs Snowling and the Village Hall Committee.

096/159 ITEMS FOR INFORMATION/FUTURE AGENDA

INFORMATION:
Mrs Spencer raised the prospect of some parishioners being alone and/or cold over Christmas. Clerk to check on Parish Council’s ability to help. Clerk also to distribute details of the existing charitable trusts of which the Council is trustee.

FUTURE AGENDA
Budget/Precept
Site Allocations
S106 monies
Charities etc

096/160 DATE OF NEXT MEETING

15 January 2015 at the Bowls Club, Cawston

There being no further business the Chairman thanked everyone for attending and declared the meeting closed at 9.20pm