Cawston Parish Council Meeting – 19 March 2015
Draft Minutes

At the meeting of the Cawston Parish Council held at the Bowls Club, Norwich Road, Cawston on Thursday 19 March 2015, the following members were present:

Mr B Schuil (Vice Chairman)
Mrs T Carman; Mrs T J Durrant; Mr N Milton
Mr D Noble; Mr G Sinclair; Mrs S Spencer

In Attendance
Mr LR Mills (Clerk of the Council)
and two members of the public

Mr Schuil took the chair in the absence of Mr Soanes

096/211 Apologies for Absence

Mr P E Soanes (Chairman); Mrs J M Buttifant; Mr J Livingstone; PCSO Bridges; Mr J Joyce (District/County Councillor)

096/212 Declarations of Interests

Mrs Durrant (Bowls Club) ; Mrs Carman (Village Hall)

096/213 Minutes

The Minutes of the meeting of the Council held on 19 February 2015 having been circulated to all members were considered. With addition of the following at 096/195:

(ii) It was AGREED that commencing with the April 2015 payment, all payments to the Norfolk Pension Fund will be done by bank transfer. Each payment to be individually authorised by the full Council.

The minutes were then approved as a correct record by the Council and signed by the Vice-Chairman

096/214 Matters Arising Not Listed Elsewhere on the Agenda

(i) US War Memorial: Clerk reported that he had arranged to meet a stone mason on two occasions but the man had not turned up on either time. He would endeavour to arrange a meeting with a different mason

(ii) Land at Junction of High Street/Church Lane: it would appear that this land is not part of the highway. Clerk suggested consulting Land Registry. Council AGREED to this and the associated costs

(iii) ‘BEECH TREE SEATING AREA’: owner of next door house willing to meet; solicitors do not hold any paper work regarding this site. Council AGREED to Clerk searching Land Registry regarding this area.

(iv) Cemetery: new list of fees has been distributed to local funeral directors. Mr Schuil reported that he had replaced the ‘Princess Diana memorial tree.’ Cost of the tree was £17.79 (see min 096/193)

096/214 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA (cont)

(v) CHURCHYARD WALL: Clerk had met with local builder and was now awaiting his proposals

(vi) PLAYING FIELD: shelter has now been installed in Toddlers’ Area

(vii) EASTON WAY: Clerk had contacted NCC Highways regarding this issue. Awaiting their response.

096/215 PUBLIC

It was AGREED to adjourn the meeting for a maximum of ten minutes to allow any members of the public to speak

A member of the Bowls Club said that they wished to improve the access roadway and install kerbing. He asked if the Council could provide any financial help to this project. He also mentioned that the fencing between the car park and the cemetery has been damaged.

A second member asked if it was known when the Care Home would be opening. He also stated that the Playing Field gates looked very good.

096/216 RECONVENE

It was AGREED to reconvene the meeting.

096/217 POLICE LIAISON OFFICER’S REPORT

The Clerk tabled the report on behalf of PCSO Bridges.

096/218 DISTRICT/COUNTY COUNCILLOR’S REPORT

None

096/219 PLANNING

App 20150205, single storey rear extension, The Coach House, 13B High Street, Cawston

The Council agreed to SUPPORT this application.

App 20150222, removal of sheds and erection of replacement extension, Cawston Bowls Club, Norwich Road, Cawston.

Mrs Durrant, having declared an interest, did not vote.

The Council agreed to SUPPORT this application.

App 20150257, erection of rear and first floor extensions, The Ratcatchers Inn, Norwich Road, Cawston.

It was AGREED that whilst the Parish Council supports the reopening of a social amenity the expansion of the interior space would imply a growth in the number of customers and therefore more cars. Whilst the Council SUPPORTS the application it is concerned at the possible impact of traffic and the need for more car parking spaces.

The Clerk to inform Broadland District Council of its views.
096/220 FINANCE

(i) PAYMENT OF ACCOUNTS: The invoices and cheques were scrutinised by Mrs Durrant. It was AGREED that the following payments totalling £8603.15 be approved and the necessary cheques signed by two authorised members.

Garden Guardian: Grounds maintenance: £699.80
E.On: street lighting energy: £65.17
L. Mills: Salary/expenses: £534.06
T. Lubbock: Safety inspection/litter clear: £91.98
Broadland Products Ltd: gates: £5508.00
Norfolk Pension Fund; Pension: £138.16
Broker Network Ltd: insurance: £1166.04
SLCC: subscription: £131.00
NPTP: training: £30.00
Cawston Village Hall: street lighting: £117.14
HMRC: PAYE: £121.80

(ii) The Clerk reported that E.On will be raising the cost of electricity to the unmetered supply (ie that which feeds the street lights) by approx 25% with effect 1st May 2015. Clerk had telephoned them and they said it was probable that we could sign a fixed term contract on a better rate. They promised to call him back but have yet to do so.

096/221 REPORT OF THE CLERK OF THE COUNCIL

(i) ANNUAL RETURN: forms received. Council is not part of the “5%” Noted
(ii) RECYCLING: Can banks have been removed and new ones installed and registered with NCC Noted
(iii) CEMETERY GATES: unfortunately the original contractor has been hospitalised and it would seem unlikely that he will be able to do the work. AGREED to ask Broadland Product. Mr Schuil to liaise with them.
(iv) BRANDISTON ROAD: parishioner has contacted me regarding the installation of “slow” signs as discussed last year. I have emailed NCC Highways and await a response Noted
(v) SOLICITOR: I have had a response from the solicitor listing the documents they hold. AGREED to ask for a fixed price for the drawing up of a new lease with the Bowls Club
(vi) SITE ALLOCATIONS DOCUMENT: it is projected (“trajectory”) that 12 houses will be built in 2016/17 and a further 8 in 2017/18 Noted

CORRESPONDENCE

- Clerks and Councils Direct, March 2015
- BDC: Broadland District (Emerging) Local Plan; Site Allocations Development Plan Document (DPD) – Consultation on Main Modifications
- Citizens Advice Bureau, fundraising event in July
- NALC/NCC; Review of Norfolk County Council’s committee system of governance
CORRESPONDENCE (continued)

- Akiko Takeoka, Professor from Japan conducting research into local governance in UK. Survey
- NCC, NORFOLK MINERALS SITE SPECIFIC ALLOCATIONS DEVELOPMENT PLAN DOCUMENT (DPD) Single Issue Review of Silica Sand - Initial Consultation Document
- NRCC, confirmation of change of name to “Community Action Norfolk”
- NRCC, newsletter January 2015
- NRCC, survey

096/222 EMERGENCY PLAN

Mr Milton reported that the scheduled meeting had been cancelled. He has emailed BDC and is awaiting a response. He has created a draft plan, Mrs Carman and Mr Noble volunteered to work with him to firm it up

096/223 BEECH TREE SEATING AREA

The Clerk reported that the owners of the nearby house were willing to meet to discuss the area. The solicitors have no record of this land. Some councillors have been told that the land was donated some years ago. Mrs Carman will speak to Mrs Rounce and inform the Clerk of any information.
AGREED that clerk should check with Land Registry

096/224 COMMUNITY and CHARITIES

Mr Noble reported that the first lunch will be held on Friday 24th April. He also said that BDC wish to support the project and they will be producing advertising material. A slot will also be broadcast on Radio Norfolk.
The Council congratulated all those involved in this very impressive piece of work.

096/225 PLAYING FIELD

(i) RABBITS: the Clerk reported that BDC would not be prepared to enforce any action regarding the scrubland. Mr Schuil reported that he had managed to reinstate approx 60m of the original fencing.
AGREED to find out whether warning signs are necessary for the public.
AGREED Clerk to write to Oakes family explaining that the Council did not intend to pursue this matter any further

(ii) BROADLAND WINERIES: AGREED in principle to celebration event being held on either 5th or 19th September 2015 subject to usual insurance and risk assessments. Council did not have any opinion regarding the installation of a flag pole at the village hall. AGREED to suggest that BW may wish to support the Lunch Club in some way.

(iii) WILDLIFE AREA
AGREED that Mr Livingstone and Mr Harden should plant trees as soon as practical. Clerk to discuss schedule and advertising with Mr Livingstone
096/225 PLAYING FIELD (continued)

(iv) ENTRANCE
[a] DRIVEWAY; AGREED to gather quotes to either fix holes (filling and whacker plate) or scraping off/leveling/resurface with planings. Once these have been collected discussions with Village Hall Committee as to way forward.

[b] GATES; following the damage to the gates it was AGREED to instruct Broadland Products to repair and install a bollard to stop any further damage. Cost of £150. In light of these costs AGREED to report to police as criminal damage.

096/226 SKY LANTERNS

It was AGREED to support the National Farmers’ Union campaign to the Government to ban the sale of and public use of releasing sky lanterns (commonly referred to as “Chinese lanterns”) into the environment.

It was AGREED to prohibit the release of sky lanterns from land in the Parish Council’s ownership.

096/227 WHEELIE BINS

Mrs Spencer expressed her concerns at the siting of wheelie bins in front gardens. It was explained that the Parish Council has no powers in this matter.

096/228 PARISHIONERS’ CORRESPONDENCE

None

096/229 ITEMS FOR INFORMATION/FUTURE AGENDA

FUTURE AGENDA
Cost of roadway improvements at cemetery/bowls club (May agenda)

096/230 DATE OF NEXT MEETING

16th April 2015, following Annual Parish Meeting, at the Bowls Club, Cawston

096/231 EXCLUSION OF PRESS AND PUBLIC

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

096/232 CAWSTON CHAMPION

Recipient agreed. Mrs Carman expressed some disappointment at low number of nominees and lack of ‘celebration’ after award is presented. AGREED that the award should be presented at the first Lunch Club. It is hoped this will generate more interest.

Mrs Carman to inform this year’s recipient and to organise presentation
096/233 EMPLOYMENT MATTERS

AGREED that chairman should write to Clerk on Council’s behalf confirming the agreed arrangements.

AGREED, that following a review, any financial changes to Clerk’s contract will be implemented (or backdated) with effect from 1st April 2015

There being no further business the Vice Chairman thanked everyone for attending and declared the meeting closed at 9.10pm