CAWSTON PARISH COUNCIL ANNUAL MEETING – 21 MAY 2015
DRAFT MINUTES

At the annual meeting of the Cawston Parish Council held at the Bowls Club, Norwich Road, Cawston on Thursday 21 May 2015, the following members were present:

Mr P E Soanes – Chairman
Mrs J M Buttifant  Mrs T Carman  Mrs T J Durrant
Mr G Sinclair  Mr D Noble  Mrs S Spencer

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

097/001 APPOINTMENT OF CHAIRMAN
The Chairman of the Council, Mr P E Soanes occupied the Chair and invited nominations for the appointment of Chairman of the Council for the ensuing year.

It was RESOLVED that Mr B Schuil be elected Chairman of the Council for the ensuing year.

In the absence of Mr Schuil it was RESOLVED that Mr Soanes chair this meeting.

097/002 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN
Deferred

097/003 APOLOGIES FOR ABSENCE
Apologies for absence were received from Mr B Schuil, Mr J Livingstone, Mr N Milton, and PCSO Bridges

097/004 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION
None

097/005 DECLARATIONS OF ACCEPTANCE OF OFFICE
The Clerk confirmed he had received the Declarations of Acceptance of Office from all members except that of Mr N Milton.

It was RESOLVED to defer Mr Milton’s acceptance to the next meeting of the Council.

097/006 PRESENTATION TO CAWSTON CHAMPION 2015
Due to illness the recipient was not able to attend. The award will be made at the Lunch Club on 26th June
MINUTES
The Minutes of the Council meeting held on 16 April 2015 having been circulated to all members, were confirmed as an accurate record and signed by the Chairman.

MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA
(i) LUNCH CLUB: The first club was held on 21st April. Twenty six people attended along with a lot of volunteers. Those present said there was a real buzz with everybody talking to each other. All attendees completed a feedback and this was unanimously positive. Next meeting will be held tomorrow.
(ii) US WAR MEMORIAL: Clerk has written to Mr Howard but has not received a response. Mrs Buttifant reported she had met Mr Howard and has arranged to meet him again to discuss next steps. She will report back to the Council.
(iii) Land at High Street/Church Lane: Clerk has written to Circle/Wherry and is awaiting a response.
(iv) Village Champion: the winner has not received either of the letters the Clerk has written. Clerk to write again and will copy it to Mrs Carman.
(v) FUNFAIR: Mrs Spencer asked whether there had been any developments regarding a funfair. Clerk said there had been no further contact from Mr Gray. Council feels that it would be a good thing to stage on 12th September to coincide with the Tour of Britain. Clerk to forward funfair contact details to Mr Sinclair who will chase up.

POLICE LIAISON OFFICER’S REPORT
In the absence of PCSO Bridges the Clerk tabled the report. Some concern was expressed at the criminal damage incident. Clerk to contact PCSO Bridges.

COUNTY/DISTRICT COUNCILLORS’ REPORTS
None

PUBLIC PARTICIPATION
Concern expressed at ‘liquid’ being pumped across the B1145 between Cawston and Aylsham. Resident also pleased to see how well the hedge between the allotments and the cemetery has been cut.

APPOINTMENT OF VICE-CHAIR
RESOLVED that Mrs JM Buttifant be elected Vice-Chair of the Council for the ensuing year.

APPOINTMENTS TO OTHER BODIES
(a) Oakes Memorial Trust Charity
RESOLVED that Mr Soanes and Mrs Spencer be appointed to serve on the Oakes Memorial Trust for the ensuing year.

(b) Cawston Heath Charity
RESOLVED that Mr B Schuil be appointed to serve on the Cawston Heath Trust for the ensuing year

(c) Cawston Village Hall Management Committee
Deferred to next meeting

(d) Reepham Safer Neighbourhood Action Panel
RESOLVED that Mr Soanes be appointed to serve on the Reepham Safer Neighbourhood Action Panel for the ensuing year
097/013 SCHEDULE OF MEETINGS

(i) It was RESOLVED a full Council meeting shall be held on the following dates:
2015: 18th June, 16th July, 20th August, 17th September, 15th October, 19th November, 17th December
2016: 21st January, 18th February, 17th March, 21st April, 19th May

097/014 INTERNAL AUDITOR’S REPORT

The Report of the Internal Auditor was considered and adopted.

097/015 ANNUAL RETURN

The Statement of Accounts and Annual Governance Statement for 2014 -15 were approved and adopted.

097/016 FINANCE

(i) BARCLAYS BANK: the Clerk reported on the Bank’s response to last month’s complaint. They have credited the Council with £50 to cover costs and inconvenience.
Council is very dissatisfied with this. Clerk to write again to Barclays making the following points:
The bank’s response to the Council’s original complaint was not in time.
The Council is very concerned as to what has happened to its representative’s personal details
Council is very unhappy that its reputation with a supplier has been compromised. They ask that Barclays write to the company involved, apologise and offer to repay them any costs they have incurred.
The amount Barclays have offered in compensation is derisory.

(ii) SOLICITORS: the Clerk reported on the solicitor’s response to last month’s letter. They have reduced the fee they wish to charge the Council.
Clerk to write again stating that the solicitor only informed the Council of its costs AFTER it had completed the work. The council feels it is unacceptable that they have ignored this fact. Payment to be withheld until this matter is resolved.

(iii) ACCOUNTS FOR PAYMENT: Mrs Buttifant having checked the invoices against the payments it was RESOLVED that payment of the following accounts totalling £4297.18 be approved and the necessary cheques signed by two authorised members.

   Action Play and Leisure, playing field shelter, £2496.00
   Garden Guardian Ltd, grounds maintenance, £706.80
   T. Lubbock, safety inspection and recycling area tidy, £43.80
   L. Mills, salary/expenses, £519.99
   E.On, street lighting electricity, £69.83
   Broadland Products Ltd, gates repairs, £180.00
   Norfolk Rural Community Council, subscription, £20.00
   Norfolk Pension Fund, pension, £140.87
   RM Calvert, internal audit, £75.00
   URM (UK) Ltd, recycling, £44.89
097/017 PLANNING
(i) App 20150546, Ground Mounted Solar Panel Array, Cawston Park Hospital. Council SUPPORTS this application.
(ii) App 2015 0524, Erection of building to house biomass boiler, Cawston Park Hospital Council supports this application with the following comments: concerned at the height of the building and would like to see appropriate vegetation planted to screen it. Clerk to inform Broadland District Council of the Parish Council's views.

097/018 REPORT OF THE CLERK OF THE COUNCIL
(i) Highway Parish rangers are due to visit. Please let me know of any issues by 26th May Noted
(ii) Training for Chairman is available from NALC. Cost is £70 APPROVED
(iii) RoSPA will be inspecting in June Noted
(iv) BDC wish to contact councillors directly to carry out a survey regarding planning. Noted
(v) Cemetery gates quote APPROVED

CORRESPONDENCE
COMMUNITY ACTION NORFOLK, April and May newsletters*
BDS, Dementia Friendly Day, 1 June*
NCC, Managing Flood Risk Consultation*
BDC< Broadland Sports News May 2015*

097/019 CASUAL VACANCIES
One vacancy exists. Notices to be published on noticeboards, website, parish magazine

097/020 PARISHIONERS’ CORRESPONDENCE
None

097/021 PENSION POLICY
The Parish Council’s policy as recommended by the Local Government Pension Scheme was APPROVED

097/022 STREET LIGHTING MAINTENANCE
It was noted that the contract is due for renewal. Clerk instructed to obtain a further quote.

097/023 ITEMS OF INFORMATION / FUTURE AGENDA
Future Agenda:
Funfair (Mr Sinclair); Community Infrastructure Levy; Lunch Club; Churchyard Wall; CCTV at the Village Hall (Mrs Carman)

097/024 DATE OF NEXT MEETING
Thursday 18th June 2015

THERE BEING NO FURTHER BUSINESS THE CHAIR THANKED EVERYONE FOR ATTENDING AND DECLARED THE MEETING CLOSED AT 9.00pm