At the meeting of the Cawston Parish Council held at the Bowls Club, Norwich Road, Cawston on Thursday 16 July 2015, the following members were present:

Brian Schuil – Chairman
Jane Buttifant (vice-chair) Theresa Carman
Thelma Durrant James Livingstone Graham Sinclair
David Noble Paul Soanes Stephanie Spencer

In Attendance
Lloyd Mills (Clerk of the Council)

097/025 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

The Declaration of Acceptance of Office of Chairman was signed by Brian Schuil and witnessed by the Clerk.

097/026 APOLOGIES FOR ABSENCE

Apologies for absence were received from James Joyce (County Councillor), Greg Peck (District Councillor) and PCSO Bridges

097/027 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

097/028 MINUTES

The Council meeting held on 18 June 2015 was inquorate. It was proposed by James Livingstone, seconded by Stephanie Spencer that the decisions taken at this meeting be ratified as follows:

certified that the following members were present:

Mr B Schuil (Chairman); Mrs J M Buttifant (Vice Chair); Mrs T J Durrant;

In Attendance
Mr G Peck District Councillor

DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN
Mr B Schuil accepted office of Chairman and will complete the declaration of acceptance.

DECLARATION OF ACCEPTANCE OF OFFICE FROM MR N MILTON
Mr B Schuil has received letter from Mr N Milton tendering his resignation with immediate effect from the Parish Council due to work commitments he passes on his best wishes to the Parish Council. Mr B Schuil will pass the letter to Mr L Mills to ensure the correct action is taken

APOLOGIES FOR ABSENCE
Apologies for absence were received from Mr L Mills, Mr P Soanes, Mr J Livingstone, Mrs S Spencer, Mr D Noble, Mr G Sinclair, and PCSO Bridges. Also absent Mrs T Carman
MINUTES
The minutes of the Parish Council annual meeting held on 21 May 2015 have 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) Funfair: Mr G Sinclair contacted Mr L Gray regarding the possibility of the funfair being available on Saturday 12 September, a reply has been received from Mr Gray to advice that date is not available and he will be in touch again with possible dates.
(ii) LUNCH CLUB: The second club was held on 22 May. Thirty two people attended, and increase of 6, along with a lot of volunteers. Again the atmosphere was incredibly warm and welcoming with all attendees commenting once again how much they enjoyed the event. Next meeting will be held Friday 26 June, all members of the Parish Council are welcome to join us.
(iii) Solicitors: Following the Parish Council’s decision to refuse to pay the invoice Mr L Mills has received a credit note from the Solicitors for the full amount therefore cancelling out the invoice received.

POLICE LIAISON OFFICER’S REPORT
In the absence of PCSO Bridges the Chairman tabled the report. Of the 3 criminal damages reported some relate to damage on the playing field. It is now necessary to report all damage to items on the playing field to enable the police to patrol the area.

COUNTY/DISTRICT COUNCILLORS’ REPORTS
Mr G Peck gave a verbal report as our new District Councillor. Following the new administration there are now more than 12 of 47 councillors new to the role. Since the election the focus has been on setting up the relevant committees and representatives. Mr Peck sits on the following committees: Regulatory, Recycling, Operational efficiency and economic growth and all have now had their first meetings.
Mr Peck reported that Cawston forms 50% of his constituency. Unfortunately, the Parish Council meetings clash with District Council meeting so it will not be possible for Mr Peck to attend every Parish meeting, but where he is able he will attend. However, should we need his assistance to contact him.
Mr Peck also mentioned that our local Under 18 ladies football, the Red Roses, finished top of their league and lost the cup final on penalty shootout. The Council congratulate the Red Rose ladies for a brilliant footballing year.

APPOINTMENT TO OTHER BODIES
Cawston Village Hall Management Committee
RESOLVED Mr J Livingstone be appointed to serve on the Cawston Village Hall Management Committee for the ensuing year.

PLANNING
App 20150790, alterations to existing residential dwelling, Holme Hale, Chapel Street. Council SUPPORTS this application.
App 20150811, internal alterations and insertion of new window, Beerhouse Farm, Oulton Street. Council SUPPORTS this application.
App 20150524, revision to original application for building to house biomass boiler, Cawston Park Hospital. Initial application was supported by the Council with comments that the Council would like to see appropriate vegetation to screen the building. Revised plans show appropriate vegetation and small move of the building. Council SUPPORT this application.
FINANCE
BARCLAYS BANK: the Clerk has received a response from Barclays to his letter this response has been circulated to all members. Mr B Schuil will be going to Barclays to ensure the mandate for his signatory responsibilities is in place.
ACCOUNTS FOR PAYMENT: Mrs Durrant having checked the invoices against the payments it was RESOLVED that the payment of the following accounts totalling £2353.90 be approved and the necessary cheques signed by two authorised members.
- Garden Guardian Ltd, grounds maintenance, £706.80
- T.Lubbock, safety inspection and recycling area tidy, £61.30
- E.On, street lighting electricity, £97.25
- L.Mills, salary/expenses, £650.21
- URM(UK) Ltd, recycling, £35.08
- Norfolk Pension Fund, pension, £140.87
- HMRC, PAYE, £99.20
- T T Jones, street light inspection, £553.39
- T Carman, engraving (Cawston Champion trophy), £9.80

CASUAL VACANCY
There are now 2 vacancies on the Cawston Parish Council and advert will be in the July Parish magazine inviting applicants.

ITEMS OF INTEREST / FUTURE AGENDA
US War memorial Mrs Buttifant has met with Mr R Howard to discuss the repairs needed to the US War memorial. The only area of attention is the wood surround. Mr Howard will undertake this restoration after the summer (September/October) as we typically have visitors to the church and the Memorial during this period.
The Bowls Club have received a request from the Police to allow children to play football on the carpark, the initial request originates from Wherry Housing. Wherry have said they would provide soft footballs. The Bowls Club committee have discussed and have agreed to reuse the request, but wished the Parish Council to discuss. Council agree with the Bowls Club due to the safety risks involved as the carpark is used by the Bowls Club, Allotment users and visitors to the cemetery. Also at the moment there is some confusion as to what is consecrated land and not which the Clerk is seeking clarity from the Norwich Diocese. The Bowls Club will respond to the Police.
Damage to under 5 play area. Mr Lubbock noted that one of the under 5 swings was broken and reported it to Mr Schuil. On inspection it is deliberate damage but also a design fault with water getting it and eroding the rubber seal. Based on this both under 5 swings have been removed.
Tour of Britain cycle race will be passing the Cawston Village Hall around 11am on 12 September. An approach has been received from Broadland District Council asking whether we would support the race by organising an event to tie in with the race. Council agreed we should look at what can be done.
Future agenda:
- Emergency plan; Tour of Britain cycle race; Community Infrastructure levy; Churchyard wall; CCTV at Cawston Village Hall; Play equipment damage/repairs.

097/029 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA
(i) WATER ON B1145: Following David Noble’s email to all councillors, the Clerk reported he had informed Norfolk County Council and Broadland District Council. Clerk was instructed to inform the Environment Agency
(ii) WINERIES: David Noble will be meeting with their representatives on 28th July to discuss Wineries involvement with the community.
(iii) LAND AT HIGH STREET/CHURCH LANE: Clerk instructed to chase them up and to arrange a meeting.
097/030 **POLICE LIAISON OFFICER’S REPORT**  
In the absence of PCSO Bridges the Clerk tabled the report.

097/031 **COUNTY/DISTRICT COUNCILLORS’ REPORTS**  
None

097/032 **PUBLIC PARTICIPATION**  
None

097/033 **PLANNING**  
(i) App 20150952, Former Oulton Airfield, The Street, Oulton. Proposed phased development of ground mounted solar photovoltaic panels and associated works, etc. Whilst the Council supports the application it believes it is important that all biodiversity conditions and environmental commitments must be fulfilled. Council also queries what community interest element is in this application, and will support any such.  
Clerk to inform Broadland District Council of the council's views.

097/034 **FINANCE**  
(i) BARCLAYS BANK: Brian Schuil and the Clerk updated the Council. It was AGREED that the sum of £50 is derisory considering the amount of time, inconvenience and embarrassment caused by this. Clerk to write to Barclays in the strongest terms/  
(ii) STREET LIGHTING: works as detailed in the letter are authorised.

(iii) ACCOUNTS FOR PAYMENT: Thelma Durrant having checked the invoices against the payments it was RESOLVED that payment of the following accounts totalling £2171.98 be approved and the necessary cheques signed by two authorised members.  
Garden Guardian Ltd, grounds maintenance, £706.80  
T. Lubbock, safety inspection and recycling area tidy, £52.55  
L. Mills, salary/expenses, £546.51  
E.On, street lighting electricity, £94.11  
C. Mead, cemetery tidy (six months) £50.00  
Community Heartbeat Trust, defibrillator electrodes, £63.60  
Norfolk Pension Fund, pension, £140.87  
Broadland District Council, bin emptying, £492.96  
URM (UK) Ltd, recycling, £24.58

097/035 **REPORT OF THE CLERK OF THE COUNCIL**  
Spire Solicitors have agreed to remove their recent bill. Clerk instructed to inquire if any local solicitors would be prepared to work for the Council and to hold documents.

097/036 **CASUAL VACANCIES**  
One vacancy is open to co-option. Another is still advertised for the possibility of an election.

097/037 **CHURCHYARD**  
Clerk instructed to meet with Mr Hendry to prioritise works. AGREED that works up to a total of £1000 may be authorised.

097/038 **COMMUNITY INFRASTRUCTURE LEVY**  
The Clerk informed the meeting that £705 was available
097/039  **VILLAGE HALL**
(i) James Livingstone reported on the recent meeting of the Village Hall Committee. Mr Cook has retired from the post of Chairman. Mr Livingstone asked that the Council write to Mr Cook expressing their thanks for the many years of service given by Mr Cook to the community. **AGREED** At present there is no chair of the Village Hall Committee and James Livingstone feels the Council needs to be mindful of future possibilities regarding the management of the Hall.
Mr Livingstone also expressed his dissatisfaction that the Clerk had not produced any quotes for the resurfacing of that part of the Village Hall car park owned by the Council. Clerk to obtain quotes in time for next Council meeting.
(ii) **CCTV**: Theresa Carman will obtain quotes for updating the CCTV facilities

097/040  **MOBILE PHONE SIGNAL IN THE PARISH**
Paul Soanes spoke to this matter and it was **AGREED** that Mr Soanes be delegated to take the matter further.

097/041  **CYCLE RACE**
This will pass through the village at approx 11am on 12th September.
Stephanie Spencer and Jane Buttifant reported on behalf of the group organising the events: The Village Hall has been booked along with circus stalls, ice cream van, face painting. Bouncy castle will also be booked. There will be a table top sale. It was **AGREED** that car parking along the Chapel Street side of the Playing Field be allowed.
A further meeting for those interested will be held on Wednesday 22nd at 7pm

097/042  **PLAYING FIELD EQUIPMENT**
The Clerk reported he had just received the RoSPA inspection report. A few matters require urgent attention. However, there are also some glaring errors in the report which he will be bringing to RoSPA’s attention.
Brian Schuil reported on recent events on the Playing Filed.
It was **AGREED** that the Clerk should replace the swing seats. It was **AGREED** that Brian Schuil and the Clerk should take any actions necessitated by urgent safety requirements.

097/043  **EMERGENCY PLAN**
Deferred

097/044  **PARISH PARTNERSHIPS**
Deferred

097/045  **PARISHIONERS’ CORRESPONDENCE**
(i) The Clerk read a letter from Beryl Rounce thanking the Council for her award and the flowers.
(ii) The Clerk also outlined an email received from a resident concerned at the use of a petrol strimmer on the allotments in the evening.

097/046  **ITEMS OF INFORMATION / FUTURE AGENDA**
**ITEMS FOR INFORMATION**
The Clerk instructed to chase up Norwich Diocese regarding cemetery car park
Brian Schuil updated the meeting on recent development at Cawston Heath
**FUTURE AGENDA**
Internal Audit; Village Hall and Playing Field; CCTV at the Village Hall; Playing Field Equipment; Parish Partnerships; Landscape and Presentation of Village; Christmas Tree

097/047  **DATE OF NEXT MEETING**
Thursday 20 August 2015

THERE BEING NO FURTHER BUSINESS THE CHAIR THANKED EVERYONE FOR ATTENDING AND DECLARED THE MEETING CLOSED AT 9.20pm