CAWSTON PARISH COUNCIL MEETING – 20 AUGUST 2015

DRAFT MINUTES

At the meeting of the Cawston Parish Council held at the Bowls Club, Norwich Road, Cawston on Thursday 20 August 2015, the following members were present:

Brian Schuil (Chairman)
Thelma Durrant, James Livingstone, David Noble
Stephanie Spencer, Graham Sinclair, Paul Soanes

In Attendance
Lloyd Mills (Clerk of the Council)

097/048 APOLOGIES FOR ABSENCE

Apologies for absence were received from Jane Buttifant, Theresa Carman and PCSO Bridges

097/049 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

097/050 MINUTES

The minutes of the Parish Council meeting held on 16 July 2015, having been circulated to all members, were confirmed as an accurate record and signed by the Chairman.

097/051 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

(i) B1145: Clerk and David Noble reported that the Environmental Agency have been informed
(ii) LAND AT HIGH STREET/CHURCH LANE: Clerk reported that he had emailed the owners requesting a site meeting. Reply is still awaited. Clerk to write formal letter.
(iii) SOLICITORS: Clerk reported that he had visited the offices of Hansells in Aylsham and they were prepared to keep the documents currently held by Spire, so long as the Council engaged them as their solicitors. AGREED to transfer to Hansells.
(iv) STREET LIGHTING: Clerk reported he had been in contact with the present contractors plus one other firm. AGREED to ask for quotes from both firms for a three year deal with two year option commencing 1st April 2016
(v) CHURCHYARD: a letter had been sent to the contractor

097/052 PUBLIC PARTICIPATION

No members of the public present.

097/053 POLICE LIAISON OFFICER’S REPORT
In the absence of PCSO Bridges the Clerk tabled the report.

097/054 COUNTY/DISTRICT COUNCILLORS’ REPORTS
None

097/055 PLANNING

(i) App 20151309, 47 Fairfields, two storey rear extension. Council SUPPORTS this application.
(ii) Anaerobic Digester, Banningham Road, Aylsham, Appeal against refusal of planning permission. The Council has no further comment

Clerk to forward Council's opinions to relevant authorities

(iii) The Development Management Development Plan Document (DPD) - Regulation 26 of the Town and Country Planning (Local Planning)(England) Regulations 2012. Broadland District Council has resolved to adopt the DPD which is part of the adopted Local Plan for the district with effect from 3 August 2015. Noted

097/056 FINANCE

(i) BARCLAYS BANK: the Clerk has received a further response from Barclays bank. They have offered a further payment of £75. This was accepted by the Council.
(ii) ACCOUNTS FOR PAYMENT: Mrs Durrant having checked the invoices against the payments it was RESOLVED that the payment of the following accounts totalling £1956.07 be approved and the necessary cheques signed by two authorised members.

- Information Commissioner’s Office, Registration, £35.00
- Garden Guardian Ltd, grounds maintenance, £706.80
- T.Lubbock, safety inspection and recycling area tidy, £48.17
- E.On, street lighting electricity, £97.25
- L.Mills, salary/expenses, £564.94
- URM(UK) Ltd, recycling, £34.88
- Norfolk Pension Fund, pension, £140.87
- Aylsham Computers, membership/repairs, £96.00
- T T Jones, street light inspection, £232.16

097/057 CLERK’S REPORT

CEMETERY GATES: these have been removed for renovation
ANNUAL RETURN: has been accepted by the external auditors who have confirmed all is in order
BROADLAND DISTRICT COUNCIL is running a Planning Training evening on 30th September. It is free for councillors to attend.
HIGHWAY RANGERS will be visiting in early September. Any works to Clerk by Wednesday 26 August

CORRESPONDENCE
NPFA Newsletter
097/058 **INTERNAL AUDIT 2015**

Deferred to next meeting

097/059 **CASUAL VACANCY**

There are two vacancies on Cawston Parish Council. Any interested candidates can get information and details from the clerk. Further advert will be in the next Parish magazine inviting applicants.

097/060 **PLAYING FIELD**

(i) It was AGREED to accept Action Play and Leisure quote for repairs to the play equipment. Councillors will remove Nest Swing.
(ii) The Chairman updated the meeting regarding latest vandalism at the skateboard park. This has been reported, and accepted by the Police, as criminal act. The Police ask that any acts of vandalism be reported to them as soon as possible.
(iii) Wildlife Area: James Livingstone will look to cut some pathways
(iv) High Street entrance. It was AGREED to accept D. Gladden’s quote and to authorise the works.

097/061 **VILLAGE HALL**

(i) CCTV: deferred at the request of Theresa Carman
(ii) REPORT OF VILLAGE HALL COMMITTEE REPRESENTATIVE: the Village Hall is still being actively managed although there are vacancies on the committee.
(iii) CHRISTMAS TREE: it was AGREED to fund a Christmas tree providing the Village Hall Committee agree to its size and additional lighting is arranged.

097/062 **TRAFFIC SPEED**

Graham Sinclair explained about the complaints he had received from parishioners regarding the speed of some traffic in certain areas of the village. It was AGREED to support any proposals to introduce a 20mph limit at certain points, especially outside the school.

097/063 **APPEARANCE OF THE PARISH**

(i) RATCATCHERS INN: it was AGREED that the Clerk should write to the owners of the inn to express the Council’s concern at the appearance of the site.
(ii) Following a discussion of James Livingstone’s paper it was AGREED to defer any further consideration to the next meeting

097/064 **PARISH PARTNERSHIPS**

It was AGREED to contact Norfolk County Council Highways Department regarding the possibility of flashing 20mph signs outside the school.
It was also **AGREED** that the Clerk should ask NCC Highways Dept to a site visit to consider possible improvements to the pavement on the High Street opposite the junction with Booton Road.

**097/065 LUNCH CLUB**

Stephanie Spencer explained how she understands the Lunch Club to be constituted and asked for permission to use the Playing Field for the “Time Trials” competition in advance of the Cycle Race. She confirmed that all other activities previously agreed have their own public liability insurance.

_The Clerk advised the meeting that any Working Group has no power to make decisions on behalf of the Council and cannot authorise any payments._

_David Noble disputed this advice and demanded the Clerk ‘prove it.’ He also asked that the Clerk forward a copy of the Parish Council’s insurance policy to him._

It was **AGREED** that permission be granted for the ‘Time Trial’ contest to take place providing suitable insurance cover is arranged.

**097/066 PARISHIONERS’ CORRESPONDENCE**

None received.

**097/067 ITEMS OF INTEREST / FUTURE AGENDA**

Thelma Durrant gave the Certificate for the Village Champion to the Chairman for signing. The Council thanked her for producing this.

Future agenda:
- Lunch Club;
- Presentation/Appearance of the Parish;
- CCTV at Village Hall;
- Funfair;
- Wildlife Area

**097/068 DATE OF NEXT MEETING**

Thursday 17 September 2015

THERE BEING NO FURTHER BUSINESS THE CHAIR THANKEO EVERYONE FOR ATTENDING AND DECLARED THE MEETING CLOSED AT 9.12pm