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**CAWSTON PARISH COUNCIL MEETING – 15 OCTOBER 2015**

**DRAFT MINUTES**

 At the meeting of the Cawston Parish Council held at the Bowls Club, Norwich Road, Cawston on Thursday 15 October 2015, the following members were present:

Brian Schuil (Chairman)

Jane Buttifant (vice-chair), Thelma Durrant, David Noble,

Paul Soanes, Stephanie Spencer,

**In Attendance**

Lloyd Mills (Clerk of the Council)

**097/098 APOLOGIES FOR ABSENCE**

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

**097/099 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

None

**097/100 MINUTES**

The minutes of the Parish Council meeting held on 17 September 2015, having been circulated to all members, were considered and it was **AGREED** the following to be added to Minute 097/078 (iv)

*It was* ***AGREED*** *that the broken seats will be left as they are and replacements considered in next year’s budget.*

With this amendment the minutes were confirmed as an accurate record and signed by the Chair

**097/101 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA**

1. Playing field benches: Stephanie Spencer reported that James Livingstone had inspected the damaged benches. It was **AGREED** to authorise James Livingstone to make the benches safe and to remove broken parts
2. Bulb planting: Stephanie Spencer also reported that James Livingstone had written to various garden centres but had not received any responses. It was **AGREED** to approach more firms and if unsuccessful, to authorise James Livingstone to spend no more than £50 (fifty) on daffodil bulbs

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**097/101 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA (continued)**

1. Christmas tree: Stephanie Spencer and Jane Buttifant had attended the meeting where the Lunch Club had promised to fund additional lighting. The switch-on and carols around the tree wil be held on 4th December.

David Noble offered to organise a tree for free and will ensure delivery and installation before 4th December 2015. This was **AGREED** by the Council.

(iv) David Noble reported that Cawston Wineries would like to post signage in the village to their works. Council felt this was not a matter for them and took no decision.

(v) Street lighting: Brian Schuil reported on his contacts with Sheringham Shoal regarding the funding of LED replacements. It was **AGREED** to continue the application and to reserve £2,000 (two thousand) of Council funds towards the cost.

(vi) Brian Schuil also reported on the Broadland District Council initiative to encourage dog owners to be more responsible for cleaning up after their dogs.

**097/102 PUBLIC PARTICIPATION**

None

**097/103 POLICE LIAISON OFFICER’S REPORT**

In the absence of PCSO Bridges the Clerk tabled the report.

**097/104 COUNTY/DISTRICT COUNCILLORS’ REPORTS**

(i) The Clerk tabled the report of District Councillor Greg Peck:

I have been assigned to the Waste Management Board and I will shortly be meeting with Veolia, the company responsible for rubbish collections and waste management in Broadland District. I would be very interested to hear the views of the Parish Council (and individual residents) about the service provided. So could you please email me with any concerns about the service or indeed anything you feel they are doing right. This will assist me in my negotiations with the provider. This is especially important at this time as the contract will shortly be up for renewal.

As per my last report; I am still attempting to get an answer out of the Care Home owner, regarding the opening date. I will let you know when I get any sort of response.

Your next meeting on the 19th November is currently clear in my diary and hopefully will remain so. I have blocked the date out and it is my intention to attend that meeting.

In the meantime please email me with any concerns or telephone me.

I am very happy to come and meet members of the Parish Council or residents to address their individual concerns or where they need my support.

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**097/105 PLANNING**

1. App 20151584, The Ratcatchers Inn, Norwich Road; proposed two storey rear extension (revised proposal).)

The Council OBJECTS to this application as the existing limited car parking will be further curtailed

Clerk to forward Council’s opinions to relevant authorities

**097/106 FINANCE**

(i) BUDGET REPORT: having been previously circulated to all members the report was AGGEPTED by the Council

(ii) ACCOUNTS FOR PAYMENT: Brian Schuil having checked the invoices against the payments it was **RESOLVED** that the payment of the following accounts totalling £3447.77 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, £43.80

E.On, street lighting electricity, £94.11

L.Mills, salary/expenses, £518.36

URM(UK) Ltd, recycling, £62.64

Norfolk Pension Fund, pension, £140.87

Action Play and Leisure, Repairs to play equipment, £1746.00

Norfolk Parishes Training Partnership, councillor training, £50.00

Shering ham Town Council, councillor training, £17.50

TT Jones Electrical, street lighting maintenance, £67.69

**097/107 CLERK’S REPORT**

(i) Highway Parish rangers are due to visit. Please let me know of any issues by the end of the month *Noted*

(ii) VAT refund for 2014/15 has been received. £2130.20 *Noted*

(iii) Will the Council authorise me to purchase a copy of “Governance and Accountability – A Practioners’ Guide” published by SLCC. Member’s discounted cost is £23? *AGREED*

(iv) The Parish Council has been invited to comment on proposal to give the war memorial listed status. Does Council have any comments to make? *Noted. No response*

(v) I have recently been appointed to the position of Deputy Clerk at Sheringham Town Council. For this reason I am tendering my resignation to both Aldborough and Felbrigg parish councils. This will have the effect of slightly increasing the cost of the Broadband and telephone service which CPC uses. *Noted*

**CORRESPONDENCE**

* Community Action Norfolk (CAN), ‘Paston Footprints – a Norfolk community and heritage project’

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* BDC, Annual meeting of Parish Councils, BDC offices Thursday 12 November, main subject will be the Community Infrastructure Levy. Buffet from 630, meeting from 730. Free, max of three delegates per council.
* CAN, October newsletter
* BDC, Powerpoint slides from recent session regarding Planning procedures
* Norfolk Older People’s Strategic Partnership, three year strategy has been published
* BDC, #thisgirlcan, Women’s swimming courses
* BDC, Broadland Sports News, Autumn 2015

**097/108 CASUAL VACANCIES**

No further developments

**097/109 VILLAGE HALL**

(i) COUNCIL REPRESENTATIVE REPORT: none

(ii) CCTV: Jane Buttifant and Stephanie Spencer had attended the Village Hall Committee meeting on behalf of the Lunch Club. They reported that the proposal to develop the CCTV provision had been raised by Theresa Carman. However, a security light has now been installed and the camera adjusted.

The Village Hall Committee has requested permission to instal a bench on the playing field. They are hopeful that Cawston Wineries will provide this. It was **AGREED** that the Clerk should write to Cawston Wineries supporting this proposal, and agreeing to its installation providing that it is of metal design, will be securely set in concrete, and subject to mutual agreement on its position on the field.

**097/110 PARISH PARTNERSHIPS SCHEME**

The Clerk updated the Council regarding his contacts with NCC Highways and provided members with a provisional estimate of costs regarding the widening of the pavement on the High Street.

It was **AGREED** to proceed with the application.

**097/111 MOBILE TELEPHONE SERVICE**

Paul Soanes updated the Council regarding efforts to improve the service in teh Parish. A copy of his correspondence with the relevant authorities had been circulated to all members. It was very frustrating but it appears there are no funds available to improve the situation.

The Council thanked Paul for all his efforts.

**097/112 RISK ASSESSMENT POLICY / ASSET REGISTER / EQUAL OPPORTUNITES POLICY**

It was **AGREED** to adopt the draft Risk assessment Policy and Asset Register with immediate effect.

It was **AGREED** to adopt the draft Equal Opportunities Policy with immediate effect.

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**097/113 SOCIAL MEDIA**

It was **AGREED** that the Clerk should set up a Facebook page, a Twitter account, and a Streetlife account on behalf of the parish council. These are to be used by the Clerk to disseminate information and facts regarding the council. This will be kept under review.

*District Councillor Greg Peck arrived and was invited to discuss his report which had been tabled earlier. He reiterated that the Waste Disposal contract was due to be reviewed and any comments, positive or otherwise, would help him. He discussed the problems with both broadband and mobile phone service and said that he was committed to obtaining both superfast broadband and a decent mobile phone signal across Broadland.*

*The Council thanked Mr Peck for managing to attend on a busy evening for him.*

**097/114 PARISHIONERS’ CORRESPONDENCE**

Jane Buttifant reported that she had been phoned by a lady (who does not live in the parish) regarding perceived problems caused by car parking along the High Street. Council considered her opinions but noted that this matter has been pursued on various occasions with the Police and Norfolk County Council Highways Department.

**097/115 ITEMS OF INTEREST / FUTURE AGENDA**

Venue for Council meetings 2016

Draft budget and precept 2016/17

Street lights

Appearance of Parish

**097/116 DATE OF NEXT MEETING**

Thursday 19 November 2015

**097/117**

It was **AGREED** to exclude the press and public under the Public Bodies (Admission of Strangers) Act 1960 during discussion of the following confidential item

**097/118 EMPLOYMENT MATTERS**

The format of the appraisal of the Clerk/RFO’s role was **AGREED**

THERE BEING NO FURTHER BUSINESS THE CHAIR THANKED EVERYONE FOR ATTENDING AND DECLARED THE MEETING CLOSED AT 9.18pm