CAWSTON PARISH COUNCIL MEETING – 17 DECEMBER 2015

DRAFT MINUTES

At the meeting of the Cawston Parish Council held at the Bowls Club, Norwich Road, Cawston on Thursday 17 December 2015, the following members were present:

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

In Attendance
Richard Coard, Simon Wilkinson, Lloyd Mills (Clerk of the Council)

097/137 APOLOGIES FOR ABSENCE
Apologies for absence were received from PCSO Bridges

097/138 TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE
Richard Coard and Simon Wilkinson signed their Declarations of Acceptance of Office. These were witnessed by the Clerk. The two new members took their seats.

097/139 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION
Brian Schuil, planning, Fred Tuddenham Drive (neighbour)

097/140 MINUTES
The minutes of the Parish Council meeting held on 19 November 2015, having been circulated to all members, were considered and they were confirmed as an accurate record and signed by the Chair

097/141 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

(i) Village Hall: James Livingstone reported that the chairman of the Village Hall Committee has resigned. The next meeting of the Committee will go ahead as planned in January. Village Hall will be holding a public meeting on 24th February 2016 to discuss the future

(ii) The Clerk reported on the change of venue with effect from the January meeting. It was AGREED to start this meeting at 7.15 when future start times will be reviewed.

(iii) Street Lighting: the Clerk reported that the grant from the Sheringham Shoal community fund has been received in full. He has instructed the contractors to order the new lights and to install them. The Council thanked Brian Schuil for all his work in obtaining these funds.

(iv) Land at junction of High Street and Church Lane: the land has now been tidied and looks much better. Circle Housing have confirmed to the Clerk that
they own the land and that they have instructed contractors to keep it in good order.

(vi) Wineries: following the celebrations held on the Playing Field Stephanie Spencer asked if there had been any further developments regarding the proposed bench on the Field. The Clerk confirmed he had emailed the Wineries with the permission and associated conditions (as agreed previously). He had heard nothing further. Simon Wilkinson said he would follow it up.

(vii) Funfair: Graham Sinclair reported that he had heard nothing further from the owners regarding the possibility of running one on the Playing Field.

(viii) Bulbs: Stephanie Spencer reported she had been given some bags of bulbs by Beryl Rounce which she has now planted around the edge of the Playing Field.

(ix) Trees on Playing Field: Brian Schuil reported that approx 25 canes supporting the young trees had been removed from the ‘Wildlife Area’. He and his wife have replaced them.

(x) Cemetery Wall: Brian Schuil expressed his concern regarding some of the coping stones on the Cemetery Wall on Aylsham Road. Clerk to follow up and authorise works if necessary.

(xi) Playing Field: Brian Schuil concerned that the field is getting rather churned up by cars parking behind the Village Hall. James Livingstone and Theresa Carman will follow this up with the bookings clerk.

(xii) Defibrillator: Theresa Carman asked about the need for PAT testing. She will raise with Village Hall Committee.

(xiii) Cawston Champion: Theresa Carman asked that the next year’s poll be advertised. Clerk to follow up.

PUBLIC PARTICIPATION

None

POLICE LIAISON OFFICER’S REPORT

In the absence of PCSO Bridges the Clerk tabled the report. Theresa Carman asked that the report be posted on the website. Clerk to check that Police are happy with this.

DISTRICT COUNCILLORS’ REPORTS

None

PLANNING

App 20151900, 3 Fred Tuddenham drive, Single storey rear garage extension. Brian Schuil, having declared an interest, took no part in the discussion or vote.
It was AGREED that the Council has no response to this application.

App 20151856, 4 Easton Way, single storey side and rear extensions and front porch. The Council SUPPORTS this application.

App 2015/5028, Cawston Voluntary Controlled School, single reception class and associated works. The Council SUPPORTS this application.

The Clerk to inform Broadland District Council and Norfolk County Council of the Parish Council’s responses.

(i) ACCOUNTS FOR PAYMENT: Thelma Durrant having checked the invoices against the payments it was RESOLVED that the payment of the following accounts totalling £3060.62 be approved and the necessary cheques signed by two authorised members.

- Garden Guardian Ltd, grounds maintenance, £778.80
- T. Lubbock, safety inspection and recycling area tidy, £43.80
- E. On, street lighting electricity, £94.11
- L. Mills, salary/expenses, £610.07
- URM(UK) Ltd, recycling, £84.60
- Norfolk Pension Fund, pension, £140.87
- Cawston Bowls Club, room hire, £120.00
- J. Livingstone, bulbs, £49.95
- D. Gladden, driveway repairs, £780.00
- ESPO, stationery, £61.60
- Aylsham Computers, printer toner, £113.62

(ii) BUDGET 2016 to 2017: it was proposed Thelma Durrant, seconded Jane Buttifant, that the precept requirement for 2016/2017 be £30,000 (thirty thousand pounds.) It was AGREED unanimously. It was also AGREED that any discretionary grant to be received from the District Council be paid in addition to the precept.

(iii) AUDIT from 2017: it was proposed Jane Buttifant, seconded David Noble, that the Parish Council join with the sector-led, collective procurement body (SLB) for five years with effect from 2017. It was AGREED unanimously.

(i) Social media: Twitter (@cawston-parish) and Facebook page (Cawston Parish Council) set up. Members are encouraged to ‘like’ and share. Please let Clerk have any information you may wish to advertise Noted
(ii) S137 donation request from Age UK Refused
(iii) Allotment and cemetery hedges and bushes were cut in time for Remembrance Day Clerk to thank contractor for his excellent work
CLERK’S REPORT (continued)

(iv) Norfolk Fire and Rescue Service – Draft Integrated Risk Management Plan has been published. Any responses due by 14 January 2016 Clerk to distribute link to all members

PLAYING FIELD

(i) Hedges: It was AGREED that Brian Schuil commission cutting of Chapel Street hedges. He will inform affected residents. Brian Schuil also said that he would complete the trimming of hedges on industrial estate side this year
(ii) Play equipment: It was AGREED to try to replace the nest swing before Easter. Clerk to obtain comparable prices for metal and wood framed ones.

PRAYER OR AFFIRMATION AT MEETINGS

Jane Buttifant spoke in favour of introducing an affirmation to be read aloud prior to any meetings of the Parish Council. After some discussion it was AGREED that she should bring suggestions to the next meeting

PARISHIONERS’ CORRESPONDENCE

(i) Correspondence had been received regarding the speed limit on Brandiston Road. These had been distributed to members upon receipt by the Clerk. The Clerk will continue to update the residents as and when appropriate.
(ii) It was AGREED to allow the sale of the Certificate of Exclusive Rights of Burial to plot I/105
(iii) A letter had been received from Mr Reg Cambridge. He is a veteran of the Italian campaign in World War II and has published his memoirs of this time. He was a friend of Eric Monsey who is remembered on the Cawston war Memorial. Clerk to post on website, Parish magazine etc.
(iv) Following a letter from Tina Sutton it was AGREED to ask Broadland District Council to install an extra dog waste bin on Aylsham Road opposite the cemetery. Clerk to respond to Ms Sutton

ITEMS OF INTEREST / FUTURE AGENDA

- Prayer/affirmation at meetings (Jane Buttifant)
- Eco awards (Brian Schuil)
- Clerk’s employment

DATE OF NEXT MEETING

Thursday 21 January 2016 at Village Hall, commence 7.15 (Please note change of venue and start time)
097/153

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

097/154 EMPLOYMENT MATTERS

The report of the appraisal of the Clerk/RFO’s was accepted.
It was AGREED to commence a review of the Clerk’s role and terms and conditions of employment at the next meeting

THERE BEING NO FURTHER BUSINESS THE CHAIR THANKED EVERYONE FOR ATTENDING AND DECLARED THE MEETING CLOSED AT 8.50pm