CAWSTON PARISH COUNCIL ANNUAL MEETING – 19 MAY 2016
DRAFT MINUTES

At the annual meeting of the Cawston Parish Council held at the Bowls Club, Norwich Road, Cawston on Thursday 19 May 2016, the following members were present:

Brian Schuil – Chairman
Theresa Carman Richard Coard Thelma Durrant
Stephanie Spencer Simon Wilkinson

In Attendance
Lloyd Mills (Clerk of the Council)

098/001 APPOINTMENT OF CHAIRMAN

The Chairman of the Council, Brian Schuil occupied the Chair and invited nominations for the appointment of Chairman of the Council for the ensuing year.

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

098/002 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

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

098/003 APOLOGIES FOR ABSENCE

Apologies for absence were received from Jane Buttifant, James Livingstone, Graham Sinclair, Co Cllr James Joyce, Dist Cllr Greg Peck, and PCSO Bridges.

098/004 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

098/005 MINUTES

The Minutes of the Council meeting held on 21 April 2016 having been circulated to all members, were confirmed as an accurate record and signed by the Chairman.

098/006 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

Stephanie Spencer read the out the Village Hall Committee’s response to the Council’s query regarding the opening of the car park gates. The matter will be discussed by the Village Hall Committee at its next meeting.

098/007 POLICE LIAISON OFFICER’S REPORT

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

098/008 COUNTY COUNCILLOR’S REPORT

None
098/009  **DISTRICT COUNCILLOR’S REPORT**
In Greg Peck’s absence the Clerk tabled the following report:

**Service improvement and efficiency**
At Broadland we have been working hard to improve our services whilst cutting costs. As Vice Chairman of the Service Improvement and Efficiency committee (SIEC) I and my colleagues have been working, together with the Broadland Council employees, to identify savings whilst not cutting services. The success we have had so far can be seen in your Council Tax bills, where you will notice that the Broadland District Council portion has not increased.

Staff engagement is the key and Broadland is regularly featured close to the top of the ‘Best Company To Work For’ category.

**Economic Success and Business Development**
We have increased the number and value of funding for Broadland businesses we have helped to obtain grants from external sources. We also provided help and guidance to 307 businesses last year; assisting with planning issues, food production issues, new premises searches, grant funding, training support and a large amount of marketing, promotion and networking advice. We also dealt with 75 community and voluntary groups with a similar range of issues. We have increased the number of apprenticeships in Broadland and last year 40 Broadland businesses were encouraged to take on apprentices.

**Broadband and Mobile Phone Signals**
As part of a Broadland District Council initiative to get improved broadband and mobile phone coverage to all parts of Broadland, shortly after my election in May, I carried out a survey of Broadband strength and Mobile phone signals in the Eynesford Ward. I included both business and private users in Cawston in the survey. The data is being used to set priorities for improving Broadband coverage in Broadland. The District Council is working with the Government and the providers to improve the service to all areas.

If any residents are suffering a very poor broadband connection please contact me and I will work with them to see what can be done.

**Waste Collection**
I have received feedback from residents about the service provided for waste collection. Residents overwhelmingly believe they are getting a good service.

However, if any resident has any issues with their waste collection let me know. We are working to maximise recycling and reduce the amount that goes to land fill. We have one of the best recycling rates of all councils. The recycling rate has increased by nearly 3% over the last year and we continue to look for ways to further improve our recycling year on year.

**Planning**
Since my election last May I have followed up a number of Planning issues with Broadland Planning Department at the request of Parish Councils and residents. I am always available to give advice to residents on planning matters.

**Health and Wellbeing**
Broadland DC is promoting healthy lifestyles and encouraging behaviour change through schemes like Broadly Active, Active Norfolk, etc. We are seeing an increase in participation and success rates. We are also promoting a new weight management course, Park Runs and Activity Clubs. If any residents are interested in any of these schemes please contact me.

098/010  **PUBLIC PARTICIPATION**
None

098/011  **APPOINTMENT OF VICE-CHAIR**
AGREED to defer to next meeting
APPOINTMENTS TO OTHER BODIES

(a) Oakes Memorial Trust Charity
   AGREED to defer to next meeting

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

(c) Cawston Village Hall Management Committee
   RESOLVED that James Livingstone be appointed to serve on the Cawston
   Village Hall Management Committee for the ensuing year

(d) Reepham Safer Neighbourhood Action Panel
   AGREED to defer to next meeting

(e) Cawston Lunch Club
   RESOLVED that Stephanie Spencer be appointed to serve on the Cawston
   Lunch Club for the ensuing year

SCHEDULE OF MEETINGS

(i) It was RESOLVED a full Council meeting shall be held on the following dates:
    2016: 16th June, 21st July, 18th August (if required), 15th September, 20th October,
    17th November, 15th December
    2017: 19th January, 16th February, 16th March, 20th April, 18th May

FINANCE

ACCOUNTS FOR PAYMENT: Thelma Durrant having checked the invoices
against the payments it was RESOLVED that payment of the following accounts
totalling £5159.98 be approved and the necessary cheques signed by two
authorised members.

- Garden Guardian Ltd, grounds maintenance, £594.89
- T. Lubbock, safety inspection and recycling area tidy, £87.60
- L. Mills, salary/expenses, £529.99
- E.On, street lighting electricity, £89.63
- NGF Play Ltd, nest swing, £3690.00
- Norfolk Pension Fund, pension, £148.37
- URM (UK) Ltd, recycling, £19.50

PLANNING

App 20160736, rear conservatory, 18 Aylsham Road.
Council SUPPORTS this application.
Clerk to inform Broadland District Council of the Parish Council’s views.

REPORT OF THE CLERK OF THE COUNCIL

(i) Joint inspection of churchyard with PCC. 6pm on 16th June 2016
(ii) Proposal to plant tree in cemetery. AGREED in principle, Clerk to confirm details
(iii) Leaflet from Centenary Fields Programme. Noted
(iv) Notification from Broadland District Council of adoption of Site Allocations
    Development Plan Document. Noted
(v) Starting date for automatic employee enrolment to approved Pension scheme is
    1st April 2017. Noted
097/018 REPORT OF THE CLERK OF THE COUNCIL continued
(vi) New pay scales agreed with effect from 1st April 2016. More details will be provided at next meeting. Noted

098/019 CASUAL VACANCIES
No applications have been received.

098/020 TESCO GRANT
No further developments. Next application date is in six month’s time

098/021 PERMISSIVE PATH
All details have been sent to the landowner. Awaiting reply

098/022 PLAYING FIELD
(i) Anti slip materials. Richard Coard updated the Council regarding this matter
(ii) Chapel Street entrance: Brian Schuill believes this area should be looked at again due to its condition
(iii) High Street entrance: The question of wheelchair access was raised. Theresa Carman will bring up at next Village Hall Committee meeting

098/023 EASTGATE ROAD FLOODS
Following the recent rain (and more flooding of Easton Way) Graham Sinclair had contacted NCC Highways. Awaiting a response.

098/024 CAWSTON VOLUNTEERS
Theresa Carman raised the idea of more properly celebrating the work people do in, and for, the community.
Stephanie Spencer felt we needed to engage with the community more.
There was general support within the meeting for some kind of celebratory event.
Theresa Carman and Stephanie Spencer will bring more solid proposals to a future meeting.

098/025 PARISHIONERS’ CORRESPONDENCE
Following further correspondence from Mr Rolph it was noted that when the phone box was last discussed it was agreed to tidy it up. There was no agreement to repaint. However it was now obvious that it does need repainting so it was AGREED that the Clerk should obtain quotes for the work.

098/024 ITEMS OF INFORMATION / FUTURE AGENDA
Information:
Stephanie Spencer suggested that the Council should try to plan further in advance, including some events for the coming year.
Brian Schuill updated the meeting regarding the Care Home – Radio Norfolk will probably be doing a follow up programme and the local press are also interested.
Future Agenda:
Vice chair; committee representatives; Tesco grant; playing field entrances; permissive path; year plan 2016-17.

098/025 DATE OF NEXT MEETING
Thursday 16th June 2016

THERE BEING NO FURTHER BUSINESS THE CHAIR THANKED EVERYONE FOR ATTENDING AND DECLARED THE MEETING CLOSED AT 8.02pm