CAWSTON PARISH COUNCIL MEETING – 16 JUNE 2016

DRAFT MINUTES

At the meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 16 June 2016, the following members were present:

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

In Attendance
Lloyd Mills (Clerk of the Council) and three members of the public

098/026 APOLOGIES FOR ABSENCE

Apologies for absence were received from Jane Buttifant, Theresa Carman, Richard Coard, James Joyce (County Councillor), Greg Peck (District Councillor), PCSO Bridges

098/027 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

098/028 MINUTES

The minutes of the Annual Meeting of the Parish Council meeting held on 19 May 2016, having been circulated to all members, were considered and they were confirmed as an accurate record and signed by the Chair

098/029 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

(i) Substation hum: James Livingstone reported that Statkraft will construct a noise reduction fence later this year
(ii) Playing field bench: Stephanie Spencer asked whether a new bench had been ordered. The Clerk replied that it had not but that he would order one soon.

098/030 PUBLIC PARTICIPATION

Concern was expressed by all three members of the public at the speed of traffic entering the village from the Reepham side. They were especially concerned at the way vehicles sped up outside the Village Hall as they approached the bend just before the junction with Booton Road. Asked if a road narrowing scheme could be undertaken, or at the least signs installed to warn traffic of the bend and the parked cars beyond it.

Clerk will contact Highway Engineer to try to arrange a site meeting.

098/031 POLICE LIAISON OFFICER’S REPORT

In the absence of PCSO Bridges the Clerk tabled the report. Councillors questioned why the recent activity at the Care Home had not been included
DISTRICT and COUNTY COUNCILLORS’ REPORTS

None.

APPOINTMENTS TO OTHER BODIES

(a) Oakes Memorial Trust Charity
RESOLVED that Paul Soanes be appointed to serve on the Oakes Memorial Trust Charity for the ensuing year.

(d) Reepham Safer Neighbourhood Action Panel
RESOLVED that Brian Schuil be appointed to serve on the SNAP for the ensuing year.

APPOINTMENT OF VICE-CHAIR

It was RESOLVED that Jane Buttifant be elected Vice-Chair of the Council for the ensuing year.

PLANNING

App 20160964, Land adj. Field House, 61 Norwich Road; erection of 1 no. Dwelling (outline)
The Council SUPPORTS this application. Clerk will inform Broadland District Council.

ANNUAL AUDIT

(i) INTERNAL AUDIT: the Report of the Internal Auditor was adopted and the recommendations noted
(ii) The Annual Governance Statement for 2015-2016 was approved and adopted.
(iii) The Statement of Accounts for 2015-2016 was approved and adopted.

FINANCE

(i) ACCOUNTS FOR PAYMENT: Thelma Durrant having checked the invoices against the payments it was RESOLVED that the payment of the following accounts totalling £1737.69 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, £43.80
- E.On, street lighting electricity, £92.62
- L.Mills, salary/expenses, £641.57
- Norfolk Pension Fund, pension, £148.37
- Cooks Electrical Services, PAT defibrillator, £7.50
- Cawston Village Hall Management Committee, street lighting electricity, £34.74
- R Calvert, internal audit fees, £75.00
- HMRC, PAYE, £99.20
098/038  CLERK’S REPORT

(i) Letter received from Black Rock who oversee investments of Rodwell Trust. They require an “Authorised Signatories List” due to Anti-Money Laundering regulations. I have asked Barclays Bank for one but they seem unsure whether they can provide this due to Data Protection Laws! I will keep Council informed as to progress. Noted

(ii) I sent a letter to Barclays Bank re their closure of the charity current accounts. This morning I received a phone call from them to say that the accounts “should” be reopened within the next ten working days. Noted

(iii) D Gillett informed me that there were birds nesting in the tree near the Bowls Club and he will deal with it once they have left. Chairman said that tree had now been removed.

(iv) Following cancellation of the churchyard walk with the PCC another could be arranged for July. Agreed that 630 on 21 July was suitable if it is agreeable to the PCC

(v) I have been trying to get the cost of electricity supply reduced following the installation of LEDs. This should happen soon and all overpayments will be refunded. Noted

(vi) Maintenance of churchyard wall at West End is ongoing. Noted

098/039  PERMISSIVE PATH

It has been noted that the field has been ploughed to its full extent. Also no response from landowner re documents sent to him. Clerk to contact him again noting developments but also confirming that there is no deadline

098/040  TESCO GRANTS

Applications are accepted every six months, as such there is no pressing need to apply

098/041  PLAYING FIELD ENTRANCES

(i) High Street: James Livingstone and Stephanie Spencer will raise the matter of a ramp with the Village Hall Management Committee

(ii) Chapel Street: the Chairman will look into what can be done

098/042  YEAR PLAN

Stephanie Spencer suggested that there should be two ‘events’ per year. A “Cawston Volunteers’ Evening” will be held in May 2017. She favours a type of Harvest Celebration as the other event but would welcome any suggestions.

098/043  CASUAL VACANCY

One of the members of the public present expressed an interest. Clerk will liaise.

098/044  PARISHIONERS’ CORRESPONDENCE

The correspondence regarding traffic speed had been considered earlier (098/030)
ITEMS OF INTEREST / FUTURE AGENDA

Information: Thelma Durrant read out correspondence she had received from Norfolk County Council regarding the flooding at Eastgate. They confirm that a stone drainage will soon be installed on the field.

Agenda: Internal Audit recommendations; Charities bank accounts; Parish Partnerships; Year Plan

DATE OF NEXT MEETING

Thursday 21 July 2016 at Village Hall, commence 7.00pm

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

EMPLOYMENT MATTERS

The Clerk confirmed the details regarding the national agreement on wages 2016-2018.

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