

**CAWSTON PARISH COUNCIL MEETING – 15 SEPTEMBER 2016****DRAFT MINUTES**

At the meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 15 September 2016, the following members were present:

Brian Schuil (Chairman)

Jane Buttifant, Theresa Carman, Richard Coard, Thelma Durrant, Andrew Hellewell, Graham Sinclair, Stephanie Spencer,

**In Attendance**

Greg Peck (District Councillor) and Lloyd Mills (Clerk of the Council)

**098/070 APOLOGIES FOR ABSENCE**

Apologies for absence were received from James Livingstone, Paul Soanes, Simon Wilkinson, James Joyce (County Councillor), and PCSO Bridges

**098/071 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

None

**098/072 MINUTES**

The minutes of the meeting of the Parish Council meeting held on 21 July 2016, having been circulated to all members, were considered. The following change was **AGREED**

*098/058 District Councillor's Report*

To delete:

*Greg Peck reported on the latest developments regarding the proposed Devolution in East Anglia. Broadland District Council voted in favour whilst Mr Peck voted against as he is opposed to the creation of a mayor.*

*He also reported that a small overall saving had been made last year in the homeless and rehousing budget whilst dealing with twice as many people as compared to the previous year*

To insert:

*Greg Peck reported on the latest developments regarding the proposed Devolution in East Anglia. Broadland District Council voted in favour as did Mr Peck. The deal at the moment comes with the imposition of a Mayor and Mr Peck is opposed to the inclusion of a Mayor.*

*He also reported that a small overall saving had been made last year in the Temporary Housing Budget whilst dealing with twice as many people as compared to the previous year*

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

**098/073 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA**

- (i) War memorial: the Chairman reported that his wife has removed much of the heathers and replaced them with lavender and bulbs. The WI is very pleased and has paid all costs. They have also given a bottle of wine to the Chairman's wife. The Council also expressed its gratitude and thanks for all her work.
- (ii) Care Home: the Chairman reported that, following the reported burglary, bailiffs appeared on the site. The Care Home has now been acquired by another company. Radio Norfolk has been in contact with the Chair and will be continuing their investigations
- (iii) Eastgate phone box: Thelma Durrant has managed to find a decorator prepared to do the work. It was **AGREED** to ask PJ Buckley to clean and paint internally and externally at a cost of £590.
- (ii) New bench for Playing Field: this has been ordered and will be delivered to the Chair who will install it on the Playing Field. When final bill is received Clerk will contact Broadland Wineries.
- (iii) Road flooding at Eastgate: Thelma Durrant confirmed the trenches have been dug and we will have to wait for some rain to see how effective they are.

**098/074 PUBLIC PARTICIPATION**

None

**098/075 POLICE LIAISON OFFICER'S REPORT**

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

**098/076 DISTRICT COUNCILLOR'S REPORT**

Greg Peck reported that he had spoken to the officers running the "Top Dog" campaign and they are willing to run an event in Cawston. A new scheme "Bin it to Win it" has been introduced to encourage people to recycle more. He confirmed that Broadland has the best figures in the county for recycling. He also updated the meeting regarding devolution.

**098/077 PLANNING**

None

**098/078 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 £2839.48, being the accounts for the two months since the last meeting, be approved and the necessary cheques signed by two authorised members.

Garden Guardian Ltd, grounds maintenance, £1189.78  
 T. Lubbock, safety inspection and recycling area tidy, £87.60  
 Fenland Leisure Products, play area materials, £54.50  
 L. Mills, salary/expenses, £1084.62  
 Norfolk Pension Fund, pension, £300.98  
 URM (UK) Ltd, glass recycling, £42.00

**098/078 FINANCE (continued)**

Norfolk Parish Training, training, £45.00

Information Commissioner's Office, data protection, £35.00

(ii) PARISH PARTNERSHIP SCHEME: the cost of a SAM2 with data collection is £3050. Following a consideration of the proposed agreement with Norfolk County Council it was AGREED to apply for funding. The suggested sites for use are:

1. High Street, at west, facing bridge
2. Chapel Street o/s Wineries, both directions
3. Norwich Road, between New Street and Brandiston Road
4. Norwich Road, beyond the school
5. Brandiston Road, middle of 30 mph area
6. Easton Way, Eastgate

Clerk to forward these suggestions to NCC Highways for their opinion.

**098/079 CLERK'S REPORT**

(i) ANNUAL RETURN: the external auditors have accepted the return as accurate and have expressed no concerns

(ii) DONATION REQUEST from Citizens Advice Bureau. *Refused*

(iii) PRINTER: present printer is starting to malfunction. Request that Council authorises purchase of new similar printer should it be necessary. **AGREED** with upper limit of £400

**098/080 PLAYING FIELD**

(i) SAFETY INSPECTIONS: It was **AGREED** to appoint Outdoor Play Solutions to inspect the play equipment on a quarterly basis. Clerk to check that fee will be the same for each inspection.

(ii) HEDGES: it was **AGREED** to have the hedge on the Chapel Street side trimmed this autumn. Chair delegated to organise and to cut back any other hedges as he feels necessary.

**098/081 CHURCHYARD**

(i) There is a need to repair the gate at west end. Clerk to check if any permissions are required and to discuss with firm undertaking maintenance of wall at that end.

(ii) Clerk to contact the vicar to discuss his plans for a wildlife area and see if a closer working relationship can be developed between the church and the council.

**098/082 YEAR PLAN**

Theresa Carman tabled a report outlining ideas for a "Volunteers' evening" in 2017. AGREED to support this initiative and to allow up to £50 for initial printing expenses. Event provisionally set for Tuesday 9<sup>th</sup> May 2017.

The Chair thanked Jane Buttifant, Stephanie Spencer and Theresa Carman for their efforts so far.

**098/083 DEFIBRILLATOR**

It was **AGREED** that a notice should be placed in the Parish Magazine advertising that there are two defibrillators in Cawston

**098/084 APPEARANCE OF VILLAGE**

Stephanie Spencer expressed concern at the general appearance of the village now that weedkiller seems to be no longer used on footpaths and highways. Andrew Hellewell to write article for Parish Magazine on the matter.

**098/085 PARISHIONERS' CORRESPONDENCE**

Two emails had been received and circulated to all members. Both concerned road junctions and obscured sight lines. It was felt that as the Clerk had answered both there was no need to reply any further. It was pointed out that should individual councillors feel strongly about the specific areas they could add their comments to the NCC Highways website.

**098/086 ITEMS OF INTEREST / FUTURE AGENDA**

None

**098/087 DATE OF NEXT MEETING**

Thursday 20 October 2016 at Village Hall, commence 7.00pm

It was **AGREED** that due to the lack of meeting in August the three signatories and Clerk are authorised to pay any outstanding accounts during the month.

**THERE BEING NO FURTHER BUSINESS THE CHAIR THANKED EVERYONE FOR ATTENDING AND DECLARED THE MEETING CLOSED AT 20.28**