At the annual meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 18 May 2017, the following members were present:

Brian Schuil – Chairman
Theresa Carman  Richard Coard  Thelma Durrant
Andrew Hellewell  Graham Sinclair  Paul Soanes
Stephanie Spencer  Simon Wilkinson

In Attendance
One member of the public; Lloyd Mills (Clerk of the Council)

099/001 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.

099/002 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

099/003 APOLOGIES FOR ABSENCE

Apologies for absence were received from Jane Buttifant, James Livingstone, County and District Cllr Greg Peck, and PCSO Bridges

099/004 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

099/005 MINUTES

The Minutes of the Council meeting held on 20 April 2017 having been circulated to all members, were confirmed as an accurate record and signed by the Chairman.

099/006 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

Stephanie Spencer reported that the defibrillator battery had had to be replaced last month. She also stated that it was not necessary for the defibrillator to undergo an annual electric inspection and test. AGREED that it will be tested in the future when the Village Hall does its testing

099/007 POLICE LIAISON OFFICER’S REPORT

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

099/008 COUNTY and DISTRICT COUNCILLOR’S REPORT

None
099/009 PUBLIC PARTICIPATION

Concern was expressed regarding the growth of hedges making it difficult for pedestrians, plus the number of potholes in the roads.

099/010 APPOINTMENT OF VICE-CHAIR

AGREED to appoint Jane Buttifant for the ensuing year

099/011 APPOINTMENTS TO OTHER BODIES

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

(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
   RESOLVED that Brian Schuil be appointed to serve on the SNAP for the ensuing year

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

099/012 SCHEDULE OF MEETINGS

(i) It was RESOLVED a full Council meeting shall be held on the following dates:
   2017: 15th June, 20th July, 17th August (if required), 21st September, 19th October, 16th November, 21st December
   2018: 18th January, 15th February, 15th March, 19th April, 17th May

099/013 ANNUAL RETURN

(i) Internal Auditor’s Report: the report for 2016-2017 having been previously circulated, was adopted and the recommendations noted

(ii) The Annual Governance Statement for 2016 - 2017 was approved and adopted.

(iii) The Accounting Statements for 2016 – 2017 were approved and adopted.

099/014 FINANCE

(i) It was AGREED to join NALC for the year 2017-18

(ii) ACCOUNTS FOR PAYMENT: Thelma Durrant having checked the invoices against the payments it was RESOLVED that payment of the following accounts totalling £2137.38 be approved and the necessary cheques signed by two authorised members.

Garden Guardian Ltd, grounds maintenance, £600.84
T. Lubbock, safety inspection and recycling area tidy, £43.80
099/014 **FINANCE (continued)**

- Aylsham Computers, printer supplies, £95.00
- E.On, street lighting electricity, £33.54
- TT Jones Electrical, street lighting maintenance, £27.84
- Administration, £740.95
- URM (UK) Ltd, recycling, £16.50
- RM Calvert, internal audit, £75.00
- Community Heartbeat Trust, defibrillator battery, £235.00
- SM Spencer, postage, £3.90
- NALC, annual subscription, £265.01

099/015 **PLANNING**

(i) App20170753, 4 Glebe Crescent, vehicular access
Council SUPPORTS this application.
Clerk to inform Broadland District Council of the Parish Council’s views.

(ii) BDC Review of Planning Consultation: it was RESOLVED to agree to the
changes proposed by District Council but to question how those councillors
without decent broadband coverage will be serviced.

099/016 **CHAIRMAN’S REPORT**

The Chairman had attended a meeting of the Heath Trust. With the help of Graham
Sinclair and James Livingstone the goalposts have been resited. He will soon
reseed the worn areas. He had reported damage at the bridge and NCC have
installed a barrier.

099/017 **PERMISSIVE PATH**

A plan will be marked by the Chairman.
The Council noted the landowner’s views regarding his land near Marriots Way, but
Town Council has no authority over that path.

099/018 **CAWSTON HERITAGE WEBSITE**

It was AGREED in principle that the Council will try to ensure that the website
continues.

099/019 **COUNCIL FACEBOOK PAGE**

AGREED to make Theresa Carman an administrator and to add the FB page to the
monthly agenda of the Council.

099/020 **PUBLIC NOTICEBOARD**

Clerk to check size of noticeboard at Bell Inn Car Park to ascertain if there is room
for an expanded one.

099/021 **OIL SCHEME**

Andrew Hellewell to write article for Parish magazine.

099/022 **PARISHIONERS’ CORRESPONDENCE**

None

099/023 **ITEMS OF INFORMATION / FUTURE AGENDA**

Information:
Brian Schuil reported that the rubbish and weeds are getting worse at the Care
Home site.
Stephanie Spencer reported that the Volunteers’ Evening had been a great success.
Council congratulated Theresa Carman and thanked her for her hard work.
Mrs Spencer also reported that the Grow Make Bake Show had been given free use of the Village Hall.
Future Agenda:
Facebook page; year plan 2017-18.

DATE OF NEXT MEETING
Thursday 15th June 2017

THERE BEING NO FURTHER BUSINESS THE CHAIR THANKED EVERYONE FOR ATTENDING AND DECLARED THE MEETING CLOSED AT 8.16pm