CAWSTON PARISH COUNCIL ANNUAL MEETING – 10 MAY 2018
DRAFT MINUTES

At the annual meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Thursday 10 May 2018, the following members were present:

Brian Schuil – Chairman
Theresa Carman, Richard Coard, Andrew Hellewell
James Livingstone, Paul Soanes, Stephanie Spencer

In Attendance
Lloyd Mills (Clerk of the Council)

100/001 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.

100/002 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

100/003 APOLOGIES FOR ABSENCE

Apologies for absence were received from Jane Buttifant, Thelma Durrant, Graham Sinclair, County and District Cllr Greg Peck.

100/004 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Mr Schuil declared an interest in planning application

100/005 MINUTES

The Minutes of the Council meeting held on 12 April 2018 having been circulated to all members, were confirmed as an accurate record and signed by the Chairman.

100/006 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA

GROW MAKE AND BAKE SHOW: Stephanie Spencer reported that &100 sponsorship had been received with a further £435 being promised. This will cover the cost of the marquee. Any donations towards the tombola are welcome.

GRANTS: James Livingstone reported that Sheringham Shoal are willing to grant £1000 towards Village Hall entrance. He will discuss with the Village Hall Committee, and he will research prices.

100/007 POLICE LIAISON OFFICER’S REPORT

None

100/008 COUNTY and DISTRICT COUNCILLOR’S REPORT

In the absence of Cllr Peck the Clerk tabled his report:
Norwich Western Link public consultation
As you know I sit on the Committee which is considering the Western Link, the so called ‘missing link’ between the Fakenham Road (A1067) and the A47. My objective is to minimise the impact and get the maximum benefits for the Parishes I represent.

As a Parish Council you will have been advised of series of Consultation events which are being held at a number of different venues from Tuesday, 8 May to Tuesday, 3 July and people can respond online at www.norfolk.gov.uk/nwl or in person at one of nine consultation events being held throughout May and June. You can find details of these events at www.norfolk.gov.uk/nwl.

I would encourage you both as a Parish Council and as individuals to attend one of these events and make sure you register your views and experiences of any transport issues that exist to the west of the city and what, if anything, you believe needs to be done to improve travel in this area.

With the completion of the NDR, a lot of people said they were concerned about congestion, rat-running and other issues. This together with other major changes to the area west of Norwich which have been announced recently, will put additional pressure on our road network locally eg; Highways England dualing the A47 between North Tuddenham and Easton by 2022 and a food-related enterprise zone, known as the Easton Food Hub, is due to be established just south of the A47 at Easton.

I will be attending, at several times throughout the day, the event at Weston Longville on the 22nd May, which runs from 10:30 until 20:00. So in addition to submitting your comments to the Consultation you can also discuss your concerns with me if you so wish.

Once the consultation closes, we’ll analyse the responses over the summer and let people know the results later this year and what, if anything, we propose to do to tackle any of the transport issues identified.

If you have any questions now or throughout the consultation, please get in touch with me or go to the website at norwichwesternlink@norfolk.gov.uk.

Pot Holes and road maintenance
The severe winter has left our roads in a bad state, with a lot more pot holes than usual. With the high number the Highways Team are working hard to catch up, so you may be suffering some delays. Please report pot holes in the normal way, via the website making sure you get a reference number but if these are not fixed within a reasonable time please don’t hesitate to contact me.

Windfarm Cabling
As previously advised I have attended several meetings with both Orsted and Vattenfall. Both companies are prone to change their plans without due notice, often between meetings. So we have to be extremely vigilant. Both companies have chosen Oulton as the site of their storage depots. In Orsted’s case we discovered by chance that it will also be their administrative compound for the whole project for eight years. That means trucks will start and end the day there, as will the construction workers. Admin staff will be coming and going on a daily basis. You can imagine the additional traffic movements on the road network around Cawston, Heydon, Salle and Reepham. As of today they have not provided the traffic movement plan which I have requested.

I am currently awaiting confirmation of another meeting with both companies together with all affected landowners, which I expect to take place before the end of May

100/009 PUBLIC PARTICIPATION

None

100/010 APPOINTMENT OF VICE-CHAIR

AGREED to appoint Jane Buttifant for the ensuing year
APPOINTMENTS TO OTHER BODIES

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

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

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

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

(e) Cawston Lunch Club
RESPOLVED that Stephanie Spencer, Jane Buttifant, and Theresa Carman be appointed to serve on the Cawston Lunch Club for the ensuing year

SCHEDULE OF MEETINGS

It was RESOLVED a full Council meeting shall be held on the following dates:

2018
21 JUNE; 19 JULY; 16 AUGUST (if required); 20 SEPTEMBER; 18 OCTOBER; 15 NOVEMBER; 20 DECEMBER

2019
17 JANUARY; 21 FEBRUARY; 21 MARCH; 18 APRIL; 16 MAY (Annual Meeting of the Parish Council

ANNUAL PARISH MEETING
18 APRIL 2019 (prior to Parish Council meeting)

FINANCE

(i) ACCOUNTS FOR PAYMENT: Paul Soanes having checked the invoices against the payments it was RESOLVED that payment of the following accounts totalling £1716.41 be approved and the necessary cheques signed by two authorised members.

Garden Guardian Ltd, grounds maintenance, £646.92
T. Lubbock, safety inspection and recycling area tidy, £43.80
E.On, street lighting electricity, £36.90
TTJones Electrical, street lighting maintenance, £28.76
Administration, £748.23
NPTS, training, £200.00
T Carman, shield engraving, £11.80
100/014 GENERAL DATA PROTECTION REGULATIONS

(i) Appointment of Data Protection Officer: deferred
(ii) It was AGREED to adopt the GDPR Policy as attached to these
     minutes. The items in italic refer specifically to the DPO. This will be
     reviewed when the government has issued the final instructions.
(iii) It was AGREED to pay the Clerk any extra hours worked to
     implement the GDPR. He will be paid at the rate applicable at the
     time and he will keep a timesheet, and regularly report back to the
     Council.

100/015 PLANNING

Mr Schuil declared an interest in item (i) and took no part.

(i) App 20180627, Nettleship farm Cottages, Birds Lane: replacement garage
     Council SUPPORTS this application.
(ii) App 20180661, The Stables, Easton Way: building for storage
     Council OBJECTS to this application: it being too big and disproportionate to the
     landholding associated with it.
     Clerk to inform Broadland District Council of the Parish Council’s views.

100/016 SAFFRON HOUSING TRUST

It was AGREED to invite the Trust to a future meeting

100/017 PLAYING FIELD

A request to hire the playing field for a circus was discussed. Whilst not objecting the
Council felt there were a few questions that needed answering, and the timescale is
rather short:
     Clerk to respond asking what will happen in the event of wet weather, especially as
     parking will be required on the field; will the local neighbours be disturbed; are the
     toilets within the Village Hall really enough to cater for six hundred people?

100/018 CLERK’S REPORT

The Clerk reported on the response from the Highway Engineer to earlier queries:

High St road markings at bend near Village Hall: I think the options here are limited- we will
leave the lines where they are for now - they will wear out over the next year due to
trafficking and I will place a note on the highway system to ensure they are not refreshed
again.

Hedge on Norwich Road: I have arranged for my inspector to assess this on their next visit to
the area – we will contact the landowner to cut back if necessary

SAM2 at Southgate: We can look at adding additional sites if the parish would like to do this
and the MOU can be updated accordingly once both parties agree to the new site.

Gritting of Southgate: Our gritting routes are primarily aimed at the priority network and
include an access route to all parishes. We currently treat around a third of the network and
therefore it is unlikely any additions can be made at this time unless local conditions / criteria
change significantly.

Installation of bench: The Parish will need to complete the attached form to locate the bench
– we will then carry out some basic checks on the site and if all is ok the consent form will be
authorised and sent back to the Parish.
100/019 **CHAIRMAN’S REPORT**
The two gates on the toddlers play area are now working properly.
SNAP meeting: PC Colin Bailey is the new beat manager
Heath Trust, mostly concerned with Heath Cottage at present
Churchyard: Yew trees have been attended to, flowering cherry needs attention

100/020 **PARISHIONERS’ CORRESPONDENCE**
Following contact from a resident the Chairman went to the area himself, talked with the resident, and contacted the school. The school will write to parents regarding the problem.

The Clerk confirmed he had forwarded the response from the Winery to the resident who had complained re noise at night. He has had nothing back.

100/021 **ITEMS OF INFORMATION / FUTURE AGENDA**
Information:
A resident would like to run a family game of cricket on the playing field on 27 August. 
*Agreed.*
Agenda:
SAM2 reports

100/022 **DATE OF NEXT MEETING**
Thursday 21st June 2018

THERE BEING NO FURTHER BUSINESS THE CHAIR THANKED EVERYONE FOR ATTENDING AND DECLARED THE MEETING CLOSED AT 8.25pm