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CAWSTON PARISH COUNCIL ANNUAL MEETING – 6 MAY 2021

DRAFT MINUTES

At the annual meeting of the Cawston Parish Council held online via Zoom on Thursday 6 May 2021, the following members were present:

Jane Buttifant - Chair

Theresa Carman, Thelma Durrant, James Livingstone, Chris Monk, Stephanie Reckert, Graham Sinclair, Paul Soanes, Stephanie Spencer, Vic Purdy

**In Attendance**

One member of the public and Lloyd Mills (Clerk of the Council)

**103/001 APPOINTMENT OF CHAIRMAN**

 The Chair of the Council, Jane Buttifant occupied the Chair and invited nominations for the appointment of Chair of the Council for the ensuing year.

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

**103/002 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR**

 Jane Buttifant will sign the Declaration of Acceptance of Office of Chair when circumstances allow

**103/003 APOLOGIES FOR ABSENCE**

Apologies for absence were received from County and District Cllr Greg Peck.

**103/004 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

 C Monk, Judicial Review : G Sinclair, windfarms

**103/005 MINUTES**

 The Minutes of the Council meeting held on 15 April 2021 having been circulated to all members. With the following amendment

Minute 102/138 insert the following:

*(iii) V Purdy informed the Council that he has resigned from the Traffic Working Group*

 the minutes were confirmed as an accurate record and will be signed by the Chair when circumstances allow

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**103/006 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA**

1. J Livingstone reported that he had looked at the eastern wall of the churchyard and he feels that a structural engineer should inspect it. He will check again soon with V Purdy and report back to the Council at the next meeting

 It was **AGREED** that the Council are unhappy with the recent works to the western wall and instructed the Clerk to write to the contractors to express their opinions.

1. After further discussion regarding Mr Cook’s letter regarding glass in the cemetery (Minute 102/141[iii]) J Livingstone said he would meet with Mr Cook.

 S Spencer said she would clear any broken glass up.

1. The Chair reported that she spoken further with the garden centre regarding the Spanish Laurels and will ask them for further advice on how to look after them.

She will also discuss with the resident who is funding them about exactly where to plant them.

1. The Clerk reported that the cost of an aluminium speed notice (Minute 102/???) would be just over £100. It was **AGREED** to proceed with the purchase.

**103/007 POLICE, COUNTY and DISTRICT COUNCILLOR’S REPORTS**

None

**103/008 PUBLIC PARTICIPATION**

None

**103/009 APPOINTMENTS TO OTHER BODIES**

 **(a) Oakes Memorial Trust Charity**

 **RESOLVED** that P Soanes and J Livingstone be appointed to serve on the Oakes Memorial Trust for the ensuing year.

 **(b) Cawston Heath Charity**

 **RESOLVED** that J Livingstone be appointed to serve on the Cawston Heath Trust for the ensuing year

 **(c) Cawston Village Hall Management Committee**

 **RESOLVED** that S Spencer be appointed to serve on the Cawston Village Hall Management Committee for the ensuing year

 **(d) Reepham Safer Neighbourhood Action Panel**

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**103/009 APPOINTMENTS TO OTHER BODIES (continued)**

There will be no official representative on this panel although all councillors are free to attend if they so wish

 **(e) Cawston Lunch Club**

**RESOLVED** that J Buttifant be appointed to serve on the Cawston Lunch Club for the ensuing year

**103/010 SCHEDULE OF MEETINGS**

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

**2021**

MAY 6TH ANNUAL MEETING

JUNE 17TH

JULY 15TH

SEPTEMBER 16TH

OCTOBER 21ST

NOVEMBER 18TH

DECEMBER 16TH

**2022**

JANUARY 20TH

FEBRUARY 17TH

MARCH 17TH

APRIL 21ST

(19TH MAY 2022 ANNUAL GENERAL MEETING)

**103/011 FINANCE**

1. ACCOUNTS FOR PAYMENT: it was **RESOLVED** that payment of the following accounts totalling £1683.78 be approved and the necessary cheques signed by two authorised members.

 Garden Guardian, grounds maintenance, £835.99

 TT Jones Electrical, street lighting maintenance, £41.45

 Administration, £806.34

**103/012 PLANNING**

1. There were no applications to consider
2. WINDFARMS

[a] C Monk, having previously circulated his report asked the Council to confirm for him to continue working on this matter now that Mr Court was no longer a councillor. It was **AGREED** that Mr Monk is doing an excellent job and they are more than happy for him to continue.

[b] Council **AGREED** that they are content for the excess funds that were donated towards the recent Judicial Review to be kept in the account in case

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**103/012 PLANNING (continued|)**

of further need for legal action or advice. If it was not used it will then be donated to the charitable legal firm that did the initial work *pro bono*. Mr Monk will distribute a full and detailed account of the finances involved.

[c] Vattenfall have asked to be allowed to make a small presentation to the Council to bring them up-to-date. This was **AGREED**

**103/013 CLERK’S REPORT**

1. Jeesal are closing Cawston Park Hospital. *noted*
2. The Village Hall Committee will be meeting on 19th May to discuss reopening. *noted*
3. The contractor has completed the annual inspection and clean of the street lights. No rpoblems and the equipment is in good order. *noted*
4. S Reckert, C Monk and myself will be meeting with the Highways Engineer to discuss matters identified by the Traffic Working Group. *Noted*
5. I have inspected the litter bin on Howards Way and could see no problem. *S Reckert said that the lid was broken. Clerk to have another look*
6. Funds from Broadland District Council have been received:

 Precept (1st tranche) £15,600

 Recycling credit, £71.70

 CIL payment, £704.53 *noted*

1. Correspondence with Rev Whitehead.

 Contractor will be contacting him before inspecting the yew trees.

He has further explained his wishes for the cemetery, and that any tidying of gravestones will take place after full consultation with the community, under PCC insurance, and carried out by volunteers. *Council are happy with this arrangement. Clerk to write to the Reverend to explain and confirm the intention to undertake a safety survey later in the year.*

1. J Livingstone asked about the Heath Trust request for a litter bin. Clerk will ensure full details and costs will be forwarded to him.

**103/014 LITTER PICK**

 J Livingstone will contact a resident to ask if she would like to be involved.

**103/015 PARISHIONERS’ CORRESPONDENCE**

1. Mr P A Sutton

All correspondence between Mr Sutton and the Clerk since 18th May 2020 having been previously circulated.

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**103/015 PARISHIONERS’ CORRESPONDENCE**

Clerk to write to Mr Sutton explaining their opinion: it was **AGREED** there is no need for further funding for the Judicial Review, and should it be required in the future the Council will continue to support it.

Council also apologises for the lack of discussion and response to his earlier communication.

1. Email from resident regarding possible purchase of land. *Contents are noted.*
2. An email had been received from a resident urging the Parish Council to institute green policies, especially regarding any future development. Council **AGREES** with these opinions and J Livingstone will contact the resident to discuss further. Clerk also to respond with Council’s views.

**103/016 ITEMS OF INFORMATION / FUTURE AGENDA**

 ITEMS OF INFORMATION: J Livingstone asked if the Council needs a policy to be followed in the enforced absence of the Clerk? Clerk will investigate and report back later in the year.

There was a short discussion regarding how to celebrate people’s achievements over the past year.

 FUTURE AGENDA: Playing Field equipment; Litter bin for centre of village; Annual Governance and Accountability Return for 2020-2021; Seats opposite the Village Hall; Website; Use of Facebook for Parish Council.

**103/017 DATE OF NEXT MEETING**

Thursday 17th June 2021

THERE BEING NO FURTHER BUSINESS THE CHAIR THANKED EVERYONE FOR ATTENDING AND DECLARED THE MEETING CLOSED AT 8.30pm