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CAWSTON PARISH COUNCIL MEETING – 21 OCTOBER 2021

MINUTES

At the meeting of the Cawston Parish Council held at the Village Hall, High Street, Cawston on Tuesday 21 October 2021, the following members were present:

J. Buttifant (Chair)

T. Carman, T. Durrant, J. Livingstone, C. Monk,

V. Purdy, S. Reckert, P. Soanes, S. Spencer

**In Attendance**

Four members of the public,

L. Mills (Clerk of the Council)

**103/081 APOLOGIES FOR ABSENCE**

Apologies for absence were received from G. Sinclair and G. Peck (County / District Councillor)

**103/082 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

 C. Monk declared an ongoing interest in windfarm matters

**103/083 MINUTES**

 The Minutes of the Council meeting held on 23 June 2021 could not be agreed. The following alteration was proposed and it was **AGREED** to consider them again at the next meeting:

Minute 103/022 A resident raised a series of *complaints* and comments regarding the alleged behaviour of the Clerk on Sunday 15th March 2019. *He also made further allegations of financial laxity and a lack of action by the Council in these matters.*

The Chair responded that she would investigate his *allegations*.

*Complaints* to be replaced with ‘*questions’*

The sentence *‘He also made further allegations of financial laxity and a lack of action by the Council in these matters.’* To be removed.

*Allegations* to be replaced with ‘*questions and comments’*.

The Minutes of the Council meeting held on 12 July 2021 were **AGREED**.

The Minutes of the Council meeting held on 16 September 2021 were **AGREED**.

The Chair signed minutes 12 July and 16 September as a correct record

**103/084 MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA**

The Chair asked that the areas where the laurels will be planted should have bramble clearer placed on them. Clerk to contact contractor.

**103/085 POLICE REPORT**

None

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**103/086 COUNTY and DISTRICT COUNCILLOR’S REPORT**

 None

**103/087 ADJOURNMENT TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK**

1. A resident was interested in comments from the Parish Council regarding his ideas for a development of some land he owns. Councillors asked him questions and he answered them
2. A resident asked that the agreed minute 103/022 (see above) be read out again slowly so he could decide whether he needed to take any further action.

The clerk sighed and the resident shouted across the room at him.

The chair asked that the meeting be conducted diplomatically and with kindness.

The chair then slowly read the following:

*Minute 103/022 A resident raised a series of questions and comments regarding the alleged behaviour of the Clerk on Sunday 15th March 2019.*

*The Chair responded that she would investigate his questions and comments.*

**103/088 FINANCE**

1. Payments: T Durrant and P. Soanes having checked the invoices against the payments it was **RESOLVED** that payment of the following accounts totalling £2534.94 be approved and the necessary cheques signed by two authorised members.

 Garden Guardian, grounds maintenance, £835.99

 Administration, £860.44

 TT Jones Electrical, street lighting maintenance, £41.45

 PKF Littlejohn, AGAR review, £240.00

 Countryside Recycling, recycling, £57.06

 Cawston Village Hall, grant, £500.00

1. The clerk had previously circulated a proposed budget for 2022/2023. It was **AGREED** to discuss at next meeting
2. The clerk confirmed Barclays Bank intention to close their Aylsham branch in January 2022. He was asked to investigate other banking possibilities.

**103/089 PLANNING**

None

**103/090 CLERK / RESPONSIBLE FINANCIAL OFFICER**

1. It was **AGREED** to accept the Clerk;s resignation as outlined in his letter. He will continue in his role until 31 January 2022 unless a replacement can be found in which case he will leave his post on 31 December 2021.
2. It was **AGREED** to delegate the composing of the job description and advertising of the vacancy to the Chair and P. Soanes.

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**103/091 WINDFARMS**

Mr Monk had updated via email prior to the meeting:

We gave a presentation to Reepham Town Council last week, after which they agreed to join the Norfolk Parishes Group, which now includes 73 parishes.

An announcement was made a few days ago about the creation of a new group of East Anglian MPs and County Councillors  - OffSET -  formed to review and respond to the government’s ongoing Offshore Transmission Network Review. Jerome Mayhew is the vice chair.

Before our meeting on the 21st I will be attending Zoom webinars organised by National Grid ESO to get the latest on the OTNR.

The “New Scientist” recently reported that National Grid are in tripartite talks to build an “Energy Island” – a renewable energy hub supplying energy from wind farms to north west Europe - in the North Sea.  This could be built by 2030.

Equinor (SEP/DEP) have announced that they are delaying their DCO application to the Planning Inspectorate until summer 2022, to “undertake additional analysis and further develop proposals”.  They also promise to visit communities in person for further engagement.  As a group of Norfolk parishes we have submitted a number of documents to interested parties, highlighting the many flaws in their consultation process.

On the Vattenfall schemes (Vanguard and Boreas) the Secretary of State has asked for more information, to be submitted in November. A decision on Boreas is due on 10th December.

Finally, on Hornsea Three I chased again for some news and got a long answer which told me little but included this - *Hornsea Three and Vattenfall (the latter dependent on a consent decision) will be looking to proactively engage with key stakeholders, including yourselves, in the New Year.*

So it looks like we won’t hear anything substantive until the Vattenfall situation is settled.

He also informed the meeting that the last few days had been hectic. He had attended a webinar in the afternoon and ensured the response to the Boreas letter had been sent.

The Solar Farm proposals are presently stalled.

**103/092 CLERK REPORT**

1. PKF Littlejohn had concluded the limited assurance review of the AGAR for 2020/2021
2. I have been informed that John Gilbert has had to stop organising the bins in the cemetery. Trudie Wilkinson has kindly offered to organise someone to replace him. In view of Mr Gilbert’s long association with the parish and all the time he has spent to help it was **AGREED** to purchase some flowers or other suitable gift to thank him for all his efforts.

**103/093 PARISHIONERS’ CORRESPONDENCE**

 None

**103/094 CHURCHYARD MATTERS**

It was **AGREED** the Clerk should contact the only firm to quote to survey the wall and ask them for an estimation of how long it would take (and therefore the total cost) and for more information regarding the contents of the report

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**103/095 REPORT OF HIGHWAYS MEETING**

Ms Reckert had circulated the following:

Report following meeting with Highways Monday 13th September at 10:30

The purpose of the meeting was to establish estimated costs for all works on the list of improvements to Cawston in relation to traffic/pedestrian safety

Estimated costs as follows:

20mph Zone throughout village

* It was agreed that an estimate was not necessary for this, given that the Windfarms have included this as part of their initial proposal

Trods

* It was noted during the meeting that Trods had been planned for the B1145 between the junctions of Heydon Road and Glebe Crescent. This will be investigated by the Highways Officer, and an update will follow
* Highways allow roughly £100 per linear meter for the cost of Trods

Bridge on B1145

* It was agreed that Highways would provide the Council with an estimate to install lit signs as well as a raised footpath on the Northern side of the bridge crossing over the bridge
* A ‘narrow bridge’ sign on the Western side of the bridge will be ordered immediately by Highways

Pinch Point outside Village Hall

* Highways to investigate and provide us with the estimated costs involved with this work

One way system for New Street and Cooks Hill

* The costs involved including the traffic regulation order and signage would be in the region of £10,000
* Highways to establish the cost of the necessary footway scheme, and update

us

Increased pavement provision to Southern section of Norwich Road

* Highways have now conferred with the safety department and been advised that a shared use footway would be prohibited due to the width of the road and the visibility on the corner by the Brandiston Road junction

Pedestrian Crossing on Aylsham Road outside school

* £70-£80,000

Parish Partnership funding for part-time 20mph flashing warning lights to both school entrances

* Westcotec are responsible for providing a quote for this, however, the Highways officer has agreed to look through the files for a recent quote provided (4 temporary flashing solar powered signs), in order to simplify the process and allow the Council to place a bid for the PPS. Westcotec can then be invited to quote following this, to be arranged through the Highways department

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**103/096 COVID PLAQUE**

The Lord Lieutenant of Norfolk wishes to present every parish with a plaque to commemorate all the efforts of communities to deal with Covid. The Village Hall has agreed to display the plaque. It was **AGREED** that the Chair should accept the plaque on behalf of the community.

**103/097 TRUSTS**

The Council **AGREED** to instruct the Clerk to respond by asking for further time to consider the implications of what the Charity Commission is requesting

**103/098 WOMEN’S FOOTBALL**

Nothing further has been received.

**103/099 TREES**

Deferred to next agenda

**103/100 SAM 2**

Volunteers are needed to take charge of the machine and batteries. Mr Sinclair was volunteered in his absence to post on Facebook. Mr Soanes repeated that he would be happy to look after the software and data

**103/101 COUNCIL DATA SECURITY**

Mr Livingstone expressed concern about the security of all council data. It was **AGREED** that this would be best researched in consultation with the new clerk.

**103/102 CEMETERY UPKEEP**

Mr Purdy reported that the markers had been made and are ready to be installed.

He felt there is a need for a new noticeboard to display a plan and information at the cemetery.

It was pointed out that the two existing Council noticeboards (at the Bell Inn carpark and Fairfields) are in need of updating.

Mr Purdy will get prices for three new noticeboards.

**103/103 DEFIBRILLATOR TRAINING**

Mrs Spencer will liaise with the Village Hall and research costs

**103/104 ITEMS OF INFORMATION / FUTURE AGENDA**

INFORMATION:

Mrs Durrant pointed out that the grass on the B1145 / Holt Road roundabout has not been cut.

Mrs Spencer said that the Village Hall was looking to celebrate the Queen’s Platinum Jubilee next year and would like all parish organisations to be involved. It was **AGREED** that Ms Buttifant will represent the Council.

AGENDA:

Cemetery regulations

Jubilee seats

**103/105 DATE OF NEXT MEETING**

Thursday 18th November 2021.

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**103/106 To exclude the press and public under the Public Bodies (Admission of Strangers) Act 1960 during discussion of the following confidential items relating to a series of complaints from a resident.**

*Before this matter was discussed the Clerk was asked to leave the meeting.*

*In the Clerk’s absence the minutes were taken by the Chair.*

**103/107**

Proposal made by the Chair to accept complaints’ working party report and recommendations.

Proposal seconded by Stephanie Spencer and it was **AGREED**

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