**Minutes of the Meeting of Cawston Parish Council**

**held on Thursday 17th February 2022 at 7pm at Cawston Village Hall**

**Attendance:** Cllr Buttifant (Chair), Cllr Durrant, Cllr Hellewell, Cllr Livingstone, Cllr Purdy, Cllr Reckert, Cllr Sinclair, Cllr Soanes, Cllr Spencer, Deputy Lord Lieutenant Mr Barratt, two members of the public and two representatives from Planning Places Limited.

1. **Apologies for absence:** Cllr Monk, accepted.

Mr Barratt presented the Covid Plaque to Cllr Buttifant after giving a short speech.

1. **Declarations of Interest:**  Cllr Sinclair declared an interest in windfarms.
2. **To approve as accurate minutes of the previous meeting.** The minutes of the previous meeting were **approved.**
3. **Presentation – Proposals for Cawston Park.** The two representatives from Planning Places Limited gave a presentation regarding the future plans for Cawston Park. There is currently an application for migrant workers to be housed on the site, they will work for Banham Poultry. The workers will be young men being butchers. The young men will be bused to and from their place of work. This will be a short-term use lasting between one and three years. In the meantime, plans will be drawn up for Cawston Park. It is envisaged there will be a boutique hotel with a restaurant and spa facilities. The local community will be invited to participate in a consultation.

Concerns were raised by councillors regarding background checks to be carried out on the migrant workers and care of the workers. There will be an administration block on site as a central point of contact for the workers. Councillors agreed that there should be a working group who would be involved with discussion for the development of the site.

1. **Public participation session** 
   1. Public. A resident advised the Council that they had put in an application for a new street name for a development in Norwich Road and asked the Council to consider approval of the application.
   2. County/District Councillor. Nothing to discuss.
   3. Police report – circulated
2. **Matters Arising**

The clerk’s report was noted.

Cllr Soanes asked for a report on recycling credits. **Action Clerk.**

Cllr Reckert raised concerns regarding the church wall, she has photos which she will sent to the clerk. The clerk had contacted the Diocese for advice and will forward on the photos. **Action clerk.**

1. **Finance**

7.1 Bank reconciliation. – **Approved** and signed by the Chair.

* 1. To approve payments

1. Clerk’s salary & expenses £560.18
2. Garden Guardian £835.99
3. URM £45.54
4. Norfolk Print & Design £45
5. HMRC £179.40
6. Norfolk Pension Fund £207.20
7. SLCC membership renewal £171
8. D Gillett – tree work £480

All payments were **approved.**

* 1. To discuss banking arrangements. A bank mandate has been completed and returned to Barclays to change the address to that of the new clerk. It was **agreed** that new signatures would be added to the account after the change of address has been confirmed. Online banking will also be looked into.
  2. To discuss policies. Revised Standing Orders, Financial Regulations, General Risk Assessment and Internal Controls policies had been circulated, these will be discussed at the March meeting.
  3. To discuss the need and purchase of a fire proof filing cabinet. It was **agreed** that the clerk would obtain quotes for a fire proof filing cabinet to be placed in the village hall. **Action clerk**
  4. To discuss insurance renewal. Currently the playground equipment is not stated on the policy, it had previously been agreed to self-insure this. The questionnaire needs to be completed and it should show that the Parish Council has playground equipment, skate park and zip wire in case there is a future public liability claim. **Action clerk.**

1. **Planning Matters**

8.1 Planning application 20212327 – Cawston Park. It was **agreed** to approve the application subject to confirmation that there will be formal pastoral care for the migrant workers and a nominated contact between Banham Poultry and the Parish Council. **Action clerk to respond.**

8.2 Planning application 20220065 – Southview, Falgate. **No objection. Action clerk to respond.**

8.3 **Approval** was given for the street name previously discuss to be Anne Grand Close. **Action clerk to respond.**

8.4 Application for alcohol licence at the garage. **Agreed.**

1. **Windfarms**

Cllr Monk had sent an update: W*ind farms, you know that Vanguard has now been approved by the Sec of State despite Planning Inspector recommendations and High Court judgement. So we will need to move into a phase of holding them to account on all the concessions won. I have had no contact from any of the three developers, still waiting for a meeting with Equinor. I attended a webinar on the OTN - very disappointing, bogged down in process, six-month delays and no one seemed to care.*

*The Solar Farm was also approved by BDC second time around; another “watch this space” situation! We are trying to set up a meeting between the parishes most affected and the leaders of BDC Planning to discuss our wider concerns on the growth in solar applications.*

1. **Progress Reports for Information**
   1. Playing field. The clerk will meet with the Chair of the Village Hall Committee to discuss registering the land with the Land Registry. **Action Clerk.** Cllr Livingstone will arrange a working day in early April to tidy up. **Action Cllr Livingstone.**
   2. Trees. An email had been circulated regarding free trees. However, there is no land available for this.
   3. Churchyard – email from Reverend Whitehead, noted. A diagnosis needs to be obtained for an ash tree in the churchyard. Cllr Sinclair agreed to meet Reverend Whitehead and the contractor. **Action Cllr Sinclair.**  It was **agreed** to contact Garden Guardian ask him not to use chemicals for weedkilling. **Action clerk.**
2. **Correspondence**

11.1 An email had been received relating to a wedding which will be held in August. It was **agreed** that the Village Hall Committee need to be happy with the arrangements as there is to be two separate bars. The residents of Chapel Street need to be advised of the wedding, the music should end by 11pm. **Action clerk to respond to the email.**

11.2 Covid Plaque. The plaque was presented to the parish in recognition of parishioners who had helped throughout the pandemic. It was **agreed** that an event would be held when the weather improves, and parishioners would be invited. In the meantime, names will be collated of those who helped out.

11.3 Norfolk County Council, Community events. Cllr Buttifant would like to take up this offer of help and support, there should be more facilities for the younger people of the parish. **Action clerk to respond.**

1. **To consider notice boards for the village**

Two quotes had been received for three noticeboards to be sited in the village. However, the quotes are now out of date. The clerk will contact both suppliers to see if the quotes are still valid and to check the specifications given are correct. The suppliers should also provide details of their public liability insurance. **Action clerk.**

1. **Highway Matters**

13.1 SAM2 management & Risk Assessment. The clerk had contacted Westcotec to ask for the cost of moving the SAM2 around the various locations. They no longer provide this service. **Action Clerk to investigate other companies.**  It was suggested that a handyman could be found to carry out this task.

A Risk Assessment had been circulated for the operation and movement of the SAM2, this was **adopted.**

13.2 Cllr Soanes reported a large pothole outside his property. **Action Clerk to report.**

1. **Date of the Next Meeting**

The date of the next meeting was confirmed for Thursday 17th March at 7pm in the village hall.

1. **Any Other Business**

Cllr Spencer suggested organising litter pick for the weekend of 26th March.

There being no other business the meeting closed at 8.55pm.

………………………………………………………………… ……………………………………

Chair Date