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

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

**Attendance:** Cllr Buttifant (Chair), Cllr Carman, Cllr Hellewell, Cllr Livingstone, Cllr Monk, Cllr Purdy, Cllr Reckert, Cllr Soanes, Cllr G Peck (District & County Councillor), three members of the public, two police officers, Sarah Vergette, Clerk.

1. **Apologies for absence:** Cllr Durrant, Cllr Sinclair, Cllr Spencer, accepted.
2. **Declarations of Interest:**  None.
3. **To approve as accurate minutes of the previous meeting.** The minutes of the previous meeting were **approved.**
4. **Public participation session** 
   1. Concerns were raised by members of the public with regard to the proposed planning development at land to the rear of Fred Tuddenham Drive. A history of planning for the site was given. Fred Tuddenham Drive is a type 6 road, which is narrow and has a footpath on one side. Only twenty-five dwellings should be permitted on a type 6 road. There was discussion regarding the need for assisted living development given that the care home has spaces available. Concern was expressed for an increase in traffic using Chapel Street which is already congested.

A member of the public asked with regard to a previous planning application, 20021087 of 16th March 2004 where some of the units had not been built yet but the developer had contracted workers to clear the site and cut into the acoustic buffer. Cllr Peck confirmed he had spoken to Enforcement regarding this work, planning approval had been given for the site and work had been started within the permitted time frame. The trees referred to were pollarded as they had become overgrown and dangerous. The buffer had been put in the protect dwellings from noise from the winery.

A member of the public noted that there was a new telephone number for the clerk and asked why the email was the same. The clerk confirmed that she had changed the password for the email.

* 1. County/District Councillor. Cllr Peck reported that there had been planning rules changes, living with care facilities are now being approved outside of settlement areas. Norfolk County Council prefer people to remain living independently if they can, with carers attending them regularly. There is a shortage of assisted living accommodation in Norfolk, Cllr Peck will ask Adult Services how many people in the village are in need of care.

Cllr Peck went on to give his report, the County Council have agreed a balanced budget with a 2.99% increase in Council Tax. No services have been cut. 70% of the budget is take up by Adult and Children’s Services.

* 1. Police report – circulated. The police officers confirmed there are no major issues. Priorities have been set for Anti-Social Behaviour and high value thefts. Plant machinery, cable theft and oil theft are problems. They will patrol the playingfield regularly.

1. **Planning Matters**

5.1 Planning application 20220192 Land to the rear Fred Tuddenham. Having listened to comments from members of the public Councillors **agreed** that an objection would be sent to Broadland District Council. An increase in traffic through the village and in particular Chapel Street and Fred Tuddenham Drive is not acceptable. Access to the village for pedestrians is poor and they need to be able to access local services, the footpaths are inadequate. The proposed development was also considered too dense for the size of the site. **Action Clerk.**

5.2 An email had been received from Planning Places regarding the Cawston Park site, this had been circulated and noted.

1. **Matters Arising**

6.1 Clerk’s report, circulated and noted. It was **agreed** not to renew the service plan with Aylsham Computers.

6.2 The police officers stated that they had not received the information relating to the dumped sheep carcass and dead dog. They will place signs on the recycling banks saying that the area is being patrolled.

1. **Finance**

7.1 The bank reconciliation was **agreed.**

7.2 To approve payments

i Clerk’s salary and expenses £563.44

ii Garden Guardian £835.99

iii Norfolk Pension Scheme £211.42

iv HMRC £145.80

The payments were **approved.**

Cllr Livingstone asked the clerk to find out when the contract with Garden Guardian needs to be reviewed. **Action Clerk.**

7.3 To discuss and approve insurance. A new quote had been obtained from BHIB. Cllr Livingston proposed acceptance of this quote, seconded by Cllr Purdy with all in **agreement. Action Clerk.**

7.4 Recycling banks. URM will increase their collection costs and it was agreed to ask Countrystyle Recycling. **Action Clerk.**

1. **Progress Reports**

8.1 Norfolk County Council Community Events. Cllr Buttifant will meet with the representative on 8th April at 10.30am at the Village Hall. She invitedother councillors to join her if they wished. Dick Spencer will also be in attendance. It was also agreed to invite Rev. Andrew Whitehead. **Action Clerk.**

8.2 Church Wall. Cllr Livingstone and Cllr Sinclair had looked at the walls. Cllr Livingstone stated that there may be a link between the tree roots and the wall, but they thought there had been no change.The surveyor sent an estimate for conducting a survey which was quite expensive. The Council needs to appoint a structural engineer to look at the wall. **Action Clerk.**

8.3 Windfarms/Solar Farm. Cllr Monk had circulated an update. Vattenfall had offered 66p per annum per resident, this should be accepted, and the Council should decide what they would like to spend the money on. **Action Cllr Monk to respond.**  It was agreed that traffic management for the village needs to be addressed.

1. **Correspondence.** All correspondence had been circulated.
2. **To consider noticeboards for the Cemetery.**

The clerk had contacted both companies who had provided quotes. There will be an increase in cost of materials, it was **agreed** to go with the cheaper quote. **Action Clerk.**

1. **Highway Matters**

11.1 Parish Partnership bid. Cllr Peck stated that there is a new highway engineer, Richard Pearson. It was agreed that it would be a good idea to try and meet with Mr Pearson and Cllr Peck to go through any outstanding highway matters.

The bid for parish gateways had been made three years ago and it was agreed to proceed with white gateways and the wording suggested by Highways. The clerk will look for the original quote. **Action Clerk.**

11.2 The clerk had been unable to find a company to move the SAM2 signs. It was **agreed** to find someone to do this work. This will be discussed at the April meeting.

Cllr Soanes had circulated an article relating to Wig Wags which had been agreed by Highways for the village. Cllr Peck will send on any information relating to this.

1. **Date of the next meeting**

The date of the next meeting was set for Thursday 21st April at 7pm in the village hall.

1. **Any Other Business/Information**

Cllr Purdy stated that there was an outstanding matter regarding the parish charities’ status. **Action clerk to investigate.**

Cllr Livingstone stated that there was an outstanding matter regarding the Green Room which had been proposed for the old scout hut.Cllrs Livingstone and Reckert will be meeting with Rev. Andrew Whitehead. This matter will be placed on the next agenda.

Cllr Livingstone stated that there are outstanding CIL monies which need to be spent within a time limit.

A discussion regarding Jubilee tree planting will be placed on the next agenda.

Cllr Buttifant asked councillors to think about people who should be recognised for their efforts during lockdown. These people will be invited to attend the unveiling of the plaque. This item will be placed on the next agenda. **Action clerk to contact Rev. Whitehead.**

There being no other business the meeting closed at 8.45pm.

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Chair Date