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

**held on Thursday 21st April 2022 at 7pm at Cawston Village Hall**

**Attendance:** Cllr Buttifant (Chair), Cllr Durrant, Cllr Livingstone, Cllr Purdy, Cllr Reckert, Cllr Sinclair, Cllr Soanes, Cllr Spencer and Sarah Vergette, Clerk.

1. **Apologies for absence:** Cllr Hellewell, Cllr Monk, 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. Not public present
   2. County/District Councillor. No report.
   3. Police report – circulated.
5. **Matters Arising**

5.1 Clerk’s report, circulated and noted. The clerk met with residents to look at vacant allotments, it was **agreed** that these could now be let. The outstanding allotment rent has been invoiced to the tenants.

1. **Finance**

6.1 To receive and approve the year-end accounts - **approved.**

6.2 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

v BHIB Insurance £959.76

vi Norfolk ALC £318.80

vii Norfolk County Council agenda item 10.1 £6680

The payments were **approved.**

6.3 To discuss and approve the Internal Auditor. The clerk had contacted Mrs Anderson-Dungar who was willing to carry out the Internal Audit. It was **agreed** to appoint Mrs Anderson-Dungar.

6.4 To discuss a donation to the Bowls Club. Cllr Sinclair proposed that the Parish Council should meet the full cost of these works, seconded by Cllr Buttifant and **agreed.**

6.5 To discuss and approve the grass cutting contract. A quotation had been received from Garden Guardian for the current season. The clerk had contacted other contractors but their schedules were already booked out. The clerk suggested that this contract should go out to tender in September/October – **agreed.** It was **agreed** to accept the quotation.

6.6 To consider bike racks and a footpath map using CIL monies. Cllr Livingstone suggested it would be a good idea to have a noticeboard showing footpaths, including permissive footpaths if the landowner agrees. Bike racks were also suggested. These ideas will be explored.

There was discussion on the way forward for the Parish Council and how the village could be involved. Cllr Buttifant suggested that it would be a good idea for the Council to have a plan. Engagement with the parish would be needed.

1. **Planning**

7.1 Martinole Farm, Buxton Road,Cawston,NR10 4HF – 20220344. Cllr Livingstone objected to this application, on the grounds that the development was outside the development line of the village and has no architectural merit. Following a vote, it was **agreed** to support to the application. **Action clerk to respond.**

7.2 7 Stocks Loke,Cawston,NR10 4BS – 20220430 **support. Action clerk to respond.**

7.3 Beerhouse Farm, Oulton Street, Cawston,NR10 4HX - 20220435 **support.** **Action clerk to respond.**

7.4 To consider and discuss S106 monies arising from the development in Norwich Road.  These monies should be used for recreational and outdoor facilities for the parish. Cllr Livingstone proposed that £15,000 should be put aside for improvements to the playground. **Action clerk to respond.**

7.5 To discuss the need for a Neighbourhood Plan. There was discussion relating to this, Cllr Reckert and the clerk will circulate more information. **Action Cllr Reckert, Clerk.**

1. **Progress Reports**

8.1 Community events – postponed meeting. The planning meeting will now take place on Friday 29th April at 10.30am in the village hall. Rev. Whitehead will be invited together with ladies in the village who would like to start a toddler group.

8.2 Church Wall – to discuss quotes for a surveyor. Cllr Sinclair declared an interest in this matter. It was **agreed** to accept the lower quote for this work in the sum of £475 excluding VAT.

8.3 Windfarms/Solar Farm. Cllr Monk sent a report which was noted. Cllr Livingstone suggested forming a working group to look into what can be achieved by taking advantage of the Community Benefit Funding which is paid to compensate for the disruption that will be caused to the village. Traffic will be a major issue. It was agreed that other residents could also be included in the working group. Cllr Livingstone stated that the timing of the vehicle movements should be planned so that they are outside of school hours and to minimise the effect on the village. **Agreed.**

* 1. Presentation of Covid Plaque and recognition of volunteers. A list of names had been received from Rev. Whitehead . Cllr Durrant suggested that the plaque should go in the churchyard near to where the bluebells will be planted. **Action clerk to contact Rev. Whitehead.** There was discussion regarding who should be invited to the event.
  2. Update on Green Room project/Scout Hut. Cllr Reckert reported that there would be a consultation to see what parishioners would like to happen with the old scout hut.

1. **Correspondence**
   1. Broadland District Council Overview & Scrutiny Committee - noted

9.2 Email regarding emergency electricity. There was some discussion on this matter.

9.3 To discuss the use of weedkiller at the Cemetery and Playing field. The clerk will ask the contractor what weedkiller is being used. **Action clerk**

9.4 There was a query relating to the removal of six Spanish Laurels from the Cemetery. Cllr Buttifant has replacement plants but the area needs to be cleared of brambles before they can be planted. **Action Clerk to contact Garden Guardian.**

1. **Highway Matters**
   1. To discuss the Wig Wag scheme. The Parish Council needs to contribute fifty percent of the cost of this scheme in the sum of £6,680, this was **agreed.**  Cllr Reckert explained that the scheme will work in conjunction with the 20mph zones. It is hope to obtain some funding towards this cost through the windfarms.
   2. To consider advertising for someone to move the Sam2 signs. It was **agreed** to advertise for a small contractor to carry out moving the SAM2 signs around the village.  **Action clerk to place an advert.**
   3. To discuss the complaint regarding speeding – noted. There has been discussion with the police regarding speeding.

10.4 To discuss a meeting with the Highway Engineer. It was **agreed** to meet he engineer on 13th May at 11am at the village hall. **Action clerk to make the appointment.**

1. **Jubilee Trees**

After some discussion it was agreed not to pursue this matter.

1. **To note and discuss the end of the clerk’s probationary period**

It was **agreed** that the clerk would be made permanent. There was some discussion relating to home working allowance which Cllr Soanes thought should be increased. **Agreed.**  Cllr Durrant has put contact details for the clerk in the parish magazine.

1. The date of the next meeting was set for Thursday 19th May at 7pm in the village hall. This will also be the Annual Parish Meeting. Cllr Buttifant gave apologies for this meeting and Cllr Soanes will chair the meeting.
2. **Any Other Business/Information**

Cllr Durrant thanked the litter pickers for the work they did in the village.

Cllr Spencer is the Parish Council’s representative to the village hall committee, the AGM had been held the previous evening but the committee does not have a chairman for the time being. Responsibility for maintenance will be delegated amongst the committee.

Cllr Livingstone reported that there had been broken glass left on the playingfield, this had been cleared up by volunteers and the police are aware and will patrol when they can.

There being no other business the meeting closed at 9.05pm.

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Chair Date