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

**held on Thursday 19th May 2022 at 7.30pm at Cawston Village Hall**

**Attendance:** Cllr Durrant, Cllr Livingstone, Cllr Monk, Cllr Purdy, Cllr Reckert, Cllr Soanes (Chair), Cllr Spencer, PC Bailey, Sarah Vergette, Clerk and four members of the public.

1. **Election of Officers**
   1. Cllr Buttifant was elected Chair.
   2. Cllr Soanes was elected Vice-Chair.
2. **Apologies for absence:** Cllr Buttifant, Cllr Carman, Cllr Hellewell, Cllr Sinclair, accepted.
3. **Declarations of Interest:**  None.
4. **To approve as accurate minutes of the previous meeting.** The minutes of the previous meeting were **approved.**
5. **Public participation session** 
   1. A member of the public attended the meeting to answer questions relating to the planning application for Brandiston Road. He stated that there would be a twenty percent discount for villagers who purchase a property. The woodland area would be put in under a S106 Agreement. The applicant had offered to fund two permanent passing places in Brandiston Road and to pay for the 30mph sign to be moved, this would be done in conjunction with Highways. There was some discussion relating the lack of pavements leading to the village and traffic.

A member of the public stated that there had been planning permission for land at Paul Englehard Way in 2005 or 2008 which Broadland District Council say no longer has permission to build on. Why is waste being permitted to be dumped on the land?

A member of the public asked why the three newly let allotments are not being tended. The Allotment Agreement states that the allotment need to be kept to a certain standard. **Action Clerk**

A member of the public asked why the Parish Council were having such difficulties in finding someone to move the SAM2 sign around the village. Cllr Livingstone responded that the Parish Council were looking for volunteers, but no-one had come forward. PC Bailey suggested that the site outside the village hall was dangerous and suggested moving the pole on to the village hall land at the end of the car park. Costs will be investigated. **Action Clerk.** A member of the public volunteered to help with the SAM2 sign.

* 1. County/District Councillor. No report.
  2. Police report. PC Bailey stated that he looks after twenty-three parishes, crime levels are negligible at present. He had spoken to children on the playingfield and there have been no more incidents of broken glass, there is no evidence of drugs use either. PC Bailey asked that any issues should be forwarded on to him. He had placed a covert speeding box on various roads and there are no speeding problems in the village. It was agreed that with regard to the motorbikes who regularly go through the village because they are noisy people think the speed is greater than it is in reality.

1. **To appoint members to serve for the ensuing year on :**
2. Oakes Memorial Trust Charity (two members) – Cllr Soanes, Cllr Livingstone
3. Cawston Heath Trust Charity (one member) – Cllr Livingstone
4. Cawston Village Hall Management Committee (one member) – Cllr Spencer
5. Reepham Safer Neighbourhood Action Panel (SNAP) (one member). June agenda
6. Cawston Lunch Club – Cllr Buttifant, Cllr Spencer
7. **To agree the schedule of meeting for the Council 2022- 2023**

The schedule had been circulated and was **agreed.** The August meeting will be held if needed.

1. **Matters Arising from the previous meeting**

8.1 Clerk’s report – noted. Cllr Livingstone asked for items that he had not completed to be kept on the list.

**9. Finance**

9.1 To approve payments;

i Clerk’s salary and expenses £662.24

ii Garden Guardian £894.52

iii Norfolk Pension Scheme £235.26

iv HMRC £161.08

v Create

vi M Anderson-Dungar £75

**Approved**

* 1. To note the Internal Audit report – **approved**. It was a**greed** to discuss this at the June meeting.
  2. Approval of the Governance Statement of the Annual Return – **approved**.
  3. Approval of the Accounting Statements of Annual Return – **approved.**

All documents were signed by Cllr Soanes and the clerk/RFO.

* 1. To discuss moving the banks accounts to Unity Bank. The clerk explained that nothing had been heard from Barclays and she had not received any up-to-date statements. The Internal Auditor had suggested changing banks to Unity. The clerk explained how the system would work. Cllr Livingstone proposed changing to Unity Bank, seconded by Cllr Purdy with all **agreement. Action Clerk.**

1. **Planning Matters**
   1. 20220609 Brandiston Road Five detached three-bedroomed single storey dwellings, comprising 3 self-build and 2 build-to-rent. Cllr Soanes stated he had spoken to residents who had no problem with the proposed development. There was much discussion regarding traffic, lack of pavements and the site being outside of the development line for the village. Cllr Livingstone proposed that the Parish Council should respond with a comment stating that they have concerns over the lack of pavements leading to the village and that the development is outside of the development line for the village, seconded by Cllr Reckert. There were five votes in favour and two against. Cllr Durrant and Cllr Soanes stated that they supported the development. It was agreed that the Council are not against extra housing in the village. **Action clerk to respond.**
   2. 20220798 The Old Railway Gatehouse, Oulton Street – **support.**
2. **Progress Reports**

11.1 Community events meeting – there will be a further meeting on 6th June.

11.2 To discuss the Vattenfall meeting and updates on Windfarms/Solar Farm. Cllr Monk had circulated a report and comments had also been made by Cllr Livingstone – noted.

11.3 To discuss the engineer’s report on the church wall. It was agreed to defer this until the June meeting.

**12. Correspondence**

12.1 An email had been received from a Councillor from Bawdeswell regarding traffic, Cllr Monk will respond. **Action Cllr Monk.**

12.2 There had been a report of rubbish being left in the recycling banks in the Bell Car Park. This land does not belong to the Parish Council.

1. **Update on Highways meeting.** Cllr Monk had circulated a report which had also been sent to the Highway Engineer, his response is awaited.
2. **Playing field**

14.1 To discuss the use of the playingfield for a football pitch.  Cllr Soanes stated that the Oakes Trust support recreation for the village. Cllr Livingstone will meet with the parishioner to discuss further. **Action Cllr Livingstone**

14.2 To note help by parishioner with clearing glass and maintenance assistance. Cllr Livingstone stated  there many members of the public clear rubbish, glass etc and generally help to look after the playingfield, they should all be thanked.

14.3 To discuss the need for wire netting on the bottom of the gates. Following some discussion, it was agreed to contact the Oakes Trust to ask for permission to install wire netting along the boundary of the field. Cllr Livingstone thanked the parishioner who had offered to help with this. **Cllr Soanes**

1. **Policies**
   1. Standing Orders.  **Accepted and adopted**
   2. Financial Regulations. **Accepted and adopted**
   3. **General Risk Assessment. Accepted and adopted**
   4. **Internal Control Policy. Accepted and adopted**
   5. **General Power of Competence.**  The majority of councillors have been elected and the clerk is CiLCA qualified, the Council therefore meets the requirements to have General Power of Competence. **Agreed.**

Cllr Livingstone asked with regard to the Asset Register, the clerk had been unable to find an up to date Fixed Asset Register will carry out some investigation. **Action Clerk**

1. **Date of next meeting.** The date of the next meeting was set of Thursday 16th June at 7pm in the village hall
2. **Any other business.**

Cllr Livingstone reminded councillors that a meeting would be held on Saturday 21st May to discuss the Green Room project.

Cllr Livingstone asked the clerk to contact David Gillet with regard to Ash trees in the churchyard and playingfield. **Action Clerk.**

Cllr Purdy reported that he and the clerk met to look at the shed in the Cemetery, it is in need of repainting and repair. This will be placed in the June agenda.

There being no other business the meeting closed at 8.59pm.

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Chair Date