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

 **held on Thursday 16th June 2022 at 7.30pm at Cawston Village Hall**

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

1. **Apologies for absence:** Cllr Sinclair, Cllr Soanes 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**

Tw members of the public attended the meeting to discuss a forthcoming wedding reception being held on the playing field in August. There was discussion regarding the siting of the tipis, security and insurance. The couple have taken out public liability Insurance and the company supplying the tipis also have insurance in place, copies of these documents have been shared with the Parish Council. A Temporary Events Licence has been taken out to cover the music which will end at midnight. It was agreed that the neighbouring properties would be contacted and there is car parking in place. The Parish Council will meet with the couple to mark the area to ensure there is adequate access to the field for anyone wishing to access the field.

* 1. County/District Councillor. No report.
	2. Police report. No report.
1. **Matters Arising from the previous meeting**

5.1 Clerk’s report – noted. Cllr Livingstone asked with regard to the Fixed Asset Register, the clerk is working on this, and it was agreed that councillors would send in any information they could provide. **Action All Councillors, Clerk.**

5.2 To appoint a Councillor to SNAP. It was **agreed** that Councillors would attend meetings if and when they could.

5.3 Cllr Purdy reported that the notice boards are in progress. It was **agreed** that Cllr Purdy could purchase plastic letters to go on the noticeboards and an A3 plan of the graveyard could also be placed in the noticeboard at the Cemetery.

1. **Planning – to discuss planning applications**
	1. 20210284 Land south of William Bush Close. Cllr Livingstone stated that the Broadland District Council should be reminded off the commitment for pavement and that two of the houses should be self-build. It was **agreed** to support the applications with those comments being made. **Action Clerk.**
	2. 20220835 Hornsea Project 3. Cllr Monk had circulated a report on this item which was noted. He had received a detailed response to his email to the Planning Officer followed by a phone conversation. This application is for the discharge of technical information and is not a planning application. Cllr Monk explained the concerns to the Planning Officer with regard to HGV traffic through the village and stated that the Parish Council would like some input to the Highway scheme. Planning will try to facilitate a meeting and will inform the Parish Council of any future applications.
	3. Full planning approval for 7 Stocks Loke has been granted.
	4. Planning application 20220689 Fairfield Stores. Cllr Livingstone raised concern that the neighbouring property may be overlooked, this is a material consideration to a planning. Cllr Livingstone proposed that the Council **supports** the application with a comment being made regarding overlooking the neighbouring property, this was seconded by Cllr Hellewell and **agreed. Action Clerk**
2. **Finance**
	1. To approve payments
3. Clerk’s salary and expenses £626.24
4. HMRC £161.08
5. Norfolk Pension Fund £231.61
6. S Spencer – Grow, Make Bake Show expenses £344.77
7. Cawston Parish Council - Unity Bank Transfer £45,000
8. Garden Guardian £894.52

**Agreed.**

* 1. To discuss the Internal Audit Report. The report had been circulated, the Fixed Assets Register is in progress, the clerk is gathering information with regard to burial fees and there will be a playground inspection in June. Cllr Livingstone had carried out his routine inspection recently. **Action Clerk.**
	2. Monies received – noted.
1. CIL - £437.26 Beechcroft, £1325.19 Norwich Road – Total £1726.45
2. Precept £15600
3. Allotment rents £110
4. **To discuss the Church Wall Report and agree the way forward.** The report had been circulated to all councillors, there are four options to consider. Cllr Livingstone stated that in due course toilets will be put in the church and the sewage pipe will run under the wall. Cllr Livingstone suggested that the wall is monitored fortnightly by the Parish Council and every six months by a professional. Records will be kept of the measurements and this item will be placed on the agenda each month. It was **agreed** that Cllr Hellewell would contact the engineer who carried out the survey to set up an anchor point and discuss the way forward. **Action Cllr Hellewell.**
5. **To receive an update from the Working Group – Wind Farm/Solar Farm.** Cllr Monk had circulated a report which was noted. Cllr Monk had also contacted the councillor from Bawdeswell who wrote the previous month with regard to traffic in the villages, they will exchange information.

Cllr Livingstone reported that he had placed an item on the village facebook page asking for parishioners ideas for the community benefit monies which will come to the parish. A list is being compiled.

Orsted have been contacted with regard to community benefit, but no response has been received.

There will be a meeting on 13th July with Sep & Dep in the village hall at 7pm.

1. **To discuss any maintenance needed to the Cemetery**
	1. Repairs to cemetery store and freeing of entrance gates. Cllr Purdy had produced a scheme of works. There was some discussion, and it was **agreed** that the maintenance work on the shed should go ahead. **Action clerk to seek quotes.** There was also discussion relating to the main gates which permanently stand open but are also in need of attention. It was **agreed** to discuss this at a later date.

Cllr Livingstone suggested that a list of contractors should be complied for the future.

* 1. Damage to headstones whilst grass cutting. There was much discussion regarding this matter. The damage occurred on the same day that the grass was cut and was witnessed by a parishioner. The clerk will contact the contractor to ask for a site meeting. **Action Clerk.**
1. **To discuss arrangements for the wedding in August**. Discussed earlier in the meeting.
2. **Playing Field**
	1. To discuss the football club’s use of the field. Cllr Livingstone met with the person who wished to form a team and use the field. The club has not yet been affiliated with the FA and there needs to be further discussion. A Licence agreement will need to be in place for any use of the field.
	2. Wire netting. The clerk will contact the contractor who previously installed wire netting on the playing field. The wire netting should run from the gates to the telegraph pole **Action clerk.**
3. **To discuss future plans for the parish.** Cllr Buttifant suggested that councillors meet for an informal meeting on August 18th, this will be a chance to discuss what things need to happen in the village. The budget could also be discussed.
4. **To agree and adopt a Freedom of Information Publication Scheme. Agreed.**
5. **Correspondence**

15.1 An email had been received raising concern over the trees in the churchyard. It was agreed to have a tree survey carried out. **Action clerk.**

15.2 An email had been received regarding dangerous parking in the High Street. It was agreed that the parking is not dangerous, and the police feel that parked cars help to slow the traffic down. **Action clerk to respond.** Cllr Monk stated that there is a need to implement a 20mph as soon as possible.

15.3 An email had been received thanking the Parish Council for their hard work during the Jubilee celebrations. The clerk will respond thanking the Village Hall Committee for their efforts to make the event successful. **Action Clerk.**

1. **Date of Next Meeting**

The date of the next meeting is currently set for Thursday 21st July at 7pm in the Village Hall

1. **Any Other Business/Information**

 Items for the July agenda to be sent to the clerk by Monday 11th July.

There being no other business the meeting closed at 8.05pm.

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Chair Date