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

**held on Thursday 21st July 2022 at 7.30pm at Cawston Village Hall**

**Attendance:** Cllr Buttifant (Chair), Cllr Carman, Cllr Durrant, Cllr Livingstone, Cllr Purdy, Cllr Soanes PC Bailey, Cllr G. Peck (County & District Councillor), Sarah Vergette, Clerk and four members of the public.

1. **Apologies for absence:** Cllr Hellewell, Cllr Monk, Cllr Reckert, 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. County/District Councillor. Cllr Peck reported that he had been in communication with Cllr Monk regarding the cabling, he is aware of what is happening through Oulton Parish Council who are also involved.

Norfolk County Council are still trying to get the proposed Western Link road through, the business case has been submitted to Government. The cost of the scheme has increased but NCC has a contingency for the future.

Norfolk County Council have been struggling to balance the budget and will hold review meetings every two months.

There is a strategic review of Norfolk County Council as part of the Government’s County Deals scheme. There are three options; Level one stay as things are now, Level two have a County Council Leader who is the contact with Government and Level three where there would be an elected Mayor, this would provide more money from Government but most people do not want a mayor. The best option is Level two but with the Level three money.

* 1. Police report. No report.
  2. A representative from the newly formed football club attended the meeting to outline their objectives for the club. Most of the players live in Cawston and are all over sixteen, they will be playing in the Premier Division of the league. The Red Roses will lend their goal posts to the club. The kit will be black and pink, and it is hoped that Broadland Wines will sponsor the team and provide the kit. The club has obtained insurance quotes. A plan was shown for where the pitch will be situated, there was no objection to this. The club manager will ensure the field is kept up to a standard. The club asked for a donation from the Parish Council for start-up costs in the sum of £265. The Parish Council is unable to give money to a private individual and **agreed** that once the club has set up a bank account financial support would be given. Cllr Livingstone suggested that the Parish Council give the sum of £300, this was **agreed**.

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

5.1 Clerk’s report – noted. It was agreed to fund the cost of a cemetery management course which the clerk will attend in September. The clerk had been looking into using Parish Online, Cllr Livingstone has also looked at this, it was **agreed** to trial this for one year, the cost being in the region of £110/120 per annum.

5.2 Nothing further to discuss.

1. **Planning – to discuss planning applications**

There were no planning matters to discuss.

1. **Finance**
   1. To approve payments
2. Clerk’s salary and expenses £698.63
3. HMRC £180.72
4. Norfolk Pension Fund £248.16
5. Garden Guardian £894.52
6. David Howard – noticeboards £1744.00
7. Westcotec – SAM2 battery £109.80
8. Rospa Playsafe inspection £256.20
9. TT Jones Electrical £45.18
10. V Purdy – reimbursement for the noticeboard letterings £33.50

These payments were **agreed** and will be made by bank transfer as soon as possible.

Payments for August payroll, pension, Garden Guardian should be authorised in August and ratified in September. **Agreed.**

Cllr Purdy stated that an A3 print of the cemetery plots was included with the lettering.

7.2 To approve the bank reconciliation. **Approved.**

1. **Church**

8.1 To receive an update on the church walls. Cllr Hellewell will be contracting the engineer. **Action Cllr Hellewell.**

8.2 To discuss the ash tree survey. This had not yet been received.

1. **To receive an update from the Working Group – Wind Farm/Solar Farm.** There will be a meeting with Vattenfall and Orsted on 18th August, time and venue to be arranged. Cllr Monk, Cllr Livingstone and the clerk attended a meeting with Equinor the previous week. Cllr Livingstone reported that SEP and DEP have some money to give and Cawston needs to have some plans on how to use it. There will be a depot at Attlebridge and the construction traffic for this project will not come through the village.
2. **Cemetery**

10.1 To discuss and approve quotes for the cemetery shed. Two quotes had been received and it was agreed to go with the lower quote from Lee Builders in Cawston.

10.2 Update on the damage to headstones. Cllr Buttifant, Cllr Purdy and the Clerk met with Garden Guardian, a report had been circulated and was noted. Cllr Purdy and Mr Cook will produce a photographic record of the plots.

10.3 To discuss cemetery fees. The fees had not been updated for many years; the clerk had produced a comparison with other parishes. Cllr Livingstone proposed a 25% increase with the fees being review annually, this was seconded by Cllr Soanes and **agreed.**

10.4 To discuss and agree cemetery regulations. There should be an amendment regarding parking. The regulations were **agreed.**

1. **Highways**

11.1 Parish Partnership Scheme. This scheme will close on 9th December. Cllr Peck has a sum of money he can give towards a scheme. Cllr Livingstone stated that the parish gates had not been installed yet. **Action clerk to follow up.**

11.2 Highways update. An update had been circulated and was noted. Cllr Livingstone reported that Highways had agreed an action plan for the Heath.

1. **Playing Field**

12.1 To discuss the quote for wire netting. One quote had been received from the previous contractor. It was agreed that this was quite expensive, further quotes will be sought. **Action clerk.**

12.2 To discuss the playground report. Cllr Livingstone had provided a summary of the report which had been circulated. The bottom of the ramp needs attention, **action Cllr Livingstone**. The clerk will investigate the cost of bird spikes to address the issue of bird fouling. **Action clerk.** It was agreed to have the cable way serviced, **action clerk** to obtain quotes. The basket swing is relatively new, and the instruction booklet should provide information on how to service this, **action clerk**. It was agreed to review the report again in three months.

12.3 Cllr Livingstone reported that there were problems with the drains at the village hall, a soakaway is needed which will be put in five metres away from the hall. The Village Hall Committee will ensure that the playing field is reinstated. This was agreed and the clerk will inform the Village Hall Committee. **Action clerk.**

Cllr Livingstone reported that there had been problems again on the playingfield with broken glass and cans and fire. He had been in touch with PC Bailey who will visit when he can.

1. **To discuss the parish Charities.**  The clerk had been in contact with the Charity Commission, report circulated. The Charity Commission say that the charities are no longer active and should be closed down with the funds distributed to a charity that has similar provisions. There was some discussion on this matter. It was agreed, in principle, that the funds should be given to the Heath Trust for the benefit of parishioners of Cawston. There should be a memorial of some kind to recognise the names of those who set up the trusts.
2. **Correspondence.** All correspondence had been circulated and noted.
3. **Date of the next meeting.** The date of the next meeting was set for September 15th at 7pm in the village hall.

An informal working party meeting will be held on 18th August to discuss future plans for the parish. The parishioners will be invited to join a meeting in the future once the Council has agreed an action plan. Any ideas for discussion should be sent to the clerk.

1. **Any Other Business/Information**

Items for the July agenda to be sent to the clerk by Monday 5th September.

There being no other business the meeting closed at 8.35pm.

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Chair Date