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

**held on Thursday 20th October 2022 at 7.30pm at Cawston Village Hall**

**Attendance:** Cllr Buttifant (Chair), Cllr Carman Cllr Monk, Cllr Purdy, Cllr Reckert, Cllr Soanes Cllr Spencer, Sarah Vergette, Clerk and two members of the public.

1. **Apologies for absence:** Cllr Durrant, Cllr Hellewell, Cllr Livingstone, Cllr Sinclair, Cllr G. Peck (County & District Councillor), 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 sent an email which had been circulated.
   2. Police report. No report.
   3. A member of the public spoke about the planning application for Brandiston Road and queried they decision making process that the Parish Council takes. The parishioner had looked at past minutes and could see no complaints regarding speeding in this area of the village. The parishioner was also concerned regarding the Parish Council’s use of the planning ‘red line’ as there was no consistency in it use when making decisions relating to planning application. The parishioner asked for a written response to his queries.

Another parishioner commented that the zipwire on the playground needed to be shut down. The clerk reported that the tension needs readjusting, and the contractor will attend to it the following week.

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

5.1 Clerk’s report – noted.

5.2 Nothing to discuss.

5.3 Litter pick monies. Cllr Spencer thought a new bin would be needed somewhere in the parish.

5.4 Update on youth provision for the village, an email had been received and an update is awaited.

1. **Planning – to discuss planning applications**
   1. The Grain Store, Brandiston Road,Cawston,NR10 4ES – no objection.

**Action clerk.**

1. **Finance**

7.1 To approve payments

1. Clerk’s salary and expenses £791.11
2. HMRC £207.93
3. Norfolk Pension Fund £270.89
4. Garden Guardian £894.52
5. Norfolk ALC – cemetery course £36.00

**Approved**

7.2 To note the income received.

1. Broadland District Council – Precept £15,600.00
2. Recycling credits £1,113.00
3. CIL Monies – Grey Gables £1,181.85
4. **Church**

To date no update on the church wall had been received.

Cllr Purdy reported that he had started taking photographs to put together a record of the Cemetery.

1. **To discuss grass cutting contract.**

The clerk is still waiting for some quotes to come in. This will be discussed again in November.

1. **To discuss and adopt policies**
2. GDPR
3. Scheme of Delegation
4. Vexatious Complaints Policy
5. Complaints Policy
6. Communications Policy
7. Privacy Notice – Email
8. Privacy Notice - General
9. Code of Conduct – Broadland District Council email. The Parish Council will also adopt this version of the Code of Conduct.

It was **agreed** adopt all the above policies.

1. **To receive an update from the Working Group – Wind Farm/Solar Farm.**

11.1 Cllr Monk had circulated a report which was noted. Cllr Buttfiant thanked Cllr Monk for the work he had put into this matter.

11.2 Cllr Monk had contacted neighbouring parishes, as a parishioner, asking if they would consider joining forces with regard to response to Equinor. Cllr Monk asked if the Parish Council would agree to this suggestion **Agreed.**

Cllr Monk explained that the work would be carried out in two steps. There will be a road closure in January with work taking place Monday to Friday between 9am and 3pm. 100mm will be planed off the road surface. There is concern regarding vibration and damage to properties. A Condition Survey will be carried out on properties both external and internal, if requested by residents.

It is hoped that the 20mph limit will be extended and made permanent, Vattenfall stated they would help with the cost of the application.

The Parish Council has registered as an Interested Party and sent in a representation to regard to Equinor SEP& DEP .

Volunteers are needed for the HGV survey on 7th November.

There was some discussion regarding the Wig Wags.

Cllr Monk thanked a parishioner who had put together a list of businesses in the parish.

1. **Allotments**

Currently the rent for an allotment is £10 per allotment. Cllr Buttifant proposed that it should remain the same, seconded by Cllr Spencer with everyone in agreement. There is one vacancy at present. **Action Clerk to send out invoices.**

1. **Playing Field**

13.1 To discuss the request from the Football Club for a shed on the playing field. This needs further investigation to ensure that no Business Rates are charged. **Action Clerk.** There was concern that a shed could be vandalised.

13.2 The contractor confirmed that he would be using 30 gauge wire. It was agreed to discuss this at the next meeting.

1. **Highways**
   1. To note the closure of Salle Road Bridge from 24th October. Noted.

14.2 To discuss the road surface outside the Cawston Post Office/Store. Following the newspaper article the clerk contacted Highways. An engineer had visited the site.

1. **Correspondence**
   1. To discuss Warm Spaces email from Broadland District Council. This information had been shared with the Village Hall and Lunch Club. They will both be applying for grants under the scheme. The Village Hall will also be applying for a hot spot grant and hope to have a generator supplied by the electricity board in the event of a blackout.
   2. To discuss the need for a dog bin at Marriotts Way. The dog bins at Marriotts Way fall under the authority of Broadland District Council, the clerk will contact BDC and ask if they could install another bin. **Action clerk.**

Cllr Reckert stated that more bins are needed in the village, possibly in the area of Brandiston Road/New Road/Back Lane. This would be a good use for the income from the litter pick. The clerk will investigate costings. **Action Clerk.**

15.3 A message had been received raising concern regarding the barrier between Howards Close and Jubilee Close, stating that it was very difficult to get through on a mobility scooter. **Action clerk to investigate.**

1. **Date of the next meeting.** The date of the next meeting was set for 17th November at 7pm in the village hall.
2. **Any Other Business/Information**

It was agreed to order three wreaths for Remembrance Day. Cllr Buttifant will arrange for the flags to be found. Cllr Spencer will arrange for the wreaths to be collected.

Cllr Soanes asked if it would be possible to use a local landowner’s farm as a temporary car park whilst the works are carried out in the High Street.

Items for the November agenda to be sent to the clerk by Monday 7th November.

There being no other business the meeting closed at 8.10pm.

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Chair Date