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

 **held on Thursday 17th November 2022 at 7pm at Cawston Village Hall**

**Attendance:** Cllr Buttifant (Chair), Cllr Durrant, Cllr Hellewell, Cllr Livingstone, Cllr Monk, Cllr Purdy, Cllr Reckert, Cllr Sinclair, Cllr Soanes, Cllr Spencer, Sarah Vergette, Clerk and one member of the public.

1. **Apologies for absence:** None.
2. **Declarations of Interest:**  Cllr Livingstone declared an in interest in item 13, as he is a neighbour.
3. **To approve as accurate minutes of the previous meeting.** The minutes of the previous meeting were **approved.**
4. **Public participation session**
	1. Public. None
	2. County/District Councillor. None.
	3. Police report. Report circulated.
5. **Matters Arising from the previous meeting**

5.1 Clerk’s report – noted.

5.2 To discuss response to parishioner regarding planning. The clerk will respond to the parishioner. Councillors should declare an interest if applicable and any comments they make on the Planning Portal should be made as an individual not as a councillor.

5.3 Cllr Spencer reported that the village hall had received two grants; £200 for warm spaces and £2,000 for a hot zone.

1. **Planning**

 Nothing to discuss.

1. **Finance**

7.1 The new salary award from NALC was noted. Cllr Buttifant stated that the salary should be kept in line with recommendations.

7.2 To approve payments

1. Clerk’s salary and expenses £976.60
2. HMRC £317.00
3. Norfolk Pension Fund £361.28
4. Garden Guardian £894.52
5. Royal British Legion £60.00 (S137)

**Approved**

7.3 The year-to-dates expenditure and income against the current budget was **Noted**

7.4 To discuss the draft budget. This will be adopted at the December meeting. Earmarked funds were discussed, the clerk will check the to make sure the insurance policy covers the Church wall. **Action Clerk.**

It was agreed to discuss the earmarked funds again at the December meeting.

7.5 To discuss the Fixed Asset Register. The Wig Wags and gateway will be added to the register, they were paid for in the current financial year.

7.6 To agree bank reconciliation. **Agreed.** The clerk will investigate a deposit account. **Action clerk.**

1. **Church /Cemetery**

Cllr Hellewell reported that there had been no movement in the wall. It was noted that the church wish to instal toilets in the church in the next few years and the pipework would go under the wall. There is a self-sown sapling leaning on the wall which may need to be removed.

Cllr Purdy reported that the work of taking photographs in the Cemetery is ongoing.

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

Three quotations were received and it was agreed to award the contract to Garden Guardian. This was proposed by Cllr Livingstone, seconded by Cllr Sinclair with all in agreement. The contractor will be made aware that photographs of the graves are being taken to show their condition.

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.

Cllr Monk stated that the letters regarding surveys to residents on the High Street, sixty properties, had been delivered, around sixteen people had taken up the offer of the survey.

Cllr Monk was concerned that the general letter had not been received by anyone.

Links for the documents relating to Hornsea 3 to Broadland District Council, planning, had just been received.

The Parish Council has been invited to attend a meeting on 24th November with Norfolk County Council relating to the placement of the CCTV cameras. Cllr Purdy will attend. It was however noted that ultimately NCC will dictate where the cameras are place.

Cllr Spencer reported that an approach by Hornsea 3 to the Village Hall Committee had been made asking for permission to allow residents to park at the village hall whilst highways works are carried out between 9am and 3pm. It was agreed that Cllr Spencer would request a meeting, Cllr Livingstone will also attend.

11.2 A meeting had been held relating to the Community Benefit, notes had been circulated. A further meeting will be held in December. There had been some response from parishioners. Cllr Livingstone states that groups are encouraged to submit their proposals.

Cllr Livingstone attended a meeting at the Hawk and Owl Trust with Equinor. They will not give funds to the church unless there is direct benefit to the village. The Bowls Club should be encouraged to apply for funding.

11.3 Grantscape had contacted the Parish Council asking for a meeting to discuss the Hornsea 3 Community Benefit Fund. It was agreed to invite them to attend the January meeting. This will be advertised so that parishioners can attend. **Action Clerk.**

1. **Playing Field**

11.1 To discuss the request from the Football Club for a shed on the playing field. It was agreed that a firm proposal needs to be received from the Football Club with their requirements.

11.2 The contractor confirmed that he would be using 30 gauge wire. Cllr Sinclair raised concerns and asked for written consent from the owners of the adjacent land. **Action clerk.**

 Cllr Sinclair stated the hedges will need cutting in January and February and a maximum budget of £200 was agreed. **Action Cllr Sinclair.**

 An email had been received raising concerns over the boundary of a property in Chapel Street which adjoins the playingfield. Cllr Livingstone and Cllr Sinclair agreed to meet the parishioner to discuss this matter. David Gillett will also be contacted to ask for a tree survey. **Action clerk to reply.**

**12.`Highways**

* 1. It was noted that the Wig Wags are now installed. Cllr Reckert stated that the old school sign is still in place.
	2. To discuss a new litter bin. Information had been circulated. It was noted that the cost of emptying an additional bin would be £197.60 for the year. A new bin will be placed on the verge near the Brandiston Road sign, it will need a concrete base and fining in place. It was agreed to purchase the cheaper of the two options. Highway permission will be needed. **Action clerk.**
	3. Cllr Purdy reported that the hedges to the right of the B1145 roundabout obscure vision when approaching from the village. **Clerk to report.**
	4. Cllr Hellewell reported that a white panel van has been parking in front of the road sign near Woodrow Garage, the sign is not visible to motorists. **Clerk to report.**
	5. Vehicles are being parked on the land opposite Mill Cottage, Highways had previously said they would come up with a scheme. **Clerk to investigate.**
	6. Highways had previously stated that would be replace the white lines ‘H’ in the High Street. **Clerk to chase.**
1. **Correspondence & matters Arising from the Drop-In Surgery**
	1. Move the road signs in Brandiston Road closer to Wood Farm. It was agreed that repeater signs would be better and ask Highways to clear the vegetation in front of the existing sign. **Action Clerk.**
	2. To crown the Sweet Chestnut tree in the Cemetery. It was agreed to ask David Gillett’s opinion. **Action Cllr Sinclair.**
	3. Remove crab apple tree from Cemetery. It was agreed that councillors would look at this and discuss next meeting.
	4. Replace Spanish Laurels in Cemetery. Cllr Buttifant will order replacement Spanish Laurels. **Action Cllr Buttifant.**
	5. Permission to purchase a replacement key for the bins at the Cemetery. **Granted.**
	6. It was noted that the Parliamentary Boundary for Cawston will remain the same.
	7. Norfolk ALC had sent an email regarding a pilot email scheme. Noted.
2. **To discuss the Clerk’s Appraisal**

Cllr Buttifant and Cllr Soanes will discuss this, all councillors should send feedback. The Appraisal will be held at the January meeting.

1. **Date of the next meeting.** The date of the next meeting was set for 15th December at 7pm in the village hall.
2. **Any Other Business/Information**

Cllr Spencer confirmed she had booked the village hall for Parish Councils meetings for 2023. Cllr Spencer had also booked the hall for the first Saturday of each month for the Parish Council surgeries and the Archive group.

Cllr Sinclair asked for a discussion on dog bins to go on the next agenda.

 Items for the November agenda to be sent to the clerk by Monday 5th December.

There being no other business the meeting closed at 8.40pm.

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Chair Date