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

**held on Thursday 16th March 2023 at 7pm at Cawston Village Hall**

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

The meeting is being recorded for the purposes of accuracy.

1. **Apologies for absence:** Cllr Monk, - accepted.

Cllr Carman has resigned, it was agreed to send flowers in recognition of her long service on the Council.

1. **Declarations of Interest:**  None.
2. **To approve as accurate minutes of the previous meeting.** The minutes of the previous meeting were **approved.**
3. **Public participation session** 
   1. A presentation was given on a proposal for a new, improved skatepark. The existing skatepark is not fit for purpose, more variety is needed with an improved surface, for example concrete. The presentation will be circulated to Councillors after the meeting. Cost and grants had been investigated. There would also need to be a discussion on whether to demolish the existing skatepark or build a new one on a different area of the playing field. Youngsters from Cawston have to travel to other towns or villages to use another skatepark. There was also discussion as to whether to leave the existing skatepark for the younger children to use. A lot of work and investigation had been put into the presentation.
   2. County/District Councillor. None.
   3. Police report. None.
4. **Matters Arising from the previous meeting**

5.1 Clerk’s report – noted. Cllr Livingstone reported that the new bin had been received and he would contact the person who installed the previous bin. **Action Cllr Livingstone.**  It was agreed that Cllr Soanes would chase Barclays regarding the compensation claim. **Action Cllr Soanes.**

5.2 Elections. There was general discussion relating to the timetable etc.

5.3 Cllr Spencer reported thatthanks to help from Cllr Livingstone she has obtained a grant in the sum of £1,000 from Sheringham Shoal for the Grow, Make, Make Show. The Village Hall will be open to all village groups on 8th May to celebrate the Coronation.

The Football Club have approached the Village Hall Committee to ask for permission to site a steel container outside the hall, the VHMC have agreed in principle but it would be a good idea for the Parish Council to meet with the Club and discuss the siting. Cllr Livingstone will meet with them. **Action Cllr Livingstone.**

Cllr Durrant stated that there had been a problem with access at the Cemetery for a wheelchair user. Cllr Purdy will take a look. **Action Cllr Purdy.**

1. **Planning**

6.1 The response to the GNLP Consultation had been submitted.

1. **Finance**

7.1 To approve payments

1. Clerk’s salary and expenses £713.46
2. HMRC £172.91
3. Norfolk Pension Fund £250.34
4. Garden Guardian £894.52
5. Robert Galley – hedge cutting £96.00
6. ICCM – memorial inspection training £222.00
7. N Power £53.61
8. N Power – outstanding invoices £1,042.35

**Approved**

TT Jones had submitted a quote for street light maintenance for the next three years. **Agreed.**

7.2 To discuss Earmarked funds. There was discussion relating to the Earmarked Funds being held for the church wall. Cllr Livingstone met with Phoenix Build who will be submitting a quote. It was agreed, if the quote was acceptable, they should carry out work on the first panel. They will also quote for the Booton Road side wall.

Recreation ground funds. It was agreed that a working party should be formed to discuss the future of the play equipment. It was agreed to transfer £1,000 each year into the reserves.

Cemetery funds. There was much discussion relating to the need extend the cemetery in the next ten years. There was also discussion relating to the provision for allotments. Cllr Sinclair explained the process for change of use from allotment to cemetery. It was agreed to leave the funds as they are.

Trees. It was agreed to leave the fund as it is.

7.3 To agree bank reconciliation. **Agreed.**

7.4To discuss the insurance renewal. There was much discussion relating to the level of cover for the church wall. The clerk had contacted the insurers who stated that the wall is covered. However, the replacement value could be the region of £250,000. The clerk will contact the insurers to ask if the cover is for full replacement cost. **Action clerk.**

7.5 To finalise banking arrangements. The necessary forms for a new signatory and the savings account were completed.

1. **Church** **& Cemetery**

8.1 To receive an update on the church wall. Discussed above.

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

9.1 Cllr Monk had circulated a report which was noted. Cllr Livingstone reported there will be a meeting on Tuesday 21st March the discussion will include the road closures.

1. **Playingfield/Village Hall**

10.1 To discuss the proposal for the skatepark. Cllr Spencer thought that the Council should get behind the proposal. It was agreed to form a joint working group to look into the proposal and funding. There should also be discussion relating to whether the basketball hoop should be removed and the existing skatepark being demolished. Cllr Livingstone inspects the playground regularly and sends reports to the clerk who files them. There is an annual inspection carried out by RoSPA. The working group will comprise, Cllrs Buttifant, Reckert, Sinclair. It was agreed that a post would be put on Facebook asking if parishioners would like to join.

1. **Highways**
   1. To discuss the necessity or provision for additional dog bins. Cllr Sinclair had prepared a proposal which had been circulated. There are a lot of dog bins within the village but not any outside of the centre of the village where people walk their dogs. The clerk had investigated the emptying costs. The clerk will ask BDC if the proposed sites are acceptable and this will be reviewed. **Action clerk.**
   2. To discuss the Parish Gateways. These had been removed and then put back incorrectly. Cllr Monk is chasing this up with Volker Fitzpatrick and this will be discussed at the meeting on 21st March. The Gateways should say ‘ Cawston. Please drive carefully’.

Cllr Reckert stated that there are only three wig wags and the Council paid for four. One is missing on Norwich Road. **Action clerk.**

11.3 Litter Pick update. The litter pick will take place on 1st April at 9.30am. The equipment will be collected the previous day. Broadland DC are going the grand litter pick and Cllr Spencer has registered Cawston for this.

Cllr Hellewell reported that a resident of the High Street had received a parking ticket where the new yellow lines are. It was understood that these would only be enforceable Monday to Friday 9am to 6pm. Weekends should be free. Three parking spaces have been lost in the High Street. This will also be raised at the meeting on 21st March.

1. **Correspondence**

An email had been received regarding payment for the addition of an inscription to a memorial stone and its installation. There are regulations relating to the installation of memorials which need to meeting British Standard specification and should be install by the stone mason. It was agreed to respond with this information. It was also agreed that since all previous applications for addition inscriptions had been paid there should be no exceptions. **Action Clerk.**

1. **Date of the next meeting.** The date of the next meeting was set for Thursday 20th April 2023 at 7pm in the village hall.
2. **Any Other Business/Information**

It was noted that the blue plaque had been given to the church and installation is awaited.

Items for the next agenda to be sent to the clerk by Monday 10th April.

There being no other business the meeting closed at 9.10pm..

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Chair Date