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

**held on Thursday 20th April 2023 at 7pm at Cawston Village Hall**

**Attendance:** Cllr Buttifant (Chair), Cllr Durrant, Cllr Livingstone, Cllr Monk, Cllr Purdy, Cllr Reckert, Cllr Sinclair, Cllr Spencer, Sarah Vergette, Clerk.

1. **Apologies for absence:** Cllr Hellewell, Cllr Soanes, Cllr Peck - accepted.
2. **Declarations of Interest:**  Cllr Purdy declared an interest in one of the payments items.
3. **To approve as accurate minutes of the previous meeting.** The minutes of the previous meeting were **approved.**
4. **Public participation session** 
   1. None
   2. County/District Councillor. None.
   3. Police report. None.
5. **Matters Arising from the previous meeting**

5.1 Clerk’s report – noted.

5.2 Elections. There was general discussion relating to co-option of Councillors after the election date.

5.3 Cllr Durrant stated that the Bowls Club would like to install CCTV and asked if it would be acceptable to cover the driveway to the Cemetery. It was suggested that Cllr Durrant contact PC Bailey for advice.

Cllr Durrant went to ask with regard to the Community Benefit funds to fund solar panels on the roof of the Club. The proposals and costings will be sent to Cllr Livingstone.

Concern was raised regarding the removal of the fence to one of the properties adjoining the car park, the fence has been removed so that a caravan can be stored on the property. The clerk will right to the resident stating that there is no right of access across the car park and ask that the fence panels are reinstated. **Action clerk.**

1. **Planning**

6.1 Planning application 2023/0750 change and replacement of existing windows at Oakfield Barn, Back Lane. No objections.

6.2 Planning application 2023/0666 to remove hedge and erection of garage at The Old Parsonage, Ames Court. Cllr Livingstone expressed concern that the design for this application is not in keeping with the surrounding environment as it is within a Conservation Area and in the grounds of a listed building. More detail would be helpful to ensure the design aesthetics are suitable. **Action Clerk.**

1. **Finance**

7.1 To approve payments

1. Clerk’s salary and expenses £856.47
2. HMRC £220.71
3. Norfolk Pension Fund £288.57
4. Garden Guardian £894.52
5. TT Jones £123.26
6. BHIB Insurance £984.76
7. N Power £59.06
8. Lee Builders £1,025.96

**Approved**

7.2 To discuss and agree the Year-End Accounts. Cllr Buttifant proposed the Year-End Accounts should be accepted, this was seconded by Cllr Livingstone. **Agreed.** It was noted that a VAT reclaim had been made.

7.3 To agree the Asset Register. **Agreed.**

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

8.1 To receive an update on the church wall. Phoenix Build have quoted £750 to make repairs to a section of the wall. They were the only contractor that had responded to a request to quote. It was agreed to proceed.

A quote in the sum of £300 had been receive to inspect and value the wall. **Agreed.**

8.2 To discuss Cemetery Fees. Following some discussion it was agreed to increase the fees by 20%. **Action Clerk.**

8.3 To discuss and agree Risk Management for the Cemetery. **Agreed.**

8.4 To discuss and agree a Memorial Management Plan.  **Agreed.** The clerk will investigate the cost of a professional to test the memorials. **Action clerk.**

8.5 To discuss the future management/maintenance of the Cemetery. As above. The clerk will contact Rev. Whitehead to ask if the churchyard is closed. **Action clerk.**

Cllr Purdy looked at the gate to the Cemetery, some remedial work is needed to reset the gate post to make it upright. The clerk will contact Lee Builders to ask them to carry out this work, she will also ask for an update on the shed. **Action Clerk.**

Cllr Spencer stated that the catch on the gate at the church is broken. Cllr Livingstone will look at that. **Action Cllr Livingstone.**

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 Monk stated that there are issues which are still under review. The Construction Traffic Management Plan is now on the Broadland District Council website. This shows the number of traffic movements per day.

Norfolk County Council agreed that they made a mistake with regard to the parking issues in the High Street, there should be no parking Monday to Friday.

Gateways – NCC had instructed Orsted to reinstate the original Gateways. Responses from NCC and Orsted conflict. The clerk will contact Orsted to ask them to reinstate the Gateways quickly, NCC will be copied into the correspondence. **Action clerk**

Communications will shortly be issued with regard to CCTV on the High Street, a meeting has been suggested but no dates have been mentioned so far. The CCTV will monitor driver compliance, in line with GDPR the information will not be shared with Cawston PC although this conflicts with previous discussions. There will be speed strips across the roads to monitor speed.

Cllr Buttifant reported that she would be meeting with Yvette Gould on Friday 2t8h April at 10am to discuss youth provision. Other Councillors are welcome to join her.

Cllr Livingstone stated that he will arrange a meeting to discuss Community Benefit. **Action Cllr Livingstone.**

1. **Playingfield/Village Hall**

10.1 It was noted that there has been no responses to the Facebook post asking for people to join a Playing field working group. This will remain an agenda item. The annual RoSPA inspection has been booked for June.

Cllr Spencer reported that the Village Hall AGM will be held on 16th May at 7pm. The committee is small and needs new members but the fund raising is going well. Showcase Cawston will be held on May 8th, all groups in the village have been invited to attend and put on a display.

10.2 To discuss rabbit control on the playingfield. An email had been received from a neighbour regarding rabbits. There was much discussion on the best way to deal with rabbits. It was agreed to invite the neighbour to the next meeting when this matter will be discussed again.

10.3 To discuss the storage container. The site had been marked out by the Football Club and most Councillors had seen this. There was some discussion as to whether it was sited correctly or should be moved slightly. It was agreed that the Football Club should consult the neighbours as it could impact on their properties.

1. **To discuss Cawston Primary Community Garden**

A proposal for the Community Garden project had been circulated. Cllr Purdy suggested that some funds could be earmarked for this project, the group could then say they have the support of the Parish Council when they apply for grants. The clerk had asked BDC if CIL monies could be used for the project and was told it would be a good use of CIL monies. It was **agreed** to donate £2,000.

1. **Highways**

12.1 Dog/litter bins. Broadland District Council have agreed all but two of the proposed locations for new dog bins. They would ned landowner permission. Cllr Sinclair will look at this again.

There was some discussion regarding the litter bin, the landowner will be contacted and the clerk will check with BDC and Highways for the exact location. **Action Cllr Reckert, clerk.**

12.2 Litter Pick. Cllr Spencer asked the clerk to send thanks to the organiser of the litter pick. **Action clerk.**  Twenty people took part in the litter pick, twenty bags of litter were collected.

1. **Correspondence**

13.1 Email relating to Booton Pits. The clerk had contacted the Heath Trust regarding this matter and send the response on the person who enquired. It was noted that the Pits are well managed.

1. The date of the next meeting was set for Thursday 18th May 2023. The Annual Parish Meeting will commence at 7pm and the Annual Parish Council immediately thereafter in the village hall.
2. **Any Other Business/Information**

Cllr Reckert asked for the item on Earmarked Funds to be placed on the next agenda. Discussion on the Charities will be placed on the June agenda.

There had been some discussion regarding hearing loop for the village hall which would benefit all users of the hall.

Cllr Spencer stated that the village hall needs an automatic opening front door.

The Hearing Bus will visit Cawston.

1. **Clerks’ Appraisal.** An appraisal meeting had been held and it was suggested that there should be an increase to the Clerk’s salary by two scale points. This was proposed by Cllr Buttifant and seconded by Cllr Spencer will all in agreement.

Items for the next agenda to be sent to the clerk by Monday 8th May 2023

There being no other business the meeting closed at 8.37pm.

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Chair Date