

**Minutes of the Annual Meeting of Cawston Parish Council  
held on Thursday 15<sup>th</sup> June 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 five members of the public.

The meeting is being recorded to facilitate accuracy of the minutes and the recording will then be deleted.

1. **Apologies & approval of absence.** District Councillor Dave Thomas, Cllr Peck. Approved.
2. **Declarations of Interest.** Cllr Sinclair declared an interest in the wind farms item.
3. **To approve as accurate the minutes of the previous meeting.** At the previous meeting the clerk was asked to contact residents regarding vehicles crossing the car park at the Bowls Club and the removal of fences. **The minutes were Agreed.**
4. **Public participation**
  - 4.1 A member of the public queried the procedure for co-option. It had been agreed at the previous meeting to advertise the vacancies and co-opt at a later date.  
There was concern regarding works being undertaken on the old Winery site, the clerk has contacted Broadland District Council regarding this and is awaiting a response.  
A meeting had been held with Orsted and Norfolk County Council and members of the Wind Farm Working Group. Our Highway engineer was in attendance. Orsted had been relying on the S278 agreement to move the gateways, those that are in place at present are compliant. It has now been agreed that the original gateways will be reinstated, Richard Pearson will organise this and get everything confirmed in writing. With regard to the bridge on Holt Road this will be subject to further investigative works in July.  
To representatives from Cawston FC attended the meeting to finalise arrangements for siting of a storage container. The container will be 20x10x8 feet. This is needed to store new flood lights which will be powered by a diesel generator. Grants are being applied for to fund the purchase of the lights. The clerk will contact BDC to find out if this would be subject to business rates. The container should also be painted dark green. This was agreed in principle. The club trains on Wednesday and Sundays, they have 12 in a ladies team and 16 men.
  - 4.2 Cllr Dave Thomas sent a report which had been circulated and noted.
  - 4.3 None.
5. **To discuss co-option**

The Council will continue to advertise the vacancies.
6. **Matters Arising**
  - 6.1 Clerk's report. Noted. Letters had been sent to residents regarding the Bowls Club car park, the removal of fences. There had been no response.  
Cllr Thomas had contacted the Council regarding the school bus stop at Eastgate, it was agreed this was Highway land.  
There was discussion regarding a hearing loop, it was agreed that a professional survey will be needed. **Action clerk.**  
The clerk had spoken to a pest control man who said it was the wrong time of year to deal with the rabbits, it would be better in the winter months.

## 7. Finance

### 7.1 To agree payments

|    |                           |         |
|----|---------------------------|---------|
| a. | Clerk's salary & expenses | £720.06 |
| b. | Garden Guardian           | £983.00 |
| c. | Norfolk Pension Scheme    | £254.48 |
| d. | HMRC                      | £182.29 |
| e. | Npower                    | £76.59  |
| f. | Cawston Red Rose FC       | £500.00 |
| g. | S Spencer – leaflets      | £305.00 |
| h. | NALC                      | £340.56 |

**Approved.**

### 7.2 To agree the bank reconciliation, **agreed.**

## 8. Planning

8.1 2023/1419 new shop front at Fairfield Stores. There was no objection to the planning application but a comment will be made regarding suitable access, drop kerb etc.

**Clerk to respond.**

8.2 A planning appeal was noted for the site in Brandiston Road. No further comments will be made.

## 9. Church & Cemetery

9.1 The inspector for the insurance company attended site and we await a response.

9.2 Cllr Purdy and the clerk met with Robert Wells, the memorial mason, to inspect the memorial in the cemetery. Robert Wells has submitted a quote for works which need to be carried out to make the memorials safe in one quarter of the cemetery. It was **agreed** to accept the quote and proceed with this work. More work will be carried out in the future. A notice will be placed on the noticeboard in the cemetery informing residents of the work. Cllr Purdy reported that the work to the shed had been completed and the missing slat from the bench had been replaced.

## 10. Wind Farms

10.1 Mr Monk had sent a report which had been circulated and was noted.

10.2 It was agreed that Mr Monk, Mr Schuil, Cllr Livingstone and Cllr Purdy would remain on the Working Group.

## 11. Playing Field/Village Hall

11.1 It was **agreed** that the VHMC could use the playingfield for an event on 20<sup>th</sup> August, their insurance will cover any liability.

11.2 It was **agreed** that Cawston Red Rose football teams could use the playingfield for their matches, they train at the school. Cllr Soanes stated that the Oakes Trust had agreed that there would be no charge for parishioners using the field. Cllr Livingstone thought an agreement may be needed. **Action clerk.** The Parish Council are very supportive of all the teams in the village.

11.3 Cllr Buttifant will be meeting with Yvette Gould to discuss what can be done to meet the needs of the youngsters in the parish. The meeting will be held on 23<sup>rd</sup> June at 10am, anyone else is welcome to join them.

Cllr Livingstone reported that the RoSPA inspection had been carried out today. The swings in the children's play area need some repairs. Cllr Livingstone will carry out the repairs. A

notice will be placed on Facebook saying that the swings will be removed. **Action Cllr Livingstone, Clerk.**

**12. Highways**

Cllr Spencer reported that the post to the litter bin on Aylsham Road had broken. It was agreed to advertise for a handyman to carry out small jobs in the parish. **Action clerk.**

There had been three sites proposed for new dog bins, The clerk will contact BDC to see if they will install one on Marriotts Way, **Action Clerk.** The other sites need further investigation. **Action Cllr Sinclair.**

The location for the litter bin will be checked with Highways. **Action Clerk.**

**13. Correspondence**

Royal Norfolk Show Community Champions – noted.

**14. Cawston History Society** Cllr Livingstone had been approached by the Society to ask for funding towards their insurance and website hosting. The Society should be supported to secure their future. Cllr Livingstone proposed donating £200, seconded by Cllr Hellewell with all in agreement. This should also be a regular arrangement.

**15. Allotments**

An email had been received asking if there was any possibility of putting in a water supply to the allotments. There was much discussion, the clerk will investigate with Anglian Water. **Action clerk.**

There was also a request to put a shed on one of the allotment plots. The clerk will ask the tenant for more detail. **Action clerk.**

There has also been a request for a tenant to grow flowers on the allotment, agreed.

**16. Date of the Next Meeting.** The date of the next meeting was set for Thursday 20<sup>th</sup> July at 7pm in the village hall.

Items for the agenda should be sent to the clerk by Monday 10<sup>th</sup> July.

**17. Any Other Business.** Cllr Spencer stated that a decision needs to be made with regard to holding a meeting in August. This will be discussed at the next meeting.

There being no other business the meeting closed at 8.32pm.

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Chair

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Date