

**Minutes of the Annual Meeting of Cawston Parish Council
held on Thursday 20th July 2023 at 7pm at Cawston Village Hall**

Attendance: Cllr Buttifant (Chair), Cllr Durrant, Cllr Livingstone, Cllr Purdy, Cllr Sinclair, Cllr Soanes, Cllr Spencer, Cllr Peck (County Councillor) Sarah Vergette, Clerk and two members of the public.

1. **Apologies & approval of absence.** Cllr Hellewell, Cllr Reckert, District Councillor Dave Thomas. Approved.
2. **Declarations of Interest.** None to declare.
3. **To approve as accurate the minutes of the previous meeting.** The minutes of the last minutes, having been circulated, were **agreed**.
4. **Public participation**
 - 4.1 Two representatives from Cawston Football Club attended the meeting. The position regarding Business Rates relief will be clarified with BDC. **Action Clerk.** It was agreed the container could be sited on the playing field. The Football Club stated that there would be holding a recruitment day on 6th August and asked for permission to have a BBQ, granted. The Club also expressed concern over the use of the field by Cawston Red Rose Team, permission had been given for them to play matches on the field but it was understood they would train at the school. The concern was for how much use the pitch would have and the goal mouth in particular. The clerk will try to organise a meeting between both teams and the Parish Council. **Action Clerk.** Cawston FC have new goals arriving shortly to replace the existing goals, these are collapsible and will be removed between matches.
 - 4.2 Cllr Dave Thomas sent a report which had been circulated and noted.
Cllr Peck reported that there had been changes at Norfolk County Council, he now has half the Cabinet responsibilities he previously had. The Parish Gateways have now been reinstated. With regard to the Western Link work has not been stopped, it has been paused whilst waiting for funding from Central Government. A business plan has been submitted to the Department for Transport and this has then been sent on to the Treasury. The County Deal offer from Government has been signed in principle, this will mean having an elected Leader. A decision will be made in December whether or not to go to that model. Cllr Peck has funding for highway projects, it may be possible to spend some on the bus stop at Eastgate. However, the flooding situation needs to be looked into. The clerk will contact the Highway Engineer. **Action Clerk.**
 - 4.3 None.
5. **To discuss co-option**

An application had been received from a parishioner who wished to join the Parish Council however they were unable to attend this meeting. This will be discussed at the September meeting.
6. **Matters Arising**
 - 6.1 Clerk's report. Noted.
 - 6.2 A new fence has ben erected on the boundary of the Bowls Club/Cemetery car park, to the rear to the properties in Jubilee Close. Cllr Durrant reported that there was a car parking overnight on the car park. Pedestrian gates had also been put in the fence after it had been erected. It was agreed to write to Clarion Housing stating that there is no right of access across the car park to the properties.

- There is a large tree which needs to be cut back. David Gillett has been contacted. There is also another tree in Jubilee Close which needs to be looked at. **Action Clerk.**
- 6.3 Cllr Livingstone has details of a handyman who is willing to do carpentry. Cllr Purdy attended a meeting of the Oakes Memorial Trust, the finances are healthy. The Trustees would like to see “dogs on leads” signs on the playing field. The clerk will check previous minutes as this has been discussed before. The Trustees were concerned about the rabbit problem but this will be dealt with in the winter. They also raised concerns over the storage container.

7. Finance

- 7.1 To agree payments
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| a. | Clerk’s salary & expenses | £696.26 plus £31.65 for padlocks |
| b. | Garden Guardian | £983.00 |
| c. | Norfolk Pension Scheme | £245.39 |
| d. | HMRC | £172.17 |
| e. | Npower | £69.31 |
| f. | Cawston Historical Society | £200.00 |
| g. | B Lee Builders | £1014.61 |
| h. | NALC | £70.00 |
| i. | Community Heartbeat | £106.74 |
| j. | Barrett Corp Harrington | £300.00 |
| k. | TT Jones Electrical | £48.56 |
| l. | RoSPA | £272.40 |
- Approved.**

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

8. Planning

- 8.1 TPO BDO611 – Land east of Fred Tuddenham Drive. Noted, the clerk will sign the agreement. **Action Clerk.**
- 8.2 2023/1843 - Installation of pre construction field drainage to support the operation of the Hornsea Project Three onshore export cable route (EIA Development) - Attlebridge
 23/1842 - Installation of pre construction field drainage to support the operation of the Hornsea Project Three onshore export cable route (EIA Development) – Little Witchingham
 2023/1841 - Installation of pre construction field drainage to support the operation of the Hornsea Project Three onshore export cable route (EIA Development) – Alderford
 2023/1832 - Installation of pre construction field drainage to support the operation of the Hornsea Project Three onshore export cable route (EIA Development) – Morton on the Hill
 2023/1831 - Installation of pre construction field drainage to support the operation of the Hornsea Project Three onshore export cable route (EIA Development) - Morton who on the Hill
 2023/1384 - Installation of pre construction field drainage to support the operation of the Hornsea Project Three onshore export cable route (EIA development) – Booton
 2023/1381 - Installation of pre construction field drainage to support the operation of the Hornsea Project Three onshore export cable route (EIA Development) – Salle
 2023/1321 - Installation of pre construction field drainage to support the operation of the Hornsea Project Three onshore export cable route (EIA Development) – Heydon

2023/1317 - Installation of pre construction field drainage to support the operation of the Hornsea Project Three onshore export cable route (EIA Development) – Reepham.
Noted

9. Church & Cemetery

- 9.1 To discuss the church wall report. The report was noted and the increase in value will be sent to the insurance company. **Action Clerk.**
As nothing had been heard from the contractor who had agreed to carry out remedial works, an alternative contractor will be sought. **Action Clerk.**
An email had been received asking for a sign to say “Dogs on Leads” in the Cemetery. Dogs had been seen running around off the lead. **Action Clerk.**

10. Wind Farms

- 10.1 Mr Monk had sent a report which had been circulated and was noted.
Cllr Livingstone reported that everything was quiet at present. The road signs are still awaiting completion. Another meeting is needed.
It was noted that in the press today that Vattenfall have halting their scheme due to increased costs making it not viable.

11. Playing Field/Village Hall

- 11.1 To discuss the RoSPA report. Cllrs Livingstone and Purdy met with the clerk to look at the equipment. A contractor had been appointed to carry out the remedial work. A new basket swing bearing has been ordered, padlocks for the toddler play area have been purchased. There is a lot of work needed.
- 11.2 Discussed and agreed above under public participation.
- 11.3 The dead tree on the playingfield had been dealt with expeditiously at the weekend and the site was left in a very clean and tidy manner.
- 11.4 Cllr Buttifant stated that the young people’s open afternoon will be held on Wednesday 26th July from 4pm to 6pm. This is an opportunity to find out what activities youngsters would like to see in the village.
- 11.5 Cllr Spencer stated that Broadland District Council would like to hold a Tots to Tens event using scooters and skateboards in the playground. It was agreed they could use the playground but they would need to carry out their own risk assessment on the equipment.

12. Highways

- 12.1 BDC are seeking agreement from Norfolk County Council to install an additional dog bin on Marriotts Way. There was further discussion regarding two additional dog bins in the parish, permission will be sought from the landowner, **Action Clerk.** Cllr Buttifant proposed that if permission is given the bins should be ordered, this was seconded by Cllr Sinclair with all in agreement.
- 12.2 Highway permission has been given to re-site the litter bin as previously discussed. The clerk will contact Highways to ask for details of an approved contractor to install the bin as there may be services in the verge. **Action Clerk.** Cllr Buttifant proposed that if the cost is reasonable the clerk could give the go ahead for the work, this was seconded by Cllr Spencer with all in agreement.
- 12.3 Cllr Spencer reported that the Parish Council had been awarded £220 from BDC for taking part in the litter pick.

- 12.4 Litter bin on Aylsham Road, this has been tied to the lamp post for now but the clerk will contact Cllr Thomas as there seems to be a misunderstanding over who is responsible for the bin. If the Parish Council are responsible the same highway contractor will be used to carry out the work.
- 12.5 To note the parish Partnership Scheme. It was agreed to keep this item on the agenda.

13. Correspondence

- 13.1 Overgrown tree on the car park. Discussed above.
- 13.2 The Village Hall Committee had asked for permission to remove the Jubilee seats, refurbish them and re-site them at the village hall at their expense. Cllr Livingstone explained that the seats are set in concrete. It was agreed that the seats could be removed but their integrity must not be damaged. Cllr Sinclair will speak to the VH committee.

14. Allotments

- 14.1 Two requests for sheds at the allotments had been received, specifications had been given. Permission for both shed was granted.

15. Date of the Next Meeting. It was agreed to have an informal meeting to discuss the way forward for the playing field on 17th August at 7pm.
 The next meeting of the Parish Council will be held on Thursday 21st September at 7pm in the Village Hall. Agenda items should be sent to the clerk by Monday 11th September.

16. Any Other Business. Cllr Purdy had been approached regarding the old snow plough, the Historical Society would like to renovate it. This item will be put on the September agenda.

There being no other business the meeting closed at 8.22pm.

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 Chair

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 Date