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

 **held on Thursday 19th October 2023 at 7pm at Cawston Village Hall**

**Attendance:** Cllr Durrant, Cllr Harrison, Cllr Livingstone, Cllr Purdy, Cllr Reckert, Cllr Sinclair, Cllr Soanes (Chair), Cllr Spencer, Cllr Peck (County Councillor), Cllr Thomas (District Councillor), Sarah Vergette, Clerk.

1. **Apologies & approval of absence.** Cllr Buttifant, Cllr Hellewell. Approved.
2. **Declarations of Interest.** Cllr Sinclair declared an interest in any matters relating windfarms and solar farms.
3. **To approve as accurate the minutes of the previous meeting.** The minutes of the last minutes, having been circulated, were **agreed.**
4. **Co-option of Councillors.** Nothing to discuss.
5. **Public participation**

5.1 None.

5.2 Cllr Peck reported that the Western Link now has Government funding, for the amount NCC applied for and they may receive one hundred percent. A planning application will be made in December. There will however be a Judicial Review for the works on the A47 schemes and presumably at some point this will apply to the Western Link.

 Cllr Peck made enquiries with Highways regarding the parking restrictions in the High Street, these will not come into force if the work does not commence. The restrictions are part of the S278 Agreement, there will be parking restrictions until 2027 and speed restrictions until 2028. There will be no enforcement until NCC give the go ahead.

 With regard to the flashing 20mph signs on Aylsham Road, there was some discussion relating to the length of time they should be switched on. The wording should be removed. Cllr Peck will raise this will Highways.

 With regard to the yellow line extension on the corner of Chapel Street Highways told Cllr Peck that a resident had requested the line.

 Cllr Peck will also speak to Highways regarding the Gateways.

 There has been no development regarding the bridge, this is being monitored.

 Cllr Thomas reported that the new consultation for GNLP is about to go live. The broken sign for Jubilee Close has been reported and this will be followed up. Cllr Thomas has been assisting with the skatepark scheme.

 Broadland District Council have presented a new flytipping strategy at the town/parish forum. It would be good to know where the “hotspots are” (for example Cllr Thomas reported a small fridge down Bootle Lane a few months back).

5.3 None.

1. **Matters Arising**

6.1 Clerk’s report. Noted.

1. **Finance**

7.1 To agree payments, schedule attached.

 a. Clerk’s Salary and expenses £735.32

 b. HMRC £161.84

 c. Norfolk Pension Fund £236.30

 d. Garden Guardian £983.00

 e. Npower £103.34

 f. J Livingstone materials for playground £13.54

 g. BHIB increase in insurance premium £56.94

 h. TT Jones Electrical £48.56

 i. Ravencroft Tree Services £462.00

 j. King & Co £1282.42

 **Approved.**

It was agreed to wait until planning permission had been given for the school garden project before sending the grant money to them. S106 could be used to fund this project.

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

7.3 To discuss the budget. A draft budget had been circulated. It was agreed to discuss the earmarked funds and budget in detail at the next meting.

7.4 The second instalment of the Precept had been received.

1. **Planning**

8.1 Cllr Harrison had contacted BDC regarding the development in Norwich Road. The application is being held up by Nutrient Neutrality. The outline consent (20210284) granted, did allow (under condition 12 of the consent) for their to be first floor habitable space providing it was in the roof space of the building.  The properties in the reserved matters application have therefore been designed with the first floor accommodation above the eaves height which would comply with the requirements of the condition

1. **Church & Cemetery**

9.1 Cllr Purdy inspected the work which was carried out to one panel of the church wall, the contractors had done a good job. Quotes had been received to carry out further repairs but it was agreed to wait until spring in case the frost gets into the mortar. Cllr Livingstone suggested that one panel at a time should be repaired on a day rate basis. The contractors will be asked to supply extra flints as required. This was agreed. **Action Clerk.**

9.2 A quote in the sum of £272.50 had been received to carry out repairs to the church gate. This was agreed. **Action Clerk.**

9.3 The cemetery gates (Bowls Club end) are not closing correctly. The clerk will contact contractors. **Action Clerk.**

1. **Wind Farms**

10.1 Mr Monk reported that there had been no further information.

1. **Playing Field/Village Hall**

Cllr Spencer had circulated information regarding EV Charging points, the village hall committee will apply to have these installed. Cllr Spencer also reported that Age UK had asked to place a clothes bank at the village hall car park. The Woodland Trust have been contacted with regard to planting a double row of hawthorns to replace the wire fencing.

Cllr Spencer reported that when Cawston FC play home games the car park is full to capacity, she asked the Parish Council to consider permitting matting to be laid to the rear of the village hall for an overflow car park. There was much discussion relating to this and it was agreed that more information would be needed. The clerk will investigate matters relating rates and insurance. This matter will go on the November agenda.

11.1 To discuss the quote for new playground equipment. Three sets of quotes had been obtained. There was discussion relating to the layout of the playground and new equipment. It was agreed to hold a site meeting. All councillors need to look at the options and think exactly where the new equipment should be placed. A decision will be made at the November meeting. **Action ALL COUNCILLORS.**

11.2 Quotes had been received from Rino relating to the skatepark. If the equipment is taken apart it may not be possible to put it back together again. It was agreed to keep an eye on the surface.

11.3 Hedge cutting around the playground will be carried out in due course.

11.4 Skate Park. Sally Hoare from Broadland District Council will be meeting with the two residents to discuss scale and location.

11.5 It was agreed that the donated bench could go on the playingfield at the Winery end.

1. **Highways/Environment**

12.1 An amended tree survey had been received. Cllr Livingstone stated that only the trees that had issues were included in the survey.

 Cllrs Livingstone and Sinclair had identified and marked the trees which need to be attended to. Cllr Livingstone had been in touch with one tree surgeon, the clerk will contact the other tree surgeon. It was agreed that the work could proceed with whichever quote was cheapest.

 Only minimal work is needed to trees in the survey, two firs in the churchyard, one tree in the cemetery.

12.2 Cllr Purdy suggested that the Council could apply to have a trod installed from Sygate to Marriotts Way under the Parish Partnership Scheme. The clerk will contact the Highway Engineer to discuss. **Action clerk.**

 It was noted that work to the bus stop in Eastgate would be carried out in the New Year.

12.3 Update on dog bins. Cllr Sinclair will meet with the landowner to discuss placement of the dog bins. It had previously been agreed that Cllr Sinclair could purchase the necessary posts. Dog bins will be ordered if agreement with the landowner is reached. The clerk will check on the situation with the dog bin on Marriotts Way. **Action Cllr Sinclair, clerk.**

1. **Allotments**

13.1 To discuss quote for water at the allotments. Cllr Purdy had put together some costings for the scheme. However, there was discussion relating to the allotments being a temporary site. This land will be needed as a cemetery in due course. Four responses from allotment tenants had been received, it was agreed to wait until there had been further responses before any decision is made.

 **14. Correspondence**

 An email had been received stating that the SAM2 had a sticker placed over the lens, this has now been removed.

 An email had been received stating that a parishioner had cleared the plants surrounding the War Memorial, including lats year’s memorial tributes, and removed rubbish which was in the cemetery. An email thanking the parishioner will be sent. The email also contained useful comments.

1. **To discuss the Snow Plough.**

Cllr Purdy had circulated information relating to the snow plough, the Historical Society would like to renovate the snow plough and are looking for support from the Parish Council. It was agreed that this is an historical artefact but it should be moved to a place of safety to be stored and assessed. The Parish Council supports the restoration but the Historical Society should look for grants.

1. **Date of the Next Meeting.** The next meeting of the Parish Council will be held on Thursday 16th November at 7pm in the Village Hall. Agenda items should be sent to the clerk by Monday 6th November.

Cllr Sinclair asked for an item to be placed on the agenda to discuss future plans for the cemetery.

There being no further business the meeting closed at 8.50pm.

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Chair Date