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

 **held on Thursday 16th November 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, Sarah Vergette, Clerk.

1. **Apologies & approval of absence.** Cllr Harrison, Cllr Spencer, Cllr Peck (County Councillor), Cllr Thomas (District Councillor), Approved.
2. **Declarations of Interest.** None.
3. **To approve as accurate the minutes of the previous meeting.** The minutes of the last minutes, having been circulated, were **agreed.** Cllr Purdystated that it was not the Heritage Group as a whole who asked for the Parish Council’s support regarding the snow plough but one of their members.
4. **Public participation**

4.1 None.

4.2 Cllr Peck sent a report which was noted. With regard to the flashing 20mph signs he has spoken to Highways, and they will arrange for the wording to be blanked out. However, as previously stated the lights will continue to only flash at busy periods.

 Cllr Thomas also sent in a report that was noted. He has been contacted by residents regarding flooding in Eastgate and is addressing the issues. The GNLP consultation is now open for comment.

Cllr Purdy referred to grants for trees in Cllr Peck’s report and thought they could be used on land in Old Friendship Road. This is however private land and would not be considered suitable.

4.3 None.

1. **Matters Arising**

4.1 Clerk’s report. Noted.

4.2 There was some discussion regarding the laying of wreaths on Armistice Day and Remembrance Sunday. Cllr Buttifant laid wreaths on Armistice Day and the Scouts had laid the wreath on Remembrance Sunday. Cllr Soanes thought the wreath should have been laid by the Parish Council.

1. **Finance**

6.1 To agree payments, schedule attached.

 a. Clerk’s Salary and expenses £974.27

 b. HMRC £337.12

 c. Norfolk Pension Fund £368.11

 d. Garden Guardian £983.00

 e. Npower £117.35

 f. Broadland DC dog bins £265.20

 g. Broadland DC litter bins £795.60

 i. Royal British Legion – wreaths £60.00

 **Approved.**

It was noted that the annual pay award for clerks had been accepted and was backdated to April 2023 at the rate of £1 per hour.

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

6.3 To discuss the earmarked funds. Following some discussion is was agreed to add £2,000 to the playground fund and £1,000 to the churchyard fund.

 The clerk will look into Lottery funding for the playground equipment. **Action clerk.**

1. **Planning**

7.1 Cllr Livingstone reported that the two sites previously identified had been consolidated into one, there were no further site proposed.

1. **Church & Cemetery**

8.1 The clerk had contacted King & Co to ask for the works to the church wall to take place in the spring. The works to the gates will be carried out as soon as possible. Cllr Livingstone stated that King & Co had agreed to provide a quote for the other side wall, the clerk will remind them. **Action clerk.**

8.2 No quotes had been received for the cemetery gates. It is hoped to have something for the December meeting.

8.3 To discuss future plans for the cemetery. Cllr Sinclair stated that we need to start thinking about plans for future of the cemetery. A small part of the Bowls Club car park could be used and it could be consecrated. However, this may lead to safety problems around parking for the Club.

 The allotments would be the preferred option, water levels would need to monitored, bore holes would need to be put in next summer. The clerk will look to see how many plots are left in the Cemetery. **Action clerk.** This item will be on the agenda in the spring.

1. **Wind Farms**

9.1 It was noted that Vattenfall have pulled out of the North Sea projects.

1. **Playing Field/Village Hall**

10.1 To discuss the quote for new playground equipment. A meeting took place to discuss the quotes and the site. Several quotes for various items of playground equipment had been obtained. It was **agreed** that option 6 from NGF Play Limited was the preferred option and was the best value option. This would allow for additional equipment to be added in the future.

 The preferred site for the new piece of equipment is to the side of the toddler play area, it would make more of a play area and incorporate the community feel. This would also stop footfall across the playingfield. Cllr Harrison and/or Cllr Livingstone will produce a sketch plan of the playing field with the new equipment in place.

 A village meeting for consultation will follow. Cllr Purdy suggested that a five year plan for the playingfield is needed. This will be discussed again in the December when it is hoped there will be a plan.

10.2 The Garden Guardian had sent in a quote for the 2024 grass cutting season in the sum of £10615 plus VAT. Cllr Livingstone stated that it had been agreed no weedkiller should be used on the playingfield, the clerk will remind the contractor. Cllr Purdy thought the verges should be cut and the litter should be cleared. It was noted that there had been no issues with the contractor throughout the year. Cllr Durrant proposed that this quote should be accepted, this was seconded by Cllr Soanes. There were five votes in favour with Cllr Purdy against.

10.3 To discuss car parking at the village hall. Cllr Purdy thought the best option was for cars to park at the Winery. There was concern relating to safety issues if cars were to park to the rear of the village hall. The clerk had contacted the insurers and BDC, there is no problems with insurance or rates. This will be discussed at the December meeting when Cllr Spencer should be in attendance.

1. **Highways/Environment**

11.1 To discuss the quotes for tree works. Only one had been received, the clerk will chase up the second quote. **Action clerk**

11.2 The clerk will chase up to the Highway Engineer in relation to having a trod installed from Sygate to Marriotts Way under the Parish Partnership Scheme. **Action clerk.**

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

11.3 Update on dog bins. Cllr Sinclair will meet with the landowner to discuss placement of the dog bins. The bins have been ordered and Cllr Sinclair will install them once they have been delivered. The pad for the litter bin has been put in and Cllr Sinclair will see if he can install the bin.

1. **Allotments**

 12.1 There are two vacant allotments, these have been advertised. The water butt has been disconnected from the shed in the cemetery and the pipe goes through the hedge into a garden.

12.2 Four allotment tenant had responded positively about having water at the allotments. It was agreed not to install water as the allotments would need to be used as a cemetery extension in the future.

 It was also agreed that land will need to be sought for replacement allotments. The Parish Council may have to lease land and approach landowners.

 **13. Correspondence**

 Nothing to discuss.

1. **Date of the Next Meeting.** The next meeting of the Parish Council will be held on Thursday 21st December at 7pm in the Village Hall. Agenda items should be sent to the clerk by Monday 11th December.

**15. Any Other Business/Information.**

Cllr Livingstone has applied for hedging plants but will need to purchase guards and canes.

There being no further business the meeting closed at 7.54pm.

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Chair Date