

**Minutes of the Annual Meeting of Cawston Parish Council  
held on Thursday 14<sup>th</sup> December 2023 at 7pm at Cawston Village Hall**

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

1. **Apologies & approval of absence.** Cllr Hellewell Cllr Reckert, Cllr Sinclair, Cllr Soanes ,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 Purdy stated he has objected to the grass cutting contract being renewed as he believed Financial regulations had not been met. Cllr Purdy also stated that with regard to works in the Cemetery he was concerned about the edging etc. as they need straightening out.
4. **Public participation**
  - 4.1 None.
  - 4.2 Cllr Peck sent a report which was noted.  
Cllr Thomas also sent in a report that was noted.
  - 4.3 None.
5. **Matters Arising**
  - 5.1 Clerk's report. Noted.
  - 5.2 Cllr Livingstone stated that the rabbit problem needs to be discussed again.  
Cllr Buttifant suggested that the Council should look into resurfacing the skatepark.  
Cllr Livingstone stated that the ramps would need to be removed. Cllr Purdy will look into this.
6. **Finance**
  - 6.1 To agree payments;

a) Garden Guardian	£983.00
b) S Vergette – salary	£747.08
c) HMRC	£200.62
d) Norfolk Pension Fund	£270.72
e) NPower	£134.06

Cllr Purdy objected the payment to Garden Guardian, however the Council is contractually obliged to make the payment. **Approved.**
  - 6.2 To discuss and agree the bank reconciliation. **Agreed.**
  - 6.3 To discuss and agree the budget for 2024/25. A draft budget had been circulated, this was **agreed**.
  - 6.4 To discuss and agree the Precept for 2024/25. It was **resolved** to set the Precept at £32,450.
7. **Planning**
  - 7.1 Planning application 2023/3486 Wyndsmoor, Easton Way. Two-storey rear extension. No objections.
  - 7.2 It was noted that the GNLP consultation had now closed. The Buxton Road plot has been proposed as 2 pitches in place of 4.

- 7.3 It was noted that the appeal for Brandiston Road application had been refused at appeal.

## **8. Church & Cemetery**

- 8.1 Cllr Purdy stated that the leaves in the Cemetery are dangerous, Cllr Livingstone will take a look.
- 8.2 The gates at both ends of the Cemetery are in need of attention, the clerk will contact a builder.

## **9. Wind Farms**

- 9.1 Nothing to discuss.

## **10. Playing Field/Village Hall**

- 10.1 To discuss the quote for new playground equipment. Option 6 had been agreed upon for the new playground equipment. However, it was agreed that there should be some publicity so that the parish could discuss plans that the Parish Council has for the playground. The Parish Council has been saving for several years to be able to replace the aging equipment.  
Cllr Harrison will contact NGF to ask for help to create a site plan.
- 10.2 The Football Club had approached the Council to ask for permission to use a drone to film their match on Sunday. Providing CAA regulations are met and the user has insurance there were no objections. With regard to car parking the field is too wet to use at present. Cllr Livingstone suggested that there should be some discussion at the January meeting to offer a long lease to the Village Hall for the land to the rear of the hall.
- 10.3 Cllr Spencer reported that the village hall is suitable for EV charging units, this could go ahead. Cllr Spencer will discuss this with their insurers.

## **11. Highways/Environment**

- 11.1 To discuss the quotes for tree works. Two quotes have now been received for the tree works. Cllr Livingstone suggested that the works in the churchyard should be put on hold for the time being.  
Cllr Spencer proposed that Feeneys Tree Services should be used as the quote was lower, both contractors provide an excellent service, this was seconded by Cllr Harrison with all in agreement.
- 11.2 The dog bins have not arrived yet. There is an ongoing discussion with Veolia's Operations Manager regarding the emptying of a bin on Marriotts Way.
- 11.3 Biodiversity Policy. Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity. A model policy had been circulated. It was agreed that the clerk would make any amendments and this would be discussed again in January.

## **12. Allotments**

- 12.1 A vacant double plot has now been let. The clerk will contact outstanding payments. 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**

- 13.1 Clean Up and Bloom, Pride in Place information was noted.

13.2 Correspondence had been received regarding the pavement surfaces and a request for a pathway across the palyingfield. It would not be possible to instal a pathway across the playingfield. The clerk will contact Highways with regard to uneven surfaces of the footpaths.

**14. Date of the Next Meeting.** The next meeting of the Parish Council will be held on Thursday 18<sup>th</sup> January at 7pm in the Village Hall. Agenda items should be sent to the clerk by Monday 8<sup>th</sup> January.

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

Cllr Purdy asked if anything had been heard with the regard to the trod, the clerk will chase up with Highways.

There being no further business the meeting closed at 8.06pm.

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Chair

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Date