

**Minutes of the Meeting of Cawston Parish Council  
held on Thursday 21<sup>st</sup> March 2024 at 7pm at Cawston Village Hall**

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

1. **Apologies & approval of absence.** Cllr Hellewell, Cllr Soanes, 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**.

4. **Public participation**

4.1 None.

4.2 Cllr Peck stated his Parish Allowance had increased and following a conversation with the Highway Engineer he would fund the proposed trod at Sygate if possible. Norfolk County Council changes to the budget need to be consulted on and there is a link on the website for this. Cllr Peck gave a list of key contacts to the clerk.

Cllr Peck was asked to look into reinstating the parish gateways, these were removed as part of the windfarms works. The 20mph signs are missing in Chapel Street, these were installed as part of the Traffic Management Program and should be replaced.

Cllr Thomas will hold his parish surgery on 13th April at the Village Hall 10am - 12pm  
Broadland councils share of council tax will be increased - average of £5 for a Band D property. New Street has a pothole where the tarmac is folding and subsiding, highways aware and planning to do a street closure to repair - Richard Pearson confirmed

4.3 None.

5. **Matters Arising**

5.1 Clerk's report. Noted. There was some discussion relating to the Facebook post asking for views on dogs being on the playing field. These were inconclusive. However, it was agreed to put some new signs up at both entry points to the field asking dig owners to control their dogs, to pick up mess etc. It was noted that the mental wellbeing of dog owners is improved by walking them. Also noted that children can feel intimidated by digs that are not on leads. A sign is also needed at the Chapel Street entrance asking for the entrance to be kept clear as it is an emergency exit.

5.2 None.

6. **Finance**

6.1 To agree payments;

a) Garden Guardian	£983.00
b) S Vergette – salary	£762.38
c) HMRC	£200.62
d) Norfolk Pension Fund	£270.72
e) NPower	£127.78
f) NGF Play – deposit	£6706.26
g) Clear Insurance	£1236.86

**Approved.**

It was agreed to transfer £37,000 from the Barclays account to Unity, the cheque was duly signed.

6.2 To discuss and agree the bank reconciliation. **Agreed.**

- 6.3 Receipt of the National Lottery Grant was noted. There was some discussion regarding the play equipment now a grant has been received, it was agreed to discuss this at the next meeting. Consideration should be given to the skatepark, the use of CIL and S106 monies and the existing play equipment which might need removing. Cllrs should send suggestions to the clerk in advance of the meeting. Any plans arising from the discussion will be communicated to the parish. When the new play equipment is installed the company will be asked to leave any excess soil onsite.
- 6.4 The insurance renewal had been received, this will be the last year in the three year contract.
- 6.5 The notice of audit had been received, the Parish Council has been selected for an intermediate audit.

## 7. Planning

- 7.1 Planning application 2024/0479 erection of garage/car port at Holly Tree Farm. **No objections.**
- 7.2 The updates to the Greater Norwich Plan were noted. Two pieces of land have been consolidated for development. It was agreed that the Parish Council should take a proactive approach to any development by talking to the landowner. This will be discussed in April. In the meantime the clerk will contact Cllr Thomas for advice.

## 8. Church & Cemetery

- 8.1 To discuss and agree replacement dog fouling signs. Cllr Purdy gave details of wording which were **agreed**. The signs should be fixed to the gates.
- 8.2 To discuss and agree works to the wall and fences. Only one quote had been received, it was agreed to contact other companies to ask for quotes.
- 8.3 To discuss quotation for repairs to the memorials in the cemetery. Again, only one quote had been received despite the clerk contacting two further memorial masons. It was **agreed** to accept the quote from Robert Wells.
- 8.4 The clerk had been contacted regarding the subsidence of a grave in the Cemetery, the clerk had been to investigate. It was agreed that any remedial works needed as the responsibility of the owner of the plot.

## 9. Wind Farms

- 9.1 A meeting will be held with Hornsea 3 on Tuesday 2<sup>nd</sup> April at their site. Cllr Livingstone reported that the Bowls Club would be applying to the Community Benefit Fund for PV on the roof.

## 10. Playing Field/Village Hall

- 10.1 An email had been received from the Village Hall Committee asking to use the playingfield for a family fund day on 14<sup>th</sup> July. This was **agreed**. They will be asked for a copy of their public liability insurance and a risk assessment.

## 11. Highways/Environment

- 11.1 Cllr Livingstone agreed to act as the Biodiversity Representative.
- 11.2 The annual litter pick will take place on 23<sup>rd</sup> March starting at the village hall. It was noted that someone had been collecting litter around the village. However, the litter had been placed in the grey bin and had not been sorted, the bins at the Cemetery bins. The rubbish will be sorted. The village is looking very clean and tidy thanks to the person who has been litter picking.
- 11.3 One of the 30mph signs in Chapel Street is bent and the other had been knocked out,

**12. Correspondence**

Two emails had been received regarding the defibrillators, asking if they were regularly inspected. The defibrillators are sited at; the village hall, Eastgate, Bowls Club and the School. They are all checked regularly.

Cllr Spencer stated that she wished to resign from the Parish Council with immediate effect, the clerk will inform Broadland District Council and the appropriate procedure will be followed. Thanks were given to Cllr Spencer for her service to the Parish Council and Village Hall.

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

**14. Any Other Business/Information.**

Nothing further to discuss.

**16. Clerk’s Appraisal.**

Cllr Soanes and Cllr Purdy met with the clerk for the appraisal, the outcome was discussed and agreed.

There being no further business the meeting closed at 8.20pm.

.....  
Chair

.....  
Date