

Cawston Parish Council

Minutes

Meeting held on Thursday 15th January 2026 at 7pm in the Village Hall,

In Attendance: Cllr Arneill, Cllr Buttifant (Chair), Cllr Durrant, Cllr Livingstone, Cllr Purdy, Cllr Reckert, Cllr Sinclair, Cllr Soane, Cllr Dave Thomas (District Councillor) and Sarah Vergette (Clerk)

1. **Apologies & Approval of absence.** Cllr Hellewell, Cllr Greg Peck (County Councillor) Approved
2. **Declarations of interest.** None
3. **To approve as accurate minutes of the previous meeting.** The minutes of the previous meeting, having been circulated were **approved** and signed as a true record
4. **Public Participation**
 - 4.1 Public. None.
 - 4.2 County Councillor. Nothing to report.
 - 4.3 District Councillor. Cllr Thomas reported that the BDC budget consultation has started. A decision regarding local elections is awaited. Cllr Thomas has been helping residents who are social housing tenants with issues relating to their heating and accommodation.
5. **Updates**
 - 5.1 Clerk's report – noted.
6. **Finance & Governance**
 - 6.1 To approve payments

a. Salary	£605.55
b. HMRC	£456.48
c. Norfolk Pension Fund	£275.20
d. Npower	£203.09
e. T Crane	£360.00
f. TOP Garden services	£10740.18

Total of all invoices for the year
There was some discussion regarding the standard of services provided by the grass cutting company. Following the discussion it was resolved to pay the invoices in full and final settlement of the account.

g. Create Consulting	£2814.00
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Approved
 - 6.2 To approve bank reconciliation. **Approved**
 - 6.3 To discuss and adopt updated Standing Orders. **Adopted** with a few minor amendments.
 - 6.4 To discuss and adopt Updated Financial Regulations. **Adopted.**
 - 6.5 To discuss and adopt IT Policy. **Adopted** and signed by the Chair.
 - 6.6 To discuss and adopt updated Data Protection and Data Audit policy. **Adopted.**

7. Planning Matters

- 7.1 There was some discussion relating to the land near Woodrow Garage and the roundabout. Cllr Thomas will be meeting with the Compliance Officers from Broadland District Council and he will ask them to meet with the Parish Council.
- 7.2 The derelict property in Chapel Street continues to be monitored.
- 7.3 Comments for planning application 2025/1547 have now closed. Cllr Thomas has asked BDC for an update.

8. Cemetery/Churchyard

- 8.1 Cllr Purdy has the plaque and slate for the Pembroke Yeomanry and hopes to install it at the weekend.
- 8.2 Considerable damage to the Bowls Club car park has been done, this has been reported to the Police by the Bowls Club. The Clerk will ask the Club to release their CCTV footage to the Police.
- 8.3 Cllr Livingstone reminded Councillors that there will be a working party, probably in March, to clear the church walls before the work takes place.
- 8.4 There is a pothole in the footpath through the churchyard. Cllr Sinclair will take a look and report back to the clerk.
- 8.5 A 'H' line in front of the church gates had been requested, the clerk will follow this up with Highways.

9. Playing field/Village Hall

- 9.1 Cllr Livingstone reported that the playingfield is very muddy, the goal mouths may need some work carried to them soon. The Football Club had been helpful in moving the goals.
- 9.2 The combine now has its number plate and the rollers have been repaired.
- 9.3 The new sign has been installed on the gates, this is covered under street furniture on the insurance policy.
- 9.4 Cllr Sinclair reported that the hedges would be cut within the next few weeks as it had been too wet to carry out this work sooner.

10. Highways

- 10.1 The SAM2 results were noted, the sign will be moved to Norwich Road next.
- 10.2 Cllr Sinclair stated that some time ago the Parish Council had contacted Highways with regard to one of the square posts for the village gateway being replaced with a round post by Volker Fitzpatrick. The Parish Council had paid for the gateways and it had originally been agreed that they would be reinstated correctly. The Clerk will find the correspondence relating to this and follow up with Cllr Thomas and Highways.
- 10.3 Cllr Purdy reported that the road from Marriotts Way to Sygate were not gritted, this is bus route and a main route out of the village. Easton Way has also not been gritted, this is also a bus route. The clerk will contact Highways.

11. Allotments

- 11.1 Cemetery Extension – A report has been received from which states that the ground is dry to 5 metres and compliant, Cllr Sinclair will continue monitoring. A planning application will be needed. The clerk will obtain a quote to compile and submit and application. The hedge could be left in place but the gateway widened. As the areas is under 0.2 hectares it is exempt from Biodiversity Net Gain.
- 11.2 The allotment tenants will be informed when the planning application goes in.

12. Correspondence

12.1 Nothing to discuss.

13. Date of the next meeting

The date of the next meeting is currently set for **Thursday 19th February** 7pm in the Village Hall. Items for the next agenda to be sent to the clerk by Monday 9th February 2026.

14. Any Other Business/ For Information.

None.

There being no further business the meeting closed at 8.03pm

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Chair

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Date