

**Minutes of the Annual Meeting of Cawston Parish Council
held on Thursday 23rd May 2024 at 7pm at Cawston Village Hall**

Attendance: Cllr Abel, Cllr Arneill, Cllr Buttifant(Chair), Cllr Durrant, Cllr Harrison, Cllr Purdy, Cllr Reckert, Cllr Sinclair, Cllr Soanes, Sarah Vergette, Clerk.

1. Election of Officer

- 1.1 Chair – Cllr Purdy proposed Cllr Buttifant, seconded by Cllr Durrant with all in **agreement**.
- 1.2 Vice-Chair – Cllr Buttifant proposed Cllr Soanes, seconded by Cllr Reckert with all in **agreement**.

2. Apologies & approval of absence. Cllr Hellewell, Cllr Livingstone, Approved. Cllr Thomas (District Councillor), Cllr Peck (County Councillor).

3. Declarations of Interest. Cllr Sinclair declared an interest in the Wind Farm/Solar Farm items.

4. To approve as accurate the minutes of the previous meeting. The minutes of the last minutes, having been circulated, were **agreed**.

5. Public participation

- 5.1 None.
- 5.2 Cllr Thomas sent a report which was noted.
- 5.3 None.

6. To appoint members to serve for the ensuing year on :

- a. Oakes Memorial Trust Charity (two members) – Cllr Purdy, Cllr Soanes.
- b. Cawston Heath Trust Charity (one member) – Cllr Livingstone.
- c. Cawston Village Hall Management Committee (one member) – none.
- d. Reephram Safer Neighbourhood Action Panel (SNAP) (one member) – Cllr Harrison.
- e. Cawston Lunch Club – Cllr Buttifant.

7. To review and agree Policies

- 7.1 Schedule of meetings of the Council for 2024/25. **Agreed.** December meeting will be 19th December.
- 7.2 Standing Orders. **Agreed.**
- 7.3 Financial Regulations. **Agreed**
- 7.4 General Risk Assessment. **Agreed.**
- 7.5 Internal Control Policy. **Agreed**

8. Matters Arising

- 8.1 Clerk's report. Noted.
- 8.2 Cllr Soanes suggested that Councillors should monitor the bottles banks. The clerk will share the contact details so that Councillors can asked for them to be emptied. Dog mess had been left in one of the recycling bins, a reminder to use the dog bins will go on Facebook. The clerk will follow up on the dog bin for Marriotts Way.

9. Finance

- 9.1 To agree payments;
 - a) S Vergette £819.41
 - b) HMRC £218.52
 - c) Norfolk Pension Fund £281.53
 - d) Think Jarvis £225.00 Designs for play equipment

e)	Kind & Co	£327.00	Church gates
f)	M Anderson-Dungar	£75.00	Internal audit
g)	Online Playgrounds	£75.80	Zip wire cableway replacement.
h)	Norfolk Print & Design	£40.00	posters and flyers
i)	NPower	£118.88	
j)	NGF Play	£16007.94	
k)	Garden Guardian	£1061.50	

Approved.

- 9.2 To note the Internal Audit report – noted.
- 9.3 Approval of the Governance Statement of the Annual Return. **Approved and signed.**
- 9.4 Approval of the Accounting Statements of Annual Return. **Approved and signed.**
- 9.5 To note income
 - i. Precept £16225
 - ii. Recycling credits (textiles) £65.74

10. Planning

- 10.1 To discuss GNLP site. Cllr Sinclair suggested there should be engagement with BDC and the landowner. The Parish Council should start to express desires for the site which could do a lot for the village in terms of S 106 or CIL monies. Sixty units are proposed on the land. Car parking for the school and allotments could be considered. It was **agreed** to form a Working Party to discuss this, it will comprise Cllr Livingstone, Cllr Sinclair, Cllr Reckert, Cllr Harrison and Cllr Arneill.
- 10.2 Planning application 2024/1083 Holly Tree Farm – change of used from Agriculture to residential and erection of car port. No objections.

11. Church & Cemetery

- 11.1 The clerk stated that one company had declined to quote for the church wall and she was waiting for a further quote.
- 11.2 Cllr Sinclair reported that the ivy is becoming overgrown and a working party could address this later in the year.

12. Wind Farms

- 12.1 Vattenfall are now RWE. A meeting was held on 9th May, the representative from Murphys gave a good account. Road closures will happen, these will follow policy and procedures. It was noted that communications with the company are poor. The depth and construction of the cable trench was fully explained which complies with the farm depth guide of 900mm.
The cables which are made in South Korea and will be shipped to Felixstowe however the route to the Oulton store has not been finalised.
The community fund will be open for bids at the end of 2024.
Aggregate lorries will pass through the village end of May/June to build the haul road

13. Playing Field/Village Hall

- 13.1 The new play equipment has been installed. Cllr Sinclair suggested that one of the benches needs levelling up, also a new picnic bench would be a good idea, the clerk will obtain prices.
- 13.2 The EV charges have been installed and will be commissioned shortly.
- 13.3 A member of the public attended the meeting to talk about the skatepark, to date no action group has been formed. To obtain grants a CIO or charity needs to be formed

once there are sufficient people involved. There was discussion relating to the surfacing, quotes have not been received yet.

- 13.4 Cawston FC have written, they now have youth teams who would like to train in the week, they would need to mark out smaller pitches within the existing pitches. There was discussion relating to costs towards the upkeep of the playing field. There had also been contact from another football team as they would like to seek grants for sport in the village. It was suggested that the two teams should get together to discuss a joint proposal. and the Parish Council will then review this.

14. Highways/Environment

- 14.1 Cllr Purdy met the Highway Engineer to discuss a potential trod at Sygate, the cost would be in the region of £20,000 to £25,000, this is before a full design is carried. The clerk will contact Cllr Peck as he indicated he could fund some of this. Cllr Soanes stated that there had previously been a trod in this area but it is now overgrown.
- 14.2 Update on SAM2. The machine has been rebooted and set up in Eastgate. 81% of vehicles were travelling at 30mph or less, 97% at 35mph or less there had been one vehicle at 45mph. The SAM2 will be moved to a new location shortly.

15. Correspondence. Nothing further to discuss.

- 16. Date of the Next Meeting.** The next meeting of the Parish Council will be held on Thursday 27th June at 7pm in the Village Hall. Agenda items should be sent to the clerk by Monday 17th June.

14. Any Other Business/Information.

Cllr Durrant reported a slat missing from one of the benches in the Cemetery, the clerk will look into this.

Cllr Soanes reported potholes near Booton Clay Pits and Brandiston Road, these will be reported.

The clerk had received a request for a bus shelter on Aylsham Road, opposite the Cemetery, costs are being investigated.

There being no further business the meeting closed at 8.25pm.

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Chair

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Date