

## Cawston Parish Council

### To: Members of Cawston Parish Council

You are duly summoned to attend the Meeting of Cawston Parish Council to be held following on Thursday **18<sup>th</sup> December at 6pm** 2025 at Cawston Village Hall

S Vergette  
Sarah Vergette

Date 9<sup>th</sup> December 2025

Clerk, Cawston Parish Council  
[cawstonpc@yahoo.co.uk](mailto:cawstonpc@yahoo.co.uk)  
01603 714172

### Public Attendance

Members of the public and press are welcome to attend. At item 4 the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 10 minutes duration and will be followed by any County/District Councillors' reports.

### AGENDA

- 1. Apologies & approval of absence**
- 2. Declarations of interests**
- 3. To approve as accurate minutes of the previous meeting.**
- 4. Public participation session (10 minutes)**
  - 4.1 Public
  - 4.2 County/District Councillor
  - 4.3 Police report
- 5. Updates**
  - 5.1 Clerk's report
  - 5.2 Any other updates
- 6. Finance**
  - 6.1 To approve payments – separate schedule
  - 6.2 To approve the bank reconciliation
  - 6.3 To discuss grass cutting contract
  - 6.4 To discuss and agree the budget
  - 6.5 To discuss and agree the Precept
  - 6.6 To discuss CIL monies
- 7. Planning matters**
  - 7.1 To discuss planning application 2025/1547 Land North Of Buxton Road East Of Flambirds Buxton Road Cawston Norfolk - Change of use from amenity land to gypsy and traveller site for 2 units
  - 7.2 To discuss planning application 2025/3589 Beechwood Farm – creation of irregularly shaped wildlife pond

7.3 To note refusal of planning permission for planning application 2025/1531 – Land North of Aylsham Road for Construction, operation, and subsequent decommissioning of a renewable energy park, comprising ground mounted solar photovoltaics (PV) together with associated infrastructure, including inverters, transformers, substation, cabling, CCTV, fencing, access and landscaping

**8. Cemetery/Church**

8.1 To discuss any other matters relating to the Church or Cemetery

**9. Playing Field/Village Hall**

9.1 To discuss siting of a sign for the Oakes Memorial Trust

9.2 To discuss any other matters relating to the Playing field

**10. Highways**

10.1 To discuss any highway matters

**11. Allotments**

11.1 To note an update on matters for proposed cemetery extension

**12. Correspondence**

12.1 To note any correspondence

**13. Date of Next Meeting**

The date of the next meeting is currently set for Thursday 15<sup>th</sup> January 2026 at 7pm in the Village Hall.

**14. Any Other Business/Information**

No decisions can be made under this item, for information purposes only.

Items for the next agenda to be sent to the clerk by Monday 5<sup>th</sup> January 2026.

Clerk's report December 2025

BDC have confirmed that CIL monies can be used for the Cemetery extension.

The bore holes were drilled on 1<sup>st</sup> December. We have a pro forma invoice for the dip meter and once this is received Graham will monitor the levels.

I have sent in a VAT reclaim for £8910.79.

A draft budget is included with the meeting papers, this is for discussion and amendment if necessary. Following agreement of the budget we can set the Precept.

I received a complaint that the white lines in the middle of Norwich Road have not been re-painted. This issue was originally raised in November 2024. I have followed up with the Highways Engineer who was unaware the lines had not been painted and will arrange for this to be done.

Dave Thomas is arranging to get some of the PSPO – dog fouling signs for us.

**Cawston Parish Council  
Bank Reconciliation**

**Financial year ending 31 March 2026**

Statement Date

**Balance per bank statements as at 30th November 2025**

Unity Bank	£	37,795.08
Unity Savings	£	51,372.47
Barclays Current Account	£	386.18
	£	89,553.73

Less: Unpresented cheques

Net balances	£	89,553.73
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**Cashbook**

Opening balance at 1 April 2025	£66,130.90
Add: Receipts	£ 91,901.33
Less: Payments	£ 68,478.50
Closing Balance	£ 89,553.73

# Cawston Parish Council – Grounds Maintenance Quotes Evaluation

## Summary for Councillors

This report compares three anonymised contractor quotations for the 2026 grounds maintenance contract covering Cawston Cemetery & Car Park, St Agnes Churchyard, and the Oakes Memorial Recreation Ground.

### Comparison Table of Grounds Maintenance Quotes

Contractor	Cemetery & Car Park	St Agnes Churchyard	Oakes Rec Ground	Total (ex VAT)
Contractor A	Included	Included	Included	£13,558
Spraying extra		£75 per spray around graves	£225 per spray around fenceline	
Contractor B	£5,889	£1,619	£4,127	£11,926
	Car park £291			
Contractor C	£5,875.72	£2,271.74	£4,278.87	£12,426.33
	Spraying base of hedges and gravel paths £123.77 per occasion	Spraying pathway and base of building £59.94 per occasion	Spraying fence line. Hedges £272.69 per occasion	Total per occasion £456.40

**Contractor A.** did not give details in their quote which was quote basic and referred to the specification. 14 cuts, bi-monthly from mid-April to mid-October. Removal disposal of green waste as required.

#### Contractor B.

Cemetery and car park – cut and mulch the grass every two weeks from April until the end of October, strim all accessible areas around graves etc. Cut hedges and bushes in the autumn. Apply weedkiller on two occasions to unattended graves and paths. Clear leaves and fruit from the paths and entrance. Car park – cut every two weeks.

Playing field – gang mow every two weeks April until the end of October. Scarify and roll in spring, scarify and spike in autumn. Cut around children's play area and around village hall, strim around obstacles every two weeks during growing season.

St Agnes Churchyard – Cut grass every two weeks April until end of October. Strim around graves and obstacles. Leave wild flower and mow in autumn.

**Contractor C.**

Cemetery & car park – Cut and collect grass every two weeks mid-April to mid-October. Strim around graves. Cut hedges on one occasion, clear leaves and fallen fruit in September and October.

Playing field – Gang mow the field and cut playing field every two weeks from mid-April to mid-October. Strim around play equipment and village hall every two weeks. Spike the field on one occasion and quadra the field on one occasion in autumn,

St Agnes Churchyard – Cut and collect grass every two weeks from mid-April to mid-October, strim around graves.

# Cawston Parish Council

Sarah Vergette  
3, Roseberry Road,  
Great Plumstead,  
Norwich  
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clerk@cawstonnorfolk-pc.gov.uk

Quotations are invited for the grass cutting and general maintenance of the following sites.

1. The Oakes Memorial Recreation Ground.
2. St Agnes Churchyard.
3. Cawston Cemetery.

## General Condition of contract.

- In regards the Churchyard and the Cemetery the contractor is reminded that this is sacred ground and should be treated with respect.
- To avoid clashing with funerals and other events the contractor will be required to inform the Parish Clerk or nominated councillor when the work at these locations will take place.
- The contractor is to place warning notices at each entrance to the site advising work is in progress.
- The contractor to have public liability insurance and provide sight of this to the P.C.
- The contractor to provide the Parish Council with a Method statement and a safe system of work for the work undertaken.
- In the event of any damage to any items please report immediately to the Parish clerk.
- Payment can be made on a monthly against a submitted invoice.

## **Cawston Cemetery and Cemetery car park.**

1. Cut and collect grass every 2 weeks starting mid-April to mid-October.
2. Strim around all graves and use a blower to clear any arisings that have landed on graves or flowers.
3. In September cut hedges (include the allotment side) and bushes including the privet hedge alongside the access track from the Norwich Road. Allow for clearing all arisings and removing from the site.
4. Provide a separate price for applying weedkiller to unattended graves and pathways, brand of weedkiller to be approved by the P.C. prior to application.
5. In September and October allow for raking up leaves and fruit from pathways to include the area at the Aylsham Road entrance.

## **St. Agnes Churchyard.**

1. Cut and collect grass every 2 weeks starting mid-April to mid-October
2. Strim around graves and inaccessible areas.
3. Provide a separate price for applying weedkiller around graves brand of weedkiller to be approved by the P.C. prior to application.

## **Oakes Memorial Recreation Ground.**

1. Allow for gang mowing the recreation ground every 2 weeks from mid-April to mid-October.
2. Allow for scarifying and rolling in the spring and scarifying and spiking in the Autumn.
3. Mow all surrounds, children's play area and the access lode from Chapel Street.

4. Include the area around the village hall.
5. Take particular care around the fruit trees on the east side of the field.
6. Provide a separate price for applying weedkiller along the fence lines brand of weedkiller to be approved by the P.C. prior to application.

	Actual 2024/25	Actual 2025/26	Budget 2025/26	Budget 2026/27	Budget compared to Previous Year	Notes
<b>Administration</b>						
Audit	390.00	390.00	500.00	500.00	0.00%	
Bank charges	£ 71.40	48.00	72.00	84.00	16.67%	
Insurance		1,553.43	1500.00	1700.00	13.33%	
Parish Clerk	16256.83	11,146.28	16823.93	17512.00	4.09%	includes home working & mileage
Subscriptions	686.08	685.00	480.00	600.00	25.00%	
Training		115.00	250.00	250.00	0.00%	
Website & emails		216.00		100.00		
<b>Cemetery</b>						
Grass Cutting	5,467.12	458.42	4460.00	6180.00	38.57%	
Maintenance	2584.71	0.00	1600.00	500.00	-68.75%	Cemetery extension from reserves and CIL
<b>Churchyard</b>						
Grass cutting	1432.13	120.08	1900.00	1619.00	-14.79%	
Maintenance	3464.08	0.00				church wall work to be met from reserves
<b>Environment</b>						
Dog & litter bins	1278.75	0.00	1300.00	1400.00	7.69%	
Recycling	337.33	221.50	280.00	280.00	0.00%	
Street Lights	1583.17	1,075.39	2000.00	2000.00	0.00%	
Allotments		375.00				
Trees	350.00	0.00	500.00	500.00	0.00%	
<b>Playingfield</b>						
Grass cutting	3650.3	306.08	4300.00	4127.00	-4.02%	
Maintenance	694.16	40,871.09	1500.00	1500.00	0.00%	Expenditure includes new equipment
<b>Other</b>						
Chairman's Allowance			110.00	110.00	0.00%	
Defibrillators	121.95	388.00	200.00	400.00	100.00%	
Historical Society	200.00	200.00	200.00	200.00	0.00%	
Miscellaneous	662.50		1000.00	1000.00	0.00%	
SAM2	108.01	0.00	200.00	200.00	0.00%	
S137		59.97	100.00	100.00	0.00%	
Earmarked funds			2000.00	3000.00	50.00%	allotments 2k churchyard 1k
Friends of Cawston school	2000.00					
<b>Total Payments</b>	<b>62464.12</b>	<b>59,567.71</b>	<b>41275.93</b>	<b>43862.00</b>	<b>6.27%</b>	
<b>Income</b>						
Allotments	220.00	165.00	180.00	£ 240.00	33.33%	
Bank interest	1302.35	586.76	200.00	£ 300.00	50.00%	
Bowls Club	300.00	300.00	300.00	£ 300.00	0.00%	
Cemetery	220.00	1016.00	600.00	£ 600.00	0.00%	
Recycling credits	1023.55	983.23	600.00	£ 600.00	0.00%	
CIL/S106	8736.86	695.00				
Oakes Trust		39,822.60				Donation from Oakes Trusts
Grow Make Bake	831.20	1872.51				
	<b>12633.96</b>	<b>45441.10</b>	<b>1880.00</b>	<b>2040.00</b>	<b>8.51%</b>	
<b>Precept</b>	32450.00	39500.00	39500.00			
<b>Total Income</b>	<b>45083.96</b>	<b>84941.10</b>	<b>41380.00</b>	<b>2040.00</b>		
Excess/Loss				-£ 41,822.00		
<b>Tax Base</b>	534	548		£ 552.00		
<b>Band D</b>	£ 60.77	£ 72.08		£ -		
Inc/Dec on Council Tax bill	3.03%	18.61%		-100.00%		



Community at heart  
The Horizon Centre  
Broadland Business Park  
Peachman Way  
Norwich  
NR7 0WF

Ms Sarah Vergette  
Cawston

Tel 01508 533813 / 01603 430509  
planning@southnorfolkandbroadland.gov.uk

Our ref 2025/1547

20 November 2025

Dear Sir/Madam,

**Proposal: Change of use from amenity land to gypsy and traveller site for 2 units**  
**Location: Land North Of Buxton Road East Of Flambirds Buxton Road Cawston**  
**Norfolk**

**Applicant: Mr Ben Kemp**

**Application Type: Full Planning Permission**

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at

<https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SWMCFHOQIWN00> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing [planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk) online at [www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk) or by post before 11 December 2025. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

**Development Management**





Community at heart  
The Horizon Centre  
Broadland Business Park  
Peachman Way  
Norwich  
NR7 0WF

Ms Sarah Vergette  
Cawston

Tel 01508 533813 / 01603 430509  
planning@southnorfolkandbroadland.gov.uk

Our ref 2025/3589

4 December 2025

Dear Sir/Madam,

**Proposal: Creation of an irregularly shaped wildlife pond**

**Location: Beechwood Farm Barn Perrys Lane Cawston Norfolk NR10 4HJ**

**Applicant: Mr & Mrs Christopher And Frieda Hollins**

**Application Type: Householder**

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at

<https://info.southnorfolkandbroadland.gov.uk/online->

[applications/applicationDetails.do?activeTab=summary&keyVal=T5VDGTOQK2600](https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T5VDGTOQK2600) by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing [planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk) online at [www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk) or by post before 27 December 2025. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

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Yours sincerely

**Development Management**