

**Minutes of the Meeting of Cawston Parish Council  
held on Thursday 20<sup>th</sup> November 2025 at 7.23pm at Cawston Village Hall**

**Attendance:** Cllr Arneill, Cllr Durrant, Cllr Hellewell, Cllr Livingstone, Cllr Purdy, Cllr Reckert, Cllr Sinclair, Cllr Soanes, (Chair), one parishioner, and Sarah Vergette, Clerk.

**1. Apologies & approval of absence.** Cllr Buttifant. Approved. Cllr Thomas (District Councillor), Cllr Greg Peck (County Councillor)

**2. Declarations of Interest.** Cllr Arneill declared an interest in item 9.3.

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

**4. Public participation**

4.1 None.

4.2 Cllr Thomas sent a report: Solar panels Exagen, I'm 99% certain it will be on the 3rd December planning committee agenda. I've asked to speak, and I will be speaking against as the plans stand.

Grupotec - I am confident you'll see that Jan/Feb for planning, seeing if there are any changes on the plan prior.

Woodrow roundabout field, with compliance, I've chased, I emailed the clerk separately to this but I promise I'm chasing. Next Councillor surgery is the 13th December at Cawston village hall.

With regard to the Woodrow roundabout situation councillors were concerned but recognised that enforcement has to follow procedure and takes time.

4.3 Police report . None received

**5. Matters Arising from the previous meeting**

5.1 Clerk's report. A report had been circulated and was noted.

**6. Finance**

6.1 To approve payments

a.	S Vergette	£891.15 including SLCC membership
b.	HMRC	£456.48
c.	Norfolk Pension Fund	£275.20
d.	NPower	£169.31
e.	NGF Play	£33450.98
f.	NPTS – training	£66.00

**Approved.**

6.2 To approve the bank reconciliation. **Approved**

6.3 Recycling credits in the sum of £870.61 were noted.

**7. Planning matters**

7.1 Two Supplementary Planning Documents relating to policies in the Greater Norwich Local Plan for consultation were noted.

7.2 TPO BDO776 for land south of 1 William Bush Close was noted.

7.3 An updated PSPO covering play areas in Broadland was noted. There was discussion relating to dog fouling on the playingfield. The playingfield is for the use of the whole community and there is dog fouling throughout the village. The clerk has request new signs.

- 7.4 Amendment to Planning application 2025/2911 2 William Bush Close – noted, no comment.
- 7.5 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. This application had been received too late for Councillors to consider in detail. An extension of time will be requested.

#### **8. Cemetery/Church**

- 8.1 Cllr Purdy reported that he now had a piece of slate. He has visited the printer with revised wording for the plaque. A cost of up to £500 had been agreed with Lampeter. The base will be fixed with tamper proof screws on a concrete base and surrounded with slate chippings.  
The Spanish Laurels look as if they may have revived.
- 8.2 The stone mason has sent a copy of their Public Liability and a brief method statement which was acceptable. Cllr Livingstone will arrange a working party in the spring to clean some of the walls.  
There was some discussion regarding the re-digging of existing graves.  
If the Cemetery extension is to be used it will need to be consecrated, the clerk will look into process. Planning permission will also be needed.

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

- 9.1 To discuss request from the Oakes Memorial Trust for a sign on the playingfield. Cllr Soanes had outlined the proposal and there is no objection to a sign. However, the wording needs clarification, Cllr Soanes will circulated this to Councillors for approval. There needs to be thought as to where the sign will be sited, it should also be noted that the ongoing maintenance and responsibility will fall to the Parish Council.
- 9.2 To discuss request to use the playing field for a dog show next year. This was agreed. The clerk will inform the Football Club.
- 9.3 No response had been received to the Parish Council's letter. After some discussion it was agreed there was nothing more that could be done by the Council.
- 9.4 To discuss the complaint from the Football Club regarding grass cutting. When re-tendering for the contract these comments will be taken into consideration. The Parish Council agreed a specification in September which was sent to potential contractors. It was agreed that the Parish Council should not have to pay extra for the pitch to be cared for.
- 9.5 The entrance to the village hall car park was discussed as there are potholes forming. Cllr Livingstone will look into this.

#### **10. Highways**

- 10.1 The SAM2 dated had been circulated and was noted. The SAM2 will be moved to Eastgate. Cllr Arneill was thanked for his work in moving the signs and collating the data.
- 10.2 A response had been received from Highways in reply to the Council regarding the TTRO that is currently in place and asking if the current signage could be re-used. Response from Highways: *Data collected from your SAM2 (I presume) during the TTRO process can be investigated by the Network Safety team, however they will be unable to include this data within the scope of the report, instead using any data that you supply as more of a supplement.*

*I suspect the existing signage that has been installed on the network could be used, if it isn't already earmarked to be used elsewhere. This is a discussion to be had with designers when the time comes to remove / swap signage.*

It was agreed that the Parish Council will have to involve Cllr Peck in negotiations near to the end of the TTRO period.

10.3 It was noted that abnormal loads from the wind farms through the village will commence on 8<sup>th</sup> December.

## **11. Allotments**

11.1 Geotechnical quote for the allotment. Cllr Sinclair stated that it would be possible for one of the companies who quoted to drill the bore holes, the Parish Council could then purchase a dip meter and monitor the levels themselves. The work needs to be carried out during the winter months. Cllr Livingstone proposed, seconded by Cllr Hellewell to accept the lower of the quotes provided, the quotes were presented without details of the companies, at the previous meeting, this is Create Consulting. The findings will remain valid for some time. There were seven votes in favour and one abstention. There was also approval to purchase a dip meter.

Cllr Purdy had put together a timeline which was very useful.

The clerk will inform the allotment tenants that work will be carried out and that the Parish Council will actively look for a new allotment site.

Cllr Sinclair stated that a discussion on planning is needed, there may be ecological repercussions if the hedge is removed and we may encounter problems with Biodiversity Net Gain. The Parish Council will need to engage a planning consultant and there is a need for a clear plan.

Cllr Soanes will talk to a landowner to see if there is a possibility of leasing some land for allotments.

## **12. Correspondence**

The Norfolk County Council budget review is currently taking place.

**13. Date of the Next Meeting.** The date of the next meeting was set for Thursday 18<sup>th</sup> December at 7pm. Items for the agenda should be sent to the clerk by Monday 8<sup>th</sup> December.

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

Cllr Purdy asked for a discussion on CIL at the next meeting. .

There being no further business the meeting closed at 8.23pm

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Chair

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Date