

**Minutes of the Annual Meeting of Cawston Parish Council
held on Thursday 15th May 2025 at 7.23pm at Cawston Village Hall**

Attendance: Cllr Buttifant (Chair), Cllr Durrant, Cllr Hellewell, Cllr Livingstone Cllr Purdy, Cllr Soanes, Cllr Thomas (District Councillor), one parishioner and Sarah Vergette, Clerk.

1. Election of Officers

1.1 Cllr Purdy proposed Cllr Buttifant should remain as Chair, seconded by Cllr Durrant with all in **agreement**. The Declaration of Office was duly signed.

1.2 Cllr Livingstone proposed Cllr Soanes should remain as Vice-Chair, seconded by Cllr Hellewell with all in **agreement**.

2. Apologies & approval of absence. Cllr Abel, Cllr Arneill, Cllr Sinclair, Cllr Reckert, Cllr Greg Peck (County Councillor). Approved.

3. Declarations of Interest. None.

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

5. Public participation

5.1 There was a complaint regarding the grass cutting in the Cemetery and at the playing field. The clerk will contact the contractor and ask them to meet with Cllr Purdy to discuss. A post near to the Cemetery gates was also discussed as the parishioner thought it was a trip hazard, this had been put in so the gates could be hooked back, if they are locked it was thought that mobility scooters and pushchair would be not be able to access the cemetery.

5.2 Cllr Peck sent a report which had been circulated. Cllr Purdy remarked that there is a grant fund which could be used for a trod from Sygate, this item will be placed on the June agenda.

Cllr Thomas stated that he was keeping an eye out for planning applications for the solar farms. Reepham Town Council are going to campaign on the cable route for the Pettywell application. Some of the cars have been removed from the field near to Woodrow Garage. PC Evans is monitoring the traffic. Cllr Thomas' next surgery will be on 24th May. Cllr Thomas had also received information relating to UKPN who stated that the Salle substation has capacity for new connections.

5.3 Police report. Although there was no report the clerk had spoken to PC Evans regarding complaints that had been received relating to speeding traffic especially motorbikes on a Friday night. PC Evans went to Whitwell where the motorbikes meet and spoke to the people concerned. Cllr Hellewell reported that large tipper lorries are not slowing down for the 20mph limits. The clerk will contact Orsted, Vattenfall, Murphys.

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

- a. Oakes Memorial Trust Charity. Cllrs Purdy and Soanes.
- b. Cawston Heath Trust Charity. Cllr Livingstone.
- c. Cawston Village Hall Management Committee. No one was appointed, however regular reports are received.
- d. Reepham SNAP. No one appointed.
- e. Cawston Lunch Club. Cllr Buttifant.

7. To review and agree policies

- 7.1 Schedule of meetings for 2025/26. **Agreed.**
- 7.2 Standing Orders. **Agreed.** The clerk will update these using NPTS template.
- 7.3 Financial Regulations. **Agreed.** These will also be updated
- 7.4 General Risk Assessment. Cllr Buttifant thought there could be a clause relating to cyber attacks, this will be looked at.
- 7.5 Internal Control Policy. **Agreed.**

8. Matters Arising

- 8.1 Clerk's report. Noted. Cllr Livingstone asked the clerk to remind Kings there were going to carry work to the church wall.
- 8.2 Cllr Livingstone congratulated the Lunch Club on their ten year anniversary. Cllr Buttifant stated that the Club would trial providing sandwich bags for children in the school holiday.

9. Finance

- 9.1 To approve payments
 - a. Clerk's salary and expenses £625.70
 - b. HMRC £438.68
 - c. Norfolk Pension Fund £265.86
 - d. TT Jones £52.52
 - e. NBB Recycled Furniture £834.00
 - f. M Anderson Dungar £75.00**Approved.**
- 9.2 To note the Internal Audit Report. The report had been circulated and was noted.
- 9.3 Approval of the Governance Statement of the Annual Return. **Approved and signed by the Chair and Clerk.**
- 9.4 Approval of the Accounting Statement of the Annual Return. **Approved and signed by the Chair and RFO.**
- 9.5 It was noted that the first part of the Precept in the sum of £19750 had been received.

10. Planning

- 10.1 Planning application 2025/1356 Cawston (Variation of temporary change of use of the Grange, the Lodge, and Manor Flats within Cawston Park from buildings in use as part of a disused hospital (Class C2) to rural (migrant) worker accommodation for 18 months (20212327)) - extension of time (18 months from 11/05/2025 to 11/11/2027) Application Type: Removal/Variation of Condition (S73 / S19). No objections.
- 10.2 To note information relating to Nutrient Neutrality. This needs to be monitored once it is put in place.
- 10.3 Planning application 2025/1147 Demolition of existing dwelling and erection of 1no self build dwelling and detached cart lodge with change of use of agricultural land to residential Location: Docking Farm Cottage. No objections.

11. Church and Cemetery

- 11.1 Cllr Purdy reported that he had been in touch with the contact at Lampeter to inform them of the costs involved for the plaque. They are happy with the siting for the plaque and it is hoped to use a brass or bronze plaque with Welsh slate.

- 11.2 There had been discussion earlier in the meeting regarding the post and gates at the Cemetery, the Council will look at this and discuss next meeting.

12. Playing Field

- 12.1 Cllr Durrant stated that the Oakes Family will make the final decision on new play equipment. Cllr Livingstone stated that it should be noted that the Parish Council will be expected to carry out any maintenance in the future. The clerk will arrange a formal inspection of the play equipment.
- 12.2 The draft agreement had been circulated to all councillors. It was agreed that the rent should be £100 per annum and the agreement reviewed annually. This draft will be sent to the Football Club with an invitation to respond in writing and then attend a future meeting if necessary.
- 12.3 The clerk had responded regarding the youth football club request but nothing further had been heard.

13. Highways

- 13.1 The funding support scheme for new bus shelters was noted.
- 13.2 SAM statistics had been circulated and were noted. These are regularly sent to the police.
- 13.3 The Public Spaces Protection Order was noted and agreed

14. Correspondence

An email had been received regarding moles around the American War Memorial the situation will be monitored.

- 15. Date of the Next Meeting.** The date of the next meeting was set for Thursday 19th June at 7pm. Items for the agenda should be sent to the clerk by Monday 9th June.

16. For information Cllr Livingstone stated that he was looking for information boards for footpaths for the Heath, churchyard etc and was looking for funding.

There being no further business the meeting closed at 8.22pm

.....
Chair

.....
Date