

# Cawston Parish Council

## Bank Reconciliation

Financial year ending 31 March 2026

Statement Date

Balance per bank statements as at 31 August 2025

Unity Bank	£	26,998.07	
Unity Savings	£	51,082.77	
Barclays Current Account	£	386.18	
			£ 78,467.02

Less: Unpresented cheques

Net balances	£ 78,467.02
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### Cashbook

Opening balance at 1 April 2025	£66,130.90
Add: Receipts	£ 40,260.69
Less: Payments	£ 27,924.57
Closing Balance	£ 78,467.02

Our ref: GS/GS/E24-427

12 September 2024

**BY EMAIL ONLY**

Sarah Vergette  
Cawston Parish Council  
3 Rosebery Road  
Great Plumstead  
Norwich  
NR13 5EA

Dear Sarah

**PROPOSED CEMETARY EXTENSION, CAWSTON, NORFOLK – FEE QUOTATION FOR GEOTECHNICAL INVESTIGATION**

Thank you for your correspondence and request for the provision of consultancy services to assist a planning application for the above Site. I include below our proposed methodology and associated professional fees.

**GEOTECHNICAL INVESTIGATION**

The objective of this site investigation is to determine the presence/absence of groundwater beneath the proposed cemetery extension at Cawston. The underlying geology at the Site is mapped as the Sheringham Cliffs Formation comprising clay silt, sand and gravel.

To determine the groundwater conditions underlying the Site we propose the following intrusive investigation:

1. Up to 3No. windowless sampler boreholes to a maximum depth of 5.00metres below ground level (m bgl), with hand-dug starter pits to 1.20m;
2. Groundwater monitoring standpipes installed in 2No. boreholes with concreted flush covers in order to monitor groundwater levels, if present;
3. 1No. return visit to monitor the installations.

Upon completion of the groundwater monitoring return visit, a Technical Note will be prepared outlining the findings of the site investigation and results of the groundwater monitoring.

Our fee proposal for the above scope of works is **£2,345.00 exc. VAT** and inclusive of third-party costs.

Additional monitoring visits can be arranged at a cost of **£300.00 exc. VAT** per visit, if required.

We have not been provided with plans detailing underground utilities and cannot accept liability for any damages to such services should they be encountered during the investigation. If service plans

are unavailable for the site, we can commission these on the Client's behalf for an additional cost of **£350.00 exc. VAT.**

## MEETINGS

I have not allowed for any meetings. If it is felt meetings would be beneficial then I suggest that this be paid for at the appropriate hourly rate.

Our standard hourly rates for providing attendance at meetings, site supervision and expenses additional to the work quoted are as follows:

Managing Director	<b>£150.00</b>	<b>exc. VAT</b>
Regional/Technical Director	<b>£120.00</b>	<b>exc. VAT</b>
Associate Director	<b>£95.00</b>	<b>exc. VAT</b>
Principal Consultant/Engineer	<b>£90.00</b>	<b>exc. VAT</b>
Senior Consultant/Engineer	<b>£75.00</b>	<b>exc. VAT</b>
Consultant/Engineer	<b>£65.00</b>	<b>exc. VAT</b>
Graduate	<b>£55.00</b>	<b>exc. VAT</b>

## PROGRAMME

Current lead times for these works are circa 4-5 weeks.

## THE TEAM

The commission will be under the overall control of Jonathan Cage, Managing Director, supported by, Colin Buchanan, Technical Director for Geotechnical Engineering, and other members of staff as required.

## PAYMENT

Applications for Payment will be issued for work undertaken in the previous month and payment is due within 28 days of receipt. A tax invoice will be issued to you on receipt of payment.

If you require a PO number to be used, it is your obligation to provide it in time for invoices to be issued, otherwise they will be issued without, and payment will still be expected.

## VALIDITY

This quote is valid for the next 30 days.

Thank you for inviting us to quote for this project. We trust this quotation meets with your approval, but if you have any queries or require any further clarification, please do not hesitate to contact me.

Yours sincerely



**Graham Sinclair** BSc (Hons), MSc, DIC, C.WEM, MCIWEM  
Technical Director

## **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 the Annual Parish Meeting on Thursday 18<sup>th</sup> September 2025 at Cawston Village Hall

S Vergette  
Sarah Vergette

Date 10<sup>th</sup> September 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 from the previous meeting**
  - 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 note conclusion of external audit
  - 6.4 To discuss the grass cutting contract
- 7. Planning matters**
  - 7.1 To receive and discuss any planning updates or applications
- 8. Cemetery/Church**
  - 8.1 To receive updates Plaque for Cemetery
  - 8.2 To discuss works to the Church Wall

**9. Playing Field/Village Hall**

- 9.1 To discuss new equipment for the playing field
- 9.2 To sign the Football Club Agreement

**10. Highways**

- 10.1 To receive updates on SAM2
- 10.2 To discuss any other highway matters

**11. Allotments**

- 11.1 To discuss Geotechnical quotation for proposed cemetery extension
- 11.2 To discuss allotments rents
- 11.3 To discuss the need for more allotments

**12. Correspondence**

- 12.1 To discuss any correspondence received

**13. Date of Next Meeting**

The date of the next meeting is currently set for Thursday 16<sup>th</sup> October at 7pm in the Village Hall.

**14. Any Other Business/Information**

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

Items for the next agenda to be sent to the clerk by Monday 6<sup>th</sup> October.

Ms Sarah Vergette  
Cawston

Ms Ros Czarnowska  
Heydon

Tel 01508 533813 / 01603 430509  
[planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk)

Our ref 2025/2220

7 August 2025

Dear Sir/Madam,

**Proposal: Erection of a Solar Photovoltaic Installation of 30 MW output and all associated supporting infrastructure including, cable routing, inverters and transformers, fencing, CCTV, and landscaping for temporary period of 42 years**

**Location: Land East Of Heydon Road Heydon Norfolk**

**Applicant: -**

**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=SZSPMWOQLUP00> 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 29 August 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**

