



Caston Parish Council

CHAIRMAN:- *Mr. David Blincow* VICE CHAIRMAN:- *Mrs. Kay Farmbrough*

**PUBLIC & PRESS ARE INVITED AND COUNCILLORS ARE SUMMONED TO
THE MEETING OF CASTON PARISH COUNCIL**

MONDAY 6 JUNE 2016

CASTON VILLAGE HALL at 7.30 pm

AGENDA

1. Apologies for absence
2. To approve the Minutes of the Meeting held on Wednesday 18 May 2016.

The Chairman will close the Council Meeting to permit public discussion.

3. Participation and questions from the public, session 1.
4. Guest speakers.
5. Caston Speedwatch team monthly report.
6. Caston Homewatch monthly report.

The Chairman will re-open the Council meeting.

7. To record any **Declarations of Interest** and to consider any requests for **Dispensations** from Council Members.
8. Planning Applications:-
 - A. **3PL/2016/0532/HOU** – Fox Hall Farmhouse, North Acre, NR17 1DG – erection of double garage to rear of the property and alterations and extensions – undecided by Breckland Council.
 - B. **3PL/2016/0519/VAR** – The White House, The Street, NR17 1DP - variation of conditions – undecided by Breckland Council.
 - C. **3PL/2016/0586/HOU** – Touchstone Cottage, The Street, NR17 1DD - one and two storey rear extensions – undecided by Breckland Council.
 - D. **3PL/2015/0613/F** – Former Coach Depot, Dukes Lane, NR17 1BL – residential development of 3 new dwellings (inc the removal of a temporary structure used as a site office and store) – undecided by Breckland Council
 - E. Update on Appeal on planning application for 180 houses in Watton.
9. To discuss propose and vote on the following subjects:-
 - A. Purchase of one back-up drive for the Council laptop – Samsung M3 Slimline 1 TB USB 3.0 Portable Hard Drive (Amazon - £47.95).
 - B. Purchase of suitable anti-virus software for the Council laptop – [Norton Standard £29.99, Deluxe £29.99 (special offer – normal price £49.99)]
 - C. Purchase of MS Office for the Council laptop – Microsoft Office Home and Business 2016 – Licence Key £161.99 - to be claimed from Transparency Fund
 - D. Training expenses for the new Clerk, Mrs Joanne Blackman, in the sum of £305 [Clerk Training £55, CiLCA two day course £250]

10. Finance – to approve and report the following expenditure:-
 - A. To approve the final salary payment to the retired Clerk, Ms Alison Skipper, for the month of May 2016 in the gross sum of £126.13 [14 hours at £9.009 per hour gross]
 - B. To approve the final expenses reimbursement claim of the retired Clerk, Ms Alison Skipper, for the month of May 2016 in the sum of £33.30 [Home Office Fee plus stamps]
 - C. To approve the final liquidation of holiday pay to the retired Clerk, Ms Alison Skipper, for the year 2015/2016 and the month of May 2016 in the gross sum of £193.39
 - D. To approve the first salary payment including holiday pay allowance to the Clerk, Mrs Joanne Blackman, for the part-month of May 2016 in the sum of £84.93
 - E. To approve the expenses reimbursement claim of the Clerk, Mrs Joanne Blackman, for the part-month of May 2016 in the sum of £None.

11. Matters to Report:-
 - A. Update on Tree Report, prepared by retiring Clerk, Ms Alison Skipper.
 - B. Update on village gates from Cllr Porter to include HGV survey/lorry watch.
 - C. Update on training for Cllr Rob Lond-Caulk and the new Clerk, Mrs Joanne Blackman.
 - D. Update on defibrillator electricity quote from Cllr Rob Lond-Caulk.
 - E. Update on Village Play Area from Cllr Rob Lond-Caulk.
 - F. Update on information from last month's Agenda.
 - G. Update on Welcome Pack from Vice Chairman, Kay Farmbrough.

12. Correspondence from:-

Any correspondence and associated information added to the Councillors' Folder for circulation.
Public Information notices posted to the village noticeboards and websites.

13. **To agree the next meeting date Monday 4 July 2016.**

The Chairman will close the Council Meeting to permit public discussion.

14. Participation and questions from the public – session 2.
15. Matters for future discussion to be noted.

Joanne Blackman
Parish Clerk