



APPROVED

## THE MINUTES OF THE MEETING OF CASTON PARISH COUNCIL 11<sup>th</sup> JANUARY 2016, at 7.30 P.M CASTON VILLAGE HALL

**Councillors present:** - David Blincow, Kay Farmbrough, Brian Brooker, Frank Brown, Jaki Porter.

**Also present:** - 5 Members of the Parish of Caston.

1. **To accept apologies for absence:** - Peter Chapman, Claire Bowes, Phil Cowen, Colin Bearne.
2. **The minutes** of the previous Parish Council meeting held on 7<sup>th</sup> December 2016 were handed out to the public and Councillors as Draft. It was **RESOLVED** that after a correction was made the minutes could be signed by the Chairman, as a true and correct record.
3. **County Councillor Claire Bowes.** Contact: - claire.bowes@norfolk.gov.uk No report as attending Carbrooke PC meeting tonight.
4. **District Councillor Phil Cowen.** Contact: - phil.cowen@breckland.gov.uk No report.
5. **Caston Speed Watch Co-ordinator Colin Bearne.** Contact: - 01953 483961  
Since the last Council meeting Caston Speedwatch has held 4 sessions, observing 384 vehicles and 15 of these were exceeding the stipulated limit. We need more volunteers - please! If you are concerned about speeding in the village please join the team for one to two hours every alternate week.
6. **Caston Home Watch co-ordinator Colin Bearne.** Contact: - 01953 483961  
If you are going away please tell a neighbour or friend or contact Homewatch to keep watch on your property. Take any security measures that seem necessary.
7. **Participation & questions from the public session 1:** - None.
8. **The PC Chairman opened the council meeting at 7.45pm.**  
**Declarations of Interest** from members, in any item to be discussed were noted: - None.  
**Dispensations** from Council Members: - None.
9. **Planning Applications:** -
  - A. **3PL/ /2014/0608/F** Northacre Farm Pool, Caston. Change of use of office & store room to one bedroom caretakers flat. No information to date.
  - B. **3PL/2015/0613/F** Former coach depot Dukes Lane. Residential development of 3 new dwellings (Including: - Removal of a temporary structure used as a site office and store). Considered by Breckland Council Planning Committee and permission given on 14.12.15.
  - C. **3PL/2015/0887/F** Land at rear of Montgomery House, The Street. Erection of single storey dwelling and garage. Permission refused on 08.12.15.
  - D. **3PL/2015/1348/F** Willow Barn, Northacre. Single storey rear extension. No information to date.
10. **To discuss propose and vote on the following subjects:** -
  - A. IT equipment - Transparency Code grant application and purchase. The application for funding was successful and it was **RESOLVED** that the Clerk should purchase a new laptop for the PC. A Dell Inspiron17-5758 at £349.00 (Net cost covered by a grant of £349.00) + VAT (recoverable) direct from Dell, together with an HP 8610 printer/scanner at £96.00 (Net cost covered by grant of £100.00) + VAT (recoverable) best online deal. It was noted that the Clerk would be need to purchase these with a personal credit card as these were to be purchased online from the manufacturers and the PC does not have a card facility. The Clerk would be reimbursed for these costs by PC cheque on production of the invoices for the items.
  - B. PC Email address - changes and costs. It was **RESOLVED** that the Clerk should immediately apply for a new domain name for the PC - castonparishcouncil.gov.uk. This would also provide specific PC email addresses for each councillor. It was hoped that this would be working by the February meeting.
  - C. Speed control measures - Report by PC working group. Cnllr. Jaki Porter said that the application for the 50/50 NCC Parish Partnership funding to purchase a Sam2 speed warning sign had now been received by NCC. She gave a resume of the information on alternative methods to slow the traffic passing through the village. It was concluded that more should be done to make the village safer. It was noted that large, non local, vehicles are taking short cuts through the village to get to the Thetford Watton road.

The meeting was adjourned at 8.35pm to ask Bridget Hall and Brendan Hall (farmers) how any other speed restriction would affect farming traffic in the village. They pointed out that noise from trailers travelling over rumble strips would not be great and they would not cause their vehicles a significant problem. The meeting reconvened at 8.40pm. Cnllr. Porter continued...

The use of a 7½ ton limit sign was discussed but this was disregarded as a bad choice it would restrict local farming traffics use of the village roads. Cnllr. Porter is to look into the costing of four sets of



village “gates” (white fences on the verges) at the entrances to the village, together with the positioning of rumble strips on the road near the “gates”. Positions for these and the funding for them is to be discussed when more information is available. Although it is realised the PC funds are insufficient to cover these and other needs of the village The merits of each methods and costs will have to be considered in stages. It was RESOLVED to purchase the Sam 2 sign with the funding from NCC 50/50 grant using funds from PC and PC trustee accounts as recommended by Cnllr. Frank Brown the accounts scrutinizer. The result of the NCC 50/50 application will be known in March 2016. It was further RESOLVED to purchase village gates within an agreed budget to be decided at the next council meeting.

- D. Defibrillator - The Clerk informed that the PC application for a defibrillator had been received by the British Heart Foundation on 21<sup>st</sup> December 2015. The result would not be known until at least the end of February. It was proposed by Kay Farmbrough and seconded by Brian Brooker and **RESOLVED** to purchase the same or similar equipment to the granted item if the application was unsuccessful. This is considered to be a vital piece of equipment for the village and should take precedent. The exact position and provision of power etc is to be discussed later.
- E. Tree maintenance at Coronation Terrace - The Clerk informed the PC that UK Power Networks have now made the trees safe around their cables. The PC currently has 2 quotes for remedial work on the trees. It was proposed that a third quote should be sought( amounts over£100) and **RESOLVED** that after informing the Chairman the Clerk is to appoint the lowest price quoted for the work, providing they meet the insurance criteria stipulated by the PC insurers.
- F. PC banking - Cnllr. Frank Brown made enquiries at Barclays and Lloyds and it was **RESOLVED** that the Clerk should set up internet banking with Barclays as soon as possible. It was also proposed that a fourth signatory should be added to the PC accounts at a future date.
- G. Financial reporting system for 2016 -17. It was proposed and agreed that Cnllr. Frank Brown should scrutinize the accounts quarterly.
- H. Standard book keeping method to discuss - It was agreed that the Clerk and Cnllr. Frank Brown should discuss this in their own time.
- I. Fuel Allotment Charity trustee change - Cnllr. Frank Brown sent information to all the councillors explaining the charity status. This states that the PC is responsible for appointing trustees for the charity, and that the person appointed to the vacant position cannot be a recipient of the charity monies. It was **RESOLVED** that a member of the PC should be a trustee. It was agreed that Cnllr. Kay Farmbrough should be appointed as the new trustee representing the PC. The PC also requested that the next meeting of the trustees, to be held in December 2016, should be properly minuted and the minutes presented to the PC for their records. The “principle fund” for the charity should also be defined and noted for future reference by the PC as the only financial records the PC had at present was the distributed amount of money.
- J. Highway Surveyors Charity uses - Cnllr. Frank Brown sent information all the councillors explaining the charity status. It was agreed that the use of these funds should be considered as the “need” for funding for items arose. These funds could be used for purchasing the Sam 2 sign.
- K. Parish Plan - The Clerk informed the council about the cost implication of a Parish Plan and that grant funding was available for up to 50% of the costs. Shipdham Parish Plan was used as an example.

The meeting was adjourned at 8.55pm for public discussion.

It was stated that a Parish Plan can take many hours and a lot of skill to put together. It can be seen as a powerful document but can also be disregarded by authorities. It could be an opportunity for the village to articulate what the would like to see in the village, in terms of housing, amenities, future size of the village and how the village sustains its character in the future. The meeting was reconvened at 9.05pm.

It was agreed that the PC needs to ask the village members if they would like to have a Parish Plan. The Chairman will be adding an article to the Waylander magazine and the website in March. The item will also be mentioned at the Friday village Drop in mornings.

The Clerk also advised Council members that Breckland Council have started a consultation exercise called “Local Plan Preferred Directions”. This document will state where, and what sort of development, is “preferred” for Breckland Council area over the next 20 years. The details are available to view on the Breckland Council website and at an exhibition at the Queen’ Hall, Watton, on 12<sup>th</sup> February. This will be discussed at the next PC meeting.

- L. Transparency code ~~implication~~ (correction) - It has now been established that some items which could have been covered by the Transparency Funding request were not included. The Clerk has been



# Caston Parish Council

Year 2015 - 2016

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

advised to submit a second application to cover training, travel expenses and computer setting up time. It was agreed by all councillors that this should be done a.s.a.p.

11. **Finance** - The following expenditure was proposed by Cnllr. Frank Brown and seconded by Cnllr. Jaki Porter for payment: -
  - A. **Payment to** CPRE £36.00 for 2016 membership fee. In budget under Subscriptions.
  - B. **Payment to** The Clerk - wages for ~~November £108.11 and~~ (correction) December £108.11, in budget under Wages. (November already paid)
  - C. **Payment to** SLCC £65.00 for 2016 membership fee for the clerk. In budget under Subscriptions.
12. **Matters to Report:** -
  - A. Village Hall - PC Chairman David Blincow reported that the Village Hall was awarded charitable status on 14<sup>th</sup> December 2015. This means that the VH committee are now able to apply for grant funding to help towards the refurbishment and any future costs.
  - B. Update on information from last month - None.
  - C. Any urgent information for PC to consider.  
The Chairman announced the **RESIGNATION** of Cnllr. Lesley Crosthwaite. Breckland Council have been informed and the PC vacancy has been posted to the notice boards and will be on the website soon. Each councillor was given a summary of vacancy procedure. The members of Caston Parish are invited to apply to become a Parish Councillor by writing to the Chairman or The Clerk. The Clerk is to formulate and send further information about this to each councillor.
13. **Correspondence from:-**  
Any correspondence and associated information added to The Councillors' Folder for circulation. Public information notices posted to the village notice boards and web sites.
14. **Participation & questions from the public session 2.**  
The implementation of a 7½ ton regulation limit was not a good idea as this would mean a long detour for farm traffic which would normally pass through the village to their fields in the locality. The Clerk to find out whether Highways were solving the water problem outside Highfields on Stow Bedon Road.
15. **Matters for future discussion to be noted.**  
The Clerk was asked to update the PC on the culvert which was to be placed in The Street to stop the rainwater collecting outside Broadway House.
16. To agree the next meeting date **MONDAY 1<sup>st</sup> February 2016** in Caston Village Hall at 7.30 pm.

The meeting closed at 9.25pm.  
Alison Skipper Clerk