



# Caston Parish Council

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

## MINUTES OF THE MEETING OF CASTON PARISH COUNCIL

**MONDAY 3 JULY 2017**

**CASTON VILLAGE HALL at 7.30 pm**

Councillor's present:- David Blinow, Kay Farmbrough, Frank Brown, Brian Brooker, Peter Chapman, Jaki Porter, Rob Lond-Caulk

Also present:- Members of the Public

1. **Apologies for absence:** None.
2. It was **RESOLVED** that the Minutes of the Meeting held on Monday 5 June 2017 could be signed, by the Chairman, as a true and correct record. All voted in favour.

**The Chairman closed the Council Meeting to permit public discussion.**

3. **Participation and questions from the public, session 1:**

Parishioner Jane Horner stated that the Clerk had provided her with a copy of the Trustees who are registered at the Charity Commission in respect of Caston Fuel Allotment and it was noted that Kay Farmbrough was not currently registered as a Trustee. It was confirmed by the Council that Kay Farmbrough should be registered as a Trustee, as previously agreed. It was noted that whilst the Parish Council is responsible for appointing the Trustees, it is the responsibility of the Trustees to administer the Trust, which includes updating information with the Charity Commission. It was confirmed that the three trustees are Neil Hall, Jane Horner and Kay Farmbrough. Parishioner Jane Horner will arrange the amendments with the Charity Commission.

Parishioner Jane Horner advised that she had taken a page of the Remembrance Book to be rewritten and for a photograph to be changed. The rewrite has become necessary as an error was made when compiling the Remembrance Book and the photograph had been questioned by a relative and a correct photograph provided. The estimated costs in respect of these amendments are £220 for the rewritten page and £40 for the photograph. It was confirmed that monies are available within the budget. All voted in favour of the work being carried out.

4. **Caston Speed Watch Co-ordinator Colin Bearne – Contact 01953 483961**

There have been four sessions since the last council meeting. 462 vehicles were observed, and despite our signs and very obvious presence, we were able to record 17 of these as speeding.

Please join us if you are concerned about speeding in the village. It takes only 1-2 hours of your time every alternate week. We are still critically short of volunteers.

5. **Caston Neighbourhood Watch Co-ordinator Colin Bearne – Contact 01953 483961**

There have been sightings of suspicious characters in the village. Please report any suspicious behaviour, especially where you know that the property (or properties) involved are temporarily empty or the householder is absent.

The warmer weather leads to more open windows and doors. Please be careful not to leave potential burglars easy access.

CHAIRMAN.....

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**The Chairman reopened the Council meeting.**

6. **Declarations of Interest:-** Cllr Lond-Caulk, item 7A.  
**Dispensations** from Council Members: - None

7. **Planning Applications:-**

- A. **3PL/2015/1080/F** – The Barn, Dukes Lane. Cllr Lond-Caulk advised that the company have moved out of Dukes Lane and into new premises in Carbrooke. The company are arranging for the barn to be taken down and moved to the new premises and this work should be completed within the next 6 weeks.
- B. **3PL/2017/0438/F** – Land adj Walnut Tree Cottage – erection of four detached dwellings with detached garages and carports. The Clerk advised that this matter had been called in before the Committee, which met on 3 July, and the conclusion of that meeting is awaited.
- C. **3PL/2017/0641/HOU** – Foxhall Farm, Northacre, NR17 1DG – Erection of double garage to the rear and extensions and alterations to dwelling. It was reported that this application remains undecided by Breckland Council.

8. **To discuss propose and vote on the following subjects:-**

- A. **To confirm that IT WAS RESOLVED by circular communication between Councillors and the Parish Clerk that the Parish Clerk and the Chairman of the Council, David Blineow be and are hereby authorised to execute and deliver the Annual Return for the year ended 31 March 2017 to Mazars the Council's external auditor and FURTHER that the Parish Clerk be and is hereby authorised to execute and deliver the statutory notice advising residents of their examination, inspection and enquiry rights both as of 26 June 2017 and that this resolution be repeated and ratified at the July 2017 Council Meeting.** All voted in favour.
- B. **To agree a working party to consider and update the Council's Asset Schedule.** Whilst it was acknowledged that this needs to be undertaken, it was agreed that this would be held for future discussion at the December Parish Council Meeting. *Item for December agenda.*
- C. **To agree a working party to consider and update Caston Emergency Plan.** Some discussion took place as to whether the Emergency Plan required updating. The Village Appraisal highlighted that a high percentage of residents were unaware of the existence of the Emergency Plan. Mr Colin Bearne compiled the existing Emergency Plan in 2005 and kindly offered to update the same. The Council accepted Mr Bearne's offer and the Clerk will establish whether an updated template exists.
- D. **Parking on village green – to consider "Please do not park on the green" signs or explore alternative ideas to deter parking.** Some discussion took place following reports from a resident that vehicles have been parking on the Village Green. Whilst this matter has been noted, the Council felt that this is not considered a persistent problem at the current time. However, should the problem become persistent then the matter will be reconsidered. A suggestion was made that the resident may wish to keep a diary of when this occurs.

9. **Finance – to approve and report the following expenditure**

Payment of the following items was proposed:-

- A. To approve the salary payment, including holiday pay allowance to the Clerk, Mrs Joanne Blackman for the month of May 2017 in the sum of £211.77. All voted in favour.
- B. To approve the expenses of the Clerk, Mrs Joanne Blackman, for the months of April through June in the sum of £60.40. All voted in favour.

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- C. To approve payment of invoice number 2238033 to RG Maintenance Limited for grass cutting for the month of June in the sum of £192.00 (inclusive of VAT). All voted in favour.

10. **Matters to Report**

A. **Update on defibrillator training**

The Clerk reported that the trainer remains on sick leave and she continues to chase for some dates from a replacement trainer. The Clerk further advised that most organisations charge a considerable fee for this training. After some discussion it was agreed that training was not necessary given that the training would be limited and the defibrillator talks a user through the process. It was agreed therefore that this matter would be removed from the Agenda but the Clerk will make general enquiries of Breckland Council as to whether they have an internal trainer.

B. **Update on Tree Report**

The Clerk advised that she had instructed A T Coombes to carry out the works to the Beech Tree at Coronation Terrace as agreed at the meeting of the Council dated 5 June 2017. The Clerk will update the Council as to when these works will be carried out in due course. ***Item for next Agenda.***

C. **Update on original Village Cross repairs**

The Clerk advised that she was still experiencing difficulties obtaining three quotes for the repairs to the Village Cross Monument. The Clerk will revert to Historic Britain to find out more details regarding the grant process and explain the difficulties we are having in obtaining quotes. ***Item for next Agenda.***

D. **Financial Balances**

The Clerk reported the current financial balances to the Council.

E. **Update on transfer of banking facilities from Barclays to Lloyds and the implementation of internet banking**

The Clerk advised that Lloyds Bank have confirmed that Cllr Brooker now has full signing authority and internet banking is in place. Cllr Brooker confirmed this to be the case. The Clerk further explained that the form had been completed and returned to Lloyds Bank in respect of her own viewing access but unfortunately Lloyds Bank do not have a record of receiving the same. A new form was being sent to the Clerk and she will arrange for further signatures and delivery to a branch of Lloyds Bank to be sent through their internal mail system. ***Item for next Agenda.***

F. **Adoption of telephone boxes**

The Clerk advised that she was in receipt of a signed contract with BT for the formal adoption of the two telephone boxes. BT are now arranging to remove the telephony equipment whereupon a completion date will be agreed. The Clerk confirmed that a request was made for the electricity supply to be maintained in the two boxes. Upon completion, the two telephone boxes will be added to the Council's insurance policy. ***Item for next Agenda.***

G. **Matters for the Rangers**

The Clerk advised that she had sent further requests to the Rangers who will be attending in Caston the week beginning 17 July. The Clerk would further reiterate the need for the village signs to be washed and all vegetation removed. Cllr Farnbrough advised that the road has subsided along The Street, outside The Wardles. This is as a result of service works carried out at this location and this has deteriorated dramatically over the last few days.

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This is of particular danger as it is on a bend in the road. It was agreed that this was a matter for Highways and the Clerk would report this as a matter of urgency. **Item for next Agenda.**

H. **Strimming around Village Gates and Coronation Terrace hedging**

The Clerk advised that she had spoken with D & Y Nurseries, who maintain the tubs, and they were not in a position to undertake any additional works. Further, RG Maintenance Services Limited had been approached and a quote was awaited. Some discussion took place and it was agreed that the grass around the hedging at Coronation Terrace should be topped out in November to encourage the hedge to fill out but otherwise left to grow naturally and we would await the quote with regards to the village gates. **Item for next Agenda.**

I. **Play Equipment**

Cllr Lond-Caulk gave a brief outline of his ideas for a play equipment area. The Village Appraisal had highlighted a demand for a play area. Cllr Lond-Caulk will prepare a proposal for the September Council meeting.

J. **Noticeboard on Village Green**

One of the locks of the Noticeboard at the Village Green had become blocked. Cllr Blincow had removed and cleared the lock.

11. **Correspondence from:**

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

12. The next meeting date is **Monday 4 September 2017 (there will be no scheduled meeting for the month of August 2017).**

**The Chairman closed the meeting to permit public discussion.**

13. **Participation and questions from the public – session 2:**

A member of the public reported that one of the poles housing the 30mph speed sign at Griston Road was rusted through and required replacing. The Clerk will report the same to Highways.

A member of the public reported that the ditch outside Sengana had silted up again and flooded during the recent rainfall. Also the end of Dukes Lane flooded again. The Clerk will report the same to Highways. Photographic evidence may be available in relation to the Dukes Lane flooding and Colin Bearne will seek to obtain the same.

**The Chairman reopened the Council Meeting.**

14. **Matters for future discussion:** Items for next Agenda as above. Working Group re traffic situation.

**The Parish Council Meeting closed at 8.55 pm.**

Joanne Blackman  
Parish Clerk  
6 July 2017

CHAIRMAN.....

DATED: .....