



# Caston Parish Council

CHAIRMAN:- Mrs Jaki Porter      VICE CHAIRMAN: - Mrs. Kay Farmbrough

## MINUTES OF THE VIRTUAL MEETING OF CASTON PARISH COUNCIL

**MONDAY 6 JULY 2020**

BY ZOOM CONFERENCE CALL at 7.30 pm

Councillor's present:- Jaki Porter, Kay Farmbrough, Frank Brown, Brian Brooker, Michele Grimsditch

Others present:- County Cllr Claire Bowes

Also present:- 2 Members of the public

1. **Apologies for absence:** Apologies were received and accepted from Cllrs Cook and Chapman.
2. It was **RESOLVED** that the Minutes of the Meeting held on Monday 2 March 2020, and the Minutes of the Meeting held by email resolution dated 26 March 2020 be signed, by the Chairman, as a true and correct record. Proposed by Cllr Brown and seconded by Cllr Farmbrough. All voted in favour.

**The Chairman closed the meeting to permit participation from the public.**

3. **Participation and questions from the public, session 1:** Cllr Brooker advised that a parishioner had contacted him regarding concerns that the bin situated in the bus shelter on the Village Green was being used for dog waste. The Chairman advised that the bins are able to be used for this purpose but if the bin is not being emptied then this would need to be investigated. A discussion took place and it was agreed that a bin should not, in any event, be inside a bus shelter, and should be moved to the outside. CC Bowes agreed that the bin should be moved but she will alert the authorities that the bins require emptying. **Item for next Agenda.**
4. **Guest speakers:** CC Bowes provided a brief update on current matters. Cllr Porter asked CC Bowes of the correct procedure for parishioners to obtain a test for coronavirus. Cllr Grimsditch advised that you can call 111 or 119 or your GP Practice who can advise in this regard. There is also a website to order a test <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>. It was agreed that this information should be advertised clearer and CC Bowes agreed to report this back to the Council.
5. **Caston Speed Watch:** This matter is deferred until further notice.
6. **Caston Neighbourhood Watch monthly report:** This matter is deferred until further notice.
7. **Declarations of Interest:-** Cllr Brooker, 9C, 9F, 9L, 9R and additional payment 9a.  
**Dispensations** from Council Members. None.
8. **Planning Applications**
  - A. **3PL/2020/0274/F** – School Lodge, The Green, NR17 1DD – Proposed Detached House & Garage/Workshop to Garden Plot (Re-Submission). It was noted that this application had been refused.
  - B. **3PL/2020/0406/HOU** – Richmond, The Street, NR17 1DD – Single storey side and rear extension to dwelling. It was noted that this application has been approved.
  - C. **3PL/2020/0262/O** – Land to the North of School View NR17 1DD – Erection of 4no. Two storey dwellings with associated car parking, landscaping and access. It was noted that this matter remains undecided.

CHAIRMAN.....

DATED: .....

- D. **3PL/2020/0443/F** – Land at the rear of 5 School View – Change of use from land currently designated as paddock to garden. Removal of post and rail fence between points A and B on the location and site plans. This matter was discussed and it was agreed that provided there was no consequence with regards to wildlife and conservation the Parish Council had no objection to this application.

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

- A. To approve the salary payment including holiday pay allowance to the Clerk, Mrs Joanne Blackman, for the months of May and June 2020 in the sum of £433.50.

To ratify the following payments made under the approved Delegated Authority dated 26 March 2020 and email resolution of the Chairman and a minimum of two Councillors.

- B. To ratify payment to R G Maintenance Services Ltd in respect of invoice number 2243757 for grass cutting in the sum of £271.20 (incl VAT).
- C. To ratify payment by standing order to Brian Brooker in reimbursement of payment to Voipfone for the phone line of Caston Community Cars on 5 March 2020 in the sum of £7.20 (incl VAT).
- D. To ratify payment by direct debit to Plusnet in respect of wi-fi charges to the Village Hall on 23 March 2020 in the sum of £34.20 (incl VAT).
- E. To ratify payment by direct debit to 1&1 Internet Ltd in respect of Caston Community Cars on 27 March 2020 in the sum of £7.20 (incl VAT).
- F. To ratify payment by standing order to Brian Brooker in reimbursement of payment to Voipfone for the phone line of Caston Community Cars on 6 April 2020 in the sum of £7.20 (incl VAT).
- G. To ratify payment to Norfolk Association of Local Councils in respect of invoice number 3666 on 7 April 2020 in the sum of £131.21.
- H. To ratify the salary payment including holiday pay allowance to the Clerk, Mrs Joanne Blackman, for the month of March 2020 on 7 April 2020 in the sum of £216.75.
- I. To ratify payment to C E Clarke Fencing in respect of the maintenance of the village gates on 14 April 2020 in the sum of £576.00.
- J. To ratify payment by direct debit to Plusnet in respect of wi-fi charges to the Village Hall on 21 April 2020 in the sum of £34.20 (incl VAT).
- K. To ratify payment by direct debit to 1&1 Internet Ltd in respect of Caston Community Cars on 29 April 2020 in the sum of £7.20 (incl VAT).
- L. To ratify payment by standing order to Brian Brooker in reimbursement of payment to Voipfone for the phone line of Caston Community Cars on 5 May 2020 in the sum of £7.20 (incl VAT).
- M. To ratify the salary payment including holiday pay allowance to the Clerk, Mrs Joanne Blackman, for the month of April 2020 on 7 May 2020 in the sum of £216.75.
- N. To ratify payment to R G Maintenance Ltd in respect of grass cutting on 7 May 2020 in the sum of £271.20 (incl VAT).
- O. To ratify payment to Came & Co in respect of Parish Council insurance on 7 May 2020 in the sum of £834.12.
- P. To ratify payment by direct debit to Plusnet in respect of wi-fi charges to the Village Hall on 21 May 2020 in the sum of £34.20 (incl VAT).
- Q. To ratify payment by direct debit to 1&1 Internet Ltd in respect of Caston Community Cars on 28 May 2020 in the sum of £7.20 (incl VAT).
- R. To ratify payment by standing order to Brian Brooker in reimbursement of payment to Voipfone for the phone line of Caston Community Cars on 5 June 2020 in the sum of £7.20 (incl VAT).

The above payment/ratifications were proposed by Cllr Farmbrough and seconded by Cllr Brown. All voted in favour.

To approve the following five additional payments:-

- a. To approve payment to Roger Canwell for completing the internal audit in the sum of £50.00
- b. To ratify payment to RG Maintenance Limited for grass cutting for June in the sum of £271.20 (incl VAT).
- c. To ratify payment to Plusnet for Wifi to the village hall in the sum of £34.20 (incl VAT).
- d. To ratify payment to 1&1 Internet for Community Cars in the sum of £7.20 (incl VAT).
- e. To ratify payment to Brian Brooker in reimbursement of Voipfone invoice for Community Cars in the sum of £7.20 (incl VAT).

The above payment/ratifications were proposed by Cllr Farmbrough and seconded by Cllr Brown. All voted in favour.

CHAIRMAN.....

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

- A. To adopt Receipts and Payments Schedule, Balance Sheet and Bank Reconciliation for Caston Parish Council for the financial year 2019/20.** Proposed by Cllr Brown and seconded by Cllr Farmbrough, all voted in favour.
- B. To adopt the Balance Sheet for Highway Surveyors for the financial year 2019/20.** Proposed by Cllr Brown and seconded by Cllr Farmbrough, all voted in favour.
- C. To approve, sign and complete the Annual Governance and Accountability Return 2019/20.** The declaration was read by the Chairman. Proposed by Cllr Brown and seconded by Cllr Farmbrough, all voted in favour.
- D. To consider contribution towards the cost of Churchyard maintenance at Holy Cross.** A discussion took place and it was agreed that a contribution of £450 would be made towards the churchyard maintenance at Holy Cross. Proposed by Cllr Farmbrough and seconded by Cllr Brown, all voted in favour.
- E. To discuss the use of the Village Green.** A brief discussion took place with regards to the use of the Village Green. It was agreed that these should continue in line with the original Policy and there was nothing further to discuss.

11. **Matters to Report**

- A. Financial Balances** - The Clerk had previously supplied the current balances to Councillors. The Clerk advised that the grant from the Tesco blue tokens had now been received but that these monies were earmarked for the play area as originally intended. ***Item for next Agenda.***
- B. Matters for the Rangers** – The Clerk asked CC Bowes to update the Council in relation to the current position with regards to the Rangers. CC Bowes advised that she would need to check as some of the services were currently suspended. CC Bowes was advised of the outstanding matters and she said that she would report back. CC Bowes was further asked for an update in relation to the flooding issues outside Delmar House. CC Bowes advised she would seek clarification as to the current position and report back to us in this regard. ***Item for next Agenda.***
- C. Cell Phone Coverage Survey** – Cllr Grimsditch advised that not a great deal has happened in relation to the survey as it was delivered just prior to lockdown. Cllr Grimsditch advised that she had received 13 returned questionnaires and she believes there are a further 19 online questionnaires which she cannot view. Cllr Porter advised that she would seek to obtain the data for Cllr Grimsditch. ***Item for next Agenda.***
- D. Purchase of SAM2** – Cllr Porter advised that the SAM2 sign had not been purchased as again this was approved just prior to lockdown. The Clerk advised that she was seeking clarification from the Norfolk Parish Partnership regarding the 50/50 Grant towards the cost of purchasing the SAM2 sign, that the Grant approval was rolled into this new financial year, given that we were unable to complete the purchase before the end of the 2019/20 financial year. Once clarification has been confirmed on this point the SAM2 sign will be ordered.. ***Item for next Agenda.***
- E. Councillor Training** – whilst it was agreed to defer this matter for the time being, the Clerk will keep an eye out for future training opportunities.
- F. Parish Council archive files/shredding** – the Clerk advised that she had not yet completed this task but that she would continue to do so. A discussion took place and it was agreed that any planning applications held in the archives which are accessible on the Breckland Council website should be destroyed. Any other documents to be discussed between the Clerk and the Chairman for a decision to be made.
- G. County Broadband** – there was nothing to discuss in this regard. Any interested parties are dealing with the company direct.

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**12. Correspondence from:-**

The Clerk advised that a letter had been received from the Parish Partnership regarding funding available for various projects in the 2020/21 financial year. Clerk to circulate same to Councillors.

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 online meeting date Monday 3 August. Agreed.**

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

**14. Participation and questions from the public – session 2.** A suggestion was made by a member of the Public that support should be given to the Red Lion now they are able to open.

**15. Matters for future discussion.** As above. In addition, Cllr Grimsditch wishes to put forward a proposal for a First Responder type scheme which has been very successful in Australia. MG to bring a firm proposal with full details to the next meeting of the Council for consideration.

Meeting closed 8.42pm

*Joanne Blackman  
Parish Clerk  
22 July 2020*

CHAIRMAN.....

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