

Caston Parish Council

CHAIRMAN: Mr Chris Cook VICE CHAIRMAN: Mrs Mary Howell

**MINUTES OF THE MEETING OF CASTON PARISH COUNCIL
MONDAY 4 SEPTEMBER 2023
AT CASTON VILLAGE HALL AT 7.30 PM**

Councillor's present:- Chris Cook, Mary Howell, Graham Moss, Simon Spanyol and Sarah Fletcher

Also present:- Five members of the public

1. **Apologies for absence**
None.
2. **To approve the Minutes of the Meetings held on 3 July 2023.**
Proposed by Cllr Spanyol, seconded by Cllr Fletcher. All voted in favour.

The Chairman closed the meeting to permit public discussion.

3. **Participation and questions from the public, session 1.**
A member of the public raised the matter of the wires on the green. This is from County Broadband and has been addressed before. There is no update as to the works of County Broadband at the current time.

The storm drain near the war memorial appears to be blocked, Clerk to report.

A member of the public asked what Odd Bods had done at the play area. It was explained that the equipment had been fully cleaned and sanitised. A member of the public advised that it has made a significant improvement and is much more appealing and safer for the children. A member of the public asked about the branches over the slide. It was advised that unless the tree was removed entirely, the bird droppings will always be a problem. The tree will not be removed. A member of the public advised that when visiting the play area, they always take some type of cleaning materials (ie wipes) to remove any obvious droppings.

A member of the public advised that he was concerned with the traffic along Northacre and in particular in relation to the diversion when the road closure is in place. Large HGV vehicles are a major concern as the road is not suitable for these types of vehicles.

A discussion took place, and it was agreed that the residents do require some clarification as to what exactly the works entail and what the works will achieve. It is also important that they fully understand the road closure. It was suggested that we request a short meeting with Highways/Engineer to enable villagers to ask any questions and understand what will happen.

The Chairman reopened the Council meeting.

CHAIRMAN.....

DATED:

CLERK: Joanne Blackman, Daisy Barn, 42 Long Lane, Feltwell, Norfolk, IP26 4BJ

Tel: 01842 829821 Email: parish.clerk@castonparishcouncil.gov.uk www.castonparishcouncil.gov.uk

4. **Guest speakers**

None.

5. **Co-option**

This matter was deferred to the next meeting.

6. **Speedwatch and SAM2 Report.**

“During August the volunteers undertook five checks a total of 488 vehicles were assessed and 43 reported to the Constabulary for exceeding 35 mph.

There are five planned checks for September and we may get assistance from the Constabulary”.

It was noted that the constabulary have been in the village on at least two occasions recently with enforcement cameras.

Cllr Fletcher advised that the handover of the SAM2 equipment has now been completed and the cameras have been in place for approximately four weeks. The volunteers will soon be extracting the data from the machines and Cllr Fletcher will liaise with the Clerk to produce a report.

7. **To record any Declarations of Interest and to consider any requests for Dispensations from Council Members.**

None.

8. **Council and Village Websites**

Brian Brooker attended the meeting as he set up both websites and continues to maintain the village website. He explained that there is a new programme available for the website. It will cost an additional £9 per year.

Having reviewed the new programme, Brian considered it sensible to make the move.

It was asked what connection the Parish Council has to the Village website. The Clerk explained nothing except that the Parish Council pay the hosting fees. It was acknowledged that some of the data on both websites is a bit out of date and could do with updating at the same time.

The process for updating the websites in due course is slightly different but it is just a case of getting used to the changes.

The new programme allows more customisation.

The Parish Council is obligated to have a website to publish documents and it was felt that having a point of information on the website and indeed the Village website would be beneficial.

It was acknowledged that Facebook has taken over a little in relation to information etc however, it was accepted that not everybody uses Facebook and information should be more readily available.

The updates will provide a more contemporary look and feel.

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As far as the Parish Council is concerned, the move should be quite straightforward but will require some work. Brian is prepared to carry out these works free of charge but if we require any material changes to content, that would be chargeable.

It was agreed, unanimously, that the new programme should be implemented, and Brian will begin works. It was estimated this should take between 3-4 weeks, but it was acknowledged that as this is being done free of charge, paid work takes priority.

The Clerk thanked Brian very much for his assistance and it was agreed that the Clerk would review the content of the website once the transfer has been made.

9. **Planning Applications:-**

- A. **3PL/2021/0932/VAR** - Cherry Tree Farm Cherry Tree Lane Stow Bedon - Variation of Condition No2 on 3PL/2017/0878/F : Variation to reflect the as-built appearance and layout of the pig sheds, feed silos and manure store cover and proposed amendments including revised external materials and the addition of chimneys. **Stow Bedon application. Undecided.**

This matter remains undecided, and it was agreed to keep the item on the Agenda for information purposes.

- B. **3PL/2022/0472/F** – Appeal No. APP/F2605/W/22/3308149 – Homefield House, The Street, Caston – Proposed new dwelling. **Undecided.**

- C. **3PL/2022/0368/F** - Coughtrey Industrial Estates (Units 1 - 17) Church Road - The demolition of Units 1-6 (whole block Western boundary) and Units 7-13 (part of North Block), extensions to units 14 and 15 (large extension to North block), extension to unit 16 (small extension to South Block), external fascia changes, refurbishment to Unit 17. Change of use of whole site to mixed B2 and Class E (offices). The reconfiguration of parking and creation of a new loading and unloading area. **Undecided.**

Cllr Spanyol gave a brief outline of the application to date. It was reported that there has already been a significant amount of HGV traffic coming through Caston and going to the site. The traffic management plan which would form part of any approval, has yet to be agreed but it was felt that the Planning Case Officer should be made aware that this is already taking place and to seek some guidance on how this can be managed. It was agreed that Cllr Spanyol would draft a letter to be sent to the Case Officer and Director of Planning.

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

- A. To approve salary payment including holiday allowance to the Clerk, Mrs Joanne Blackman, for the month of August 2023 in the sum of £236.02.
- B. To approve payment to R G Maintenance Services Limited for grass cutting for the month of August 2023 in the sum of £331.20 (incl VAT) in respect of invoice number 2249963.
- ~~C. To approve payment to R G Maintenance Services Limited for grass cutting for the month of May 2023 in the sum of £496.80 (incl VAT) in respect of invoice number 2249449.~~
- D. To ratify payment to Plusnet for Broadband at the Village Hall for the month of June in respect of invoice number 00004758344-048 in the sum of £26.40 (incl VAT).
- E. To ratify payment to Plusnet for Broadband at the Village Hall for the month of July in respect of invoice number 00004758344-049 in the sum of £26.40 (incl VAT).
- F. To ratify salary payment including holiday allowance to the Clerk, Mrs Joanne Blackman, for the month of July 2023 in the sum of £236.02.

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- G. To ratify payment to R G Maintenance Services Limited for grass cutting for the month of July 2023 in the sum of £331.20 (incl VAT) in respect of invoice number 2249744.
- H. To ratify payment to Odd Bods Cleaning Services for cleaning of the play area in respect of invoice number OBEC03194 in the sum of £672.00 (incl VAT).

Items A-H were approved with the exception of Item C which had been approved at the meeting on 3 July 2023.

11. **Matters to report:-**

- A. **Broadband for Village Hall – update**
The Clerk advised that a new modem had been received and an engineer was coming to the village hall on the 13 September to install the new line. The Village Hall will ensure a representative is there to enable access.
- B. **Financial Balances**
Caston Parish Council - £8,698.17
Former Highway Surveyors - £14,677.58
- C. **Village Gates/Parish Partnership Funding**
The Clerk advised that there was no funding available for us to consider new village gates and the costs are prohibitive at this time. It was therefore agreed that quotes would be sought to conduct a full refurbish ie new posts and repaint. A member of the public stated that the problem was wooden posts were being inserted straight into the ground. The Chairman advised that this was a necessity due to Health and Safety so the posts would collapse in the event of an impact and whilst this is not ideal, we have no choice.
- D. **Playground**
The Clerk advised that the cleaning had now been carried out and as previously discussed, the playground is now more appealing and safer. We will consider a cleaning programme going forward. The Clerk advised that we have a budget for maintenance, and this should be included in that each year.
- E. **Emails**
The Clerk advised that the process had started to transfer the domain name and emails across to Calico (now known as Hostworld) and she will update accordingly in due course.
- F. **Telephone kiosk**
Cllr Howell advised that she had had one volunteer come forward regarding the phone kiosk. A discussion took place, and the question was raised, given the lack of interest, as to whether the village actually wanted the kiosk to remain. It requires groundworks as well as refurbishment. The question was asked as to whether we could sell it or move it to another location. The Clerk agreed to check the agreement as to whether sale is a possibility.

Cllr Fletcher advised that she had recently read an article that it is the 100th Anniversary of the phone kiosk soon and wondered whether this could be promoted.

Cllr Howell agreed to place an article in the Waylander to establish whether the villagers want to keep/lose the kiosk.
- G. **Road Closure, Dukes Lane corner – October 2023**
Following discussion, it was agreed that the Clerk would contact the Engineer to establish an update and to clarify whether they would be prepared to attend a village meeting to answer questions and allay any concerns. Confirmation of the start date also to be confirmed and how traffic will be managed, particularly in relation to Northacre. A map of the diversion will be placed on the Noticeboard.

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H. Village Planters

Following on from previous correspondence, Cllr Fletcher has agreed to be the first point of call for the volunteers if they have any questions or queries in relation to the planters. The Clerk advised that any invoices etc should come direct to herself and the Clerk advised that she is also available if any queries or questions arise.

I. Planting of bulbs for Coronation (prev. suggested April 2023)

This matter was discussed, and it was agreed that the Council could not authorise planting of bulbs on land which does not belong to the Parish Council. Discussion took place as to whether an alternative location would be possible namely Village Green/Coronation Terrace. It was agreed that the bulbs would be unsightly when they die back and would also cause problems for the grass cutting contractors. The Clerk will relay the decision to the volunteers and thank them for their work in planting and maintaining the planters.

J. Emergency Plan

The Clerk advised that she had yet to begin this but would progress as soon as possible.

K. Village Green Noticeboard – update

Cllr Cook advised that due to work commitments, he had not been able to start work on the Noticeboard but would do so as soon as possible.

L. Quiz Night – Friday 17 November

It was agreed that a team would be put forward for the Harrand quiz on 17 November. Cllr Fletcher has notified the organisers that the Parish Council will put forward a team.

M. Contribution to Village Hall Insurance (Renewal costs £1,153.13)

The Clerk advised that there is £570 in budget for the insurance costs of the Village Hall. It was therefore agreed, unanimously, that the £570 should be paid to the Village Hall forthwith. Clerk to arrange.

12. Correspondence

The Clerk advised that she had received notification of the bad condition of the road opposite the Village Green. This will be reported in the normal way.

13. The next meeting date: 2 October 2023.**The Chairman closed the Council Meeting to permit public discussion.****14. Participation and questions from the public – session 2**

A member of the public asked whether it would be possible to ask the grass cutting contractors to power wash the bench.

A member of the public asked whether it would be possible to list the Councillors' names on the Agenda.

15. Matters for future discussion to be noted.

As above.

Meeting closed 9.12pm

Jo Blackman
Parish Clerk

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