

# Caston Parish Council

CHAIRMAN: Mr Chris Cook    VICE CHAIRMAN: Mrs Mary Howell

**MINUTES OF THE MEETING OF CASTON PARISH COUNCIL**  
**MONDAY 15 MAY 2023**  
**AT CASTON VILLAGE HALL AT 8.00 PM**

Councillor's present:-        Chris Cook, Graham Moss, Mary Howell  
 Following co-option, Richard Ives, Simon Spanyol and Sarah Fletcher  
 joined the meeting.

Also present:-                8 Members of the public

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

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

3.     **Participation and questions from the public, session 1.**  
       None.

**The Chairman reopened the Council meeting.**

4.     **Co-option.**  
       The Clerk received three applications for Co-option which had been circulated to the Council Members prior to the meeting. The Council has four vacancies. It was therefore **AGREED** that Sarah Fletcher, Richard Ives and Simon Spanyol be co-opted to the Council. All three members joined the Council meeting.
5.     **Speedwatch and SAM2 Report.**  
       "During April the volunteers undertook 3 Checks each lasting 30mins. More were planned, but due to commitments some spaces could not be filled. 190 vehicles were assessed and 6 reported to the constabulary for exceeding 35mph.

Checks for May will be of 60 min duration".

6.     **To record any Declarations of Interest and to consider any requests for Dispensations from Council Members.**  
       None.

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

7. **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.** *It was noted that the chimneys have started to be installed.*
- B. **3PL/2022/0472/F** – Appeal No. APP/F2605/W/22/3308149 – Homefield House, The Street, Caston – Proposed new dwelling. **Undecided.** *No update at present.*
- C. **3PL/2023/0072/F** – Land at Chase Farm, The Street, NR17 1DD- Erection of Farm Bungalow. **Undecided.**
- D. **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. *It is rumoured that this matter may be taken to Judicial Review and is likely the reason it was pulled from the recent Planning Committee meeting. This has not officially started, as far as we are aware. Cllr Cook to send information to the Clerk.*

8. **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 April 2023 in the sum of £236.02.
- B. To approve payment to the Clerk for printing expenses (£9.99 per month) for the months of December 2022 to April 2023 in the sum of £49.95.
- C. To approve payment to Norfolk ALC for Annual Subscription for the year 2023/24 in the sum of £162.18 in respect of inv no 591.
- D. To approve payment to R G Maintenance Services Limited for grass cutting for the month of April 2023 in the sum of £331.20 (incl VAT) in respect of invoice number 2249128.
- E. To approve payment to HCI Data Limited re disk space used for the months of February – April 2023 in the sum of £37.20 (incl VAT) in respect of invoice number WEB15507.
- F. To approve payment to A J Gallagher re insurance premium in the sum of £1,129.51 for the year beginning 1 June 2023.
- G. To ratify payment to Plusnet for Broadband at the Village Hall for the month of April in respect of invoice number 00004758344-045 in the sum of £26.40 (incl VAT).

Proposed by Cllr Moss, seconded by Cllr Howell, all voted in favour.

9. **Matters to report:-**

- A. **County Broadband update**  
Cllr Moss had reviewed the Wayleave documentation and the offer put forward in the covering email, contradicts what appears in the document. Further, it states that County Broadband would cover up to £750 plus VAT in legal expenses. As we will be seeking to instruct a solicitor to review the documentation, the Clerk will ask County Broadband to clarify the sum they are putting forward and ask them to put in writing that they will cover legal costs as set out therein.
- B. **Financial Balances**  
Caston Parish Council £11,793.28/Highway Surveyors £14,505.87

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C. **Bank account/signatories**

The Clerk advised that following the resignation of Kay Farmbrough, we need to nominate a new signatory for the bank account. The Clerk suggested that Cllr Howell is the only original Councillor who is not a signatory and therefore proposed that she should be made a signatory if she is happy to do so. Cllr Howell advised that she was happy to and all voted in favour. The Clerk will complete the paperwork and bring it to the next meeting for Cllr Howell to complete. Cllr Cook is unable to use his card currently and will make contact with the bank to rectify.

D. **Communications Policy/Social Media Policy**

It was explained to the new Council Members that the Communications Policy and Social Media Policy were model documents which the Council were looking to adopt. The documents are guidelines for how Council Members should conduct business generally and more specifically in the Social Media Policy. The policies are as much about protecting Council members as well as guidelines. It was felt that the new members should have an opportunity to review the documents and the Clerk will arrange to circulate these.

E. **Village Gates**

Cllr Ives will arrange a date with John Hill to replace the posts, as previously advised. The gates themselves are not in particularly bad condition but the posts are all showing signs of rot of various degrees. The Council will consider replacement in the next round of funding if this is deemed appropriate and/or necessary.

F. **Training**

The Clerk advised that there are various training opportunities for new Councillors which she will circulate should anyone wish to attend.

G. **Meeting dates for 2023/24**

A list of meeting dates was handed to all Council members. The Clerk asked that Council members advise if they are unavailable for any dates as soon as any absence is known.

H. **Playground**

It was noted that the grass has not been cut within the play area. The Clerk will follow this up.

The bin has not been emptied again, Clerk to report.

Concern has been raised about one of the posts on the flat swing. A photograph has been taken and the Clerk will seek the advice of the installer as to how best to deal with it.

It was agreed that the Clerk would approach RG Maintenance Services Limited to see if they can assist in removal of the overhanging branches above the slide.

The Clerk will seek a quote for cleaning of the play equipment.

10. **Correspondence**

There is a scheduled road closure affecting the A1075 Thetford Road from its junction with C546 Thompson Road to its junction with U33009 Low Common in the PARISH OF GRISTON between 25 and 27 May and again between 13 and 15 June. This will see a diversion through the village.

11. **The next meeting date: 5 June 2023.**

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

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12. **Participation and questions from the public – session 2.**

A member of the public raised the question of communication with parishioners. This is an ongoing problem as not everyone uses or reads the website/Facebook/noticeboards etc. The Council website is also in need of updating. The Council accepted that this could be improved and will endeavour to use the Waylander/Facebook/Website/Noticeboards going forward. It was also noted that the Minutes of meetings are not always available in a timely manner. The Clerk accepted this and will endeavour to ensure that they are available within two weeks of a meeting.

The Clerk took the opportunity to raise the issue of Council emails which was put on hold pending the election of the new Council. Now this is in place the Clerk will move this forward and Cllr Moss is happy to assist, if required.

13. **Matters for future discussion to be noted.**

The telephone kiosk (near the Mill) requires attention – Cllr Howell will be putting a note in the Waylander for volunteers.

Rayners Falgate – impaired drainage caused by traffic mounting verges and straw deposits. Clerk to ask Highways for examples of councils working with landowners to rectify or prevent this type of problem.

Jo Blackman  
Parish Clerk

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