

Caston Parish Council

CHAIRMAN: Mr Chris Cook VICE CHAIRMAN: Mrs Mary Howell

**MINUTES OF THE MEETING OF CASTON PARISH COUNCIL
MONDAY 5 JUNE 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:- No Members of the public

1. **Apologies for absence**
None.

2. **To approve the Minutes of the Meetings held on 15 May 2023.**
Proposed by Cllr Howell, 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.**
None.

The Clerk advised that she had checked the defibrillator this evening as she had received an email from 'the Circuit' (the central database for defibrillators) that our defibrillator may have been called upon/used. This was not the case and the Clerk will report this accordingly. The Clerk explained that sometimes the Ambulance Service may provide a caller with the code for the defibrillator cabinet even if not required and this is recorded on the database and effectively it is then taken out of service until it can be checked and verified. Cllr Fletcher asked what happens in the event the Clerk is unable to check the defib. The Clerk explained that in the past she has asked a Councillor to check on her behalf. Cllr Fletcher advised that she would be happy to be contacted in such a situation and suggested to see if a second email notification address could be added to the Circuit. The Clerk advised that she did not know whether this was possible but would check and clarify the position.

The Clerk explained that she had received a communication from a resident asking if the main Noticeboard on the Village Green could receive some maintenance and further explained that the lock was faulty and one key would not work at all. Cllr Cook advised that he had looked at this earlier in the year but it was too wet to undertake any maintenance at that time. Cllr Cook will revisit and confirm whether this is something which we can undertake or whether a professional needs to be called upon to undertake any repairs. It was noted that the Noticeboard itself is in fairly good condition but does require maintenance.

The Chairman reopened the Council meeting.

4. **Guest speakers**
Neither County Councillor or District Councillor were in attendance however, the Clerk read the following report received from P Cowen, District Councillor:-

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

“We are into the first 4 weeks of the new Council term at Breckland and as such we are formulating policies and proposals for the next four years. As such there is nothing new that I can report upon to the Parish. Looking at the agenda for this evening the planning applications are undecided and I can advise nothing further than that which has been reported on previous occasions. The application at Cherry Tree Farm is as noted but the applicant has installed additional flues before any determination has been made and thus that is at their own risk. As to the Eastern Attachments application I can add nothing more than that which has been reported before.

Sarah Suggitt and I will be preparing a regular Councillor report, likely to be a bi monthly update, that will be circulated ahead of the next meeting in July to keep residents abreast of developments.”

5. **Speedwatch and SAM2 Report.**

“There were five checks planned for May but due to bad weather and volunteer commitments only three checks were carried out.

A total of 288 vehicles were assessed and 24 were reported for exceeding the 30mph speed limit.”

The Clerk advised that R Ives had advised that he wished to step down from his duties moving the SAM2 machines and logging data etc. A discussion took place and Cllr Cook agreed to speak to R Ives to ask if he could bear with us for at least one month whilst we try and find a replacement. Cllr Howell agreed to place a request in the Waylander for volunteers to carry out the tasks. It was felt it would be best to try and secure two volunteers. The Clerk will place a request on the Caston Facebook page to see if we can obtain volunteers that way.

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

None.

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.**
- B. **3PL/2022/0472/F** – Appeal No. APP/F2605/W/22/3308149 – Homefield House, The Street, Caston – Proposed new dwelling. **Undecided.**
- 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. **Undecided. The Council discussed the pre Judicial Review letter in this matter and commented that it had been very well put together.**

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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 May 2023 in the sum of £236.02.
- B. ~~To approve payment to R G Maintenance Services Limited for grass cutting for the month of May 2023 in the sum of £XXX.XX (incl VAT) in respect of invoice number 2240XXX. NB this invoice was not received in time for the meeting and was therefore excluded.~~
- C. To ratify payment to Plusnet for Broadband at the Village Hall for the month of May in respect of invoice number 00004758344-046 in the sum of £26.40 (incl VAT).

Two additional items of payment:-

- D. To approve payment to Roger Canwell for Internal Audit in the sum of £57.50.
- E. To approve payment to the Clerk, for postage costs, for delivery of Internal Audit paperwork in the sum of £5.58.

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

9. **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 2022/23.
- B. To adopt the Balance Sheet for Highway Surveyors for the financial year 2022/23.
- C. To approve, sign and complete the Annual Governance and Accountability Return 2022/23.

Cllr Fletcher asked for an explanation as to what the 'Contingency Funds' had been spent on and the Clerk explained these were predominantly for a new bench in the play area and a new bin for the Village Green. A query was also raised regarding assets. The Clerk explained that this is historic and unfortunately our records do not go back as far to explain the full list of assets but can include land ie village green, a bench, office equipment etc.

Proposed by Cllr Cook and seconded by Cllr Howell, all voted in favour.

10. **Matters to report:-**

- A. **County Broadband update**
The Clerk explained that she had not heard anything further from County Broadband, following the request for clarification on the allowances referred to in the Wayleave Agreement. It was agreed that the ball is in the court of County Broadband and we shall await to hear further from them.
- B. **Financial Balances**
Caston Parish Council £12,173.31 (includes VAT repayment of £2,352.49)/Highway Surveyors £14,546.86
- C. **Bank account/signatories**
The Clerk has completed the change of mandate forms from the bank and Cllr Howell has signed her part. These will be sent off and once Cllr Howell is confirmed on the account we will seek the removal of K Farmbrough.
- D. **Communications Policy/Social Media Policy**
A discussion took place and a few small amendments were suggested. Cllr Moss had previously made several comments on the documents but as these were not to hand the Clerk will make the small amendments suggested and will send them to Councillors for further review. The Council will seek to approve any amendments at the next meeting of the Parish Council on 3 July.

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E. Village Gates

Cllr Cook will speak with R Ives to establish the current position. In the meantime, as the gates are all failing to one degree or another, the Clerk will seek some quotes for replacement gates (recycled materials).

F. Training

Cllrs Moss, Spanyol, Fletcher and Howell have requested to attend various training courses. The Clerk to book.

G. Playground

NGF Play will be coming out to inspect the leg of the flat swing and advise on the best course of action in the next week or so.

Cllr Moss is meeting with a professional playground cleaning company on Wednesday to obtain a quote for cleaning of the equipment.

H. Emails

The Clerk advised that the person she has been dealing with regarding the gov.uk email addresses is on annual leave. The Clerk will follow up upon her return.

I. Rayners Falgate

The Clerk will contact Matt Lines at Highways to try and obtain examples of Councils which have worked with local landowners regarding keeping verges and debris under control.

J. Telephone Kiosk

A brief discussion took place as to the possible use and what needed to be done to the kiosk. It was agreed that Cllr Howell will place a request for volunteers to help in the Waylander. This matter was deferred until the next meeting.

K. Road Closure, Dukes Lane

The Clerk to email Cllrs Fletcher/Spanyol with the road closure details we have to date.

11. Correspondence

None.

12. The next meeting date: 3 July 2023.**The Chairman closed the Council Meeting to permit public discussion.****13. Participation and questions from the public – session 2**

None.

14. Matters for future discussion to be noted.

As above.

Meeting closed 9.08pm

Jo Blackman
Parish Clerk

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