



# Caston Parish Council

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

**MINUTES OF  
THE MEETING OF CASTON PARISH COUNCIL  
MONDAY 5 SEPTEMBER 2016  
CASTON VILLAGE HALL at 7.30 pm**

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

Also present:- Members of the Public, Claire Bowes – County Councillor, Phil Cowen – District Councillor

1. **Apologies for absence:** Apologies were received and accepted from Cllr Kay Farmbrough.
2. **IT WAS RESOLVED** and agreed by all Councillors that the Minutes of the meeting held on 4 July 2016 could be signed, by the Chairman, as a true and correct record.

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

3. **Participation and questions from the public, session 1:**  
A member of the public enquired whether the telephone boxes could be repainted. The Clerk advised that she had made enquiries of British Telecom who advised that the telephone boxes were not scheduled to be painted and that it was extremely unlikely that this would take place. The only option, if we wished to paint the boxes ourselves, would be to adopt the boxes. This would involve a community effort to apply to adopt the boxes and carries several conditions, one of which was that BT would remove the telephones. Caston is considered to have 'good' mobile signal coverage. DC Phil Cowen advised that he would raise this matter with our local MP.

4. **Guest Speakers:**

District Councillor Phil Cowen reported the following:-

- a) the land east of Walnut Tree Cottage, Attleborough Road, NR17 1DL (3PL/2015/0147/F) was for sale and had possibly been sold. DC Cowen advised that they would look to an alternative scheme with a maximum of four houses and possibly a new design. Access to the site is fundamental.
- b) Local Plan – DC Cowen advised that the Core Policies and Strategies will go out for consultation between 19 September and 31 October. Feedback will be sent to the Secretary of State around February/March 2017. Guidance is expected at least one year from now with adoption around Christmas 2017. DC Cowen advised that the settlement boundaries are agreed by Breckland Council on a five point scoring system based on facilities in a village namely a school, community venue, shop, public transport and employment. If a village has all five points they are classed as a Local Service Centre, three means the settlement boundary remains and below three means that a village could lose its settlement boundary. Caston may expect some possible growth but of limited amount.
- c) DC Cowen further advised that there were three suggested changes to the settlement boundary of Caston namely Dukes Lane, The Street (Flaxmoor Cottage) and The Green. The suggested plans had been approved by Caston Parish Council and DC Cowen apologised for the late notice given to the Council regarding these changes.

CHAIRMAN.....

DATED: .....

CLERK: Joanne Blackman, Westcroft, Watton Road, Ashill, Norfolk, IP25 7AQ  
Tel: 01760 447484 Email: parish.clerk@castonparishcouncil.gov.uk [www.castonparishcouncil.gov.uk](http://www.castonparishcouncil.gov.uk)

- d) Broadband – DC Cowen advised that he had a meeting coming up shortly with Karen O’Kane regarding broadband connections in Norfolk. £950K has been set aside for the hard to reach communities. Better Broadband for Norfolk is about to launch an interactive map on its website to enable residents to track their local area.
- e) A new cinema will be opening at the new industrial complex in Thetford.

County Councillor Claire Bowes reported the following:-

- a) There is a hazardous waste amnesty to enable residents to dispose of household hazardous waste, free of charge, on the weekend of 24/25 September 2016 at the recycling centre at Dereham (Trafalgar Business Park, Rash’s Green, NR19 1JG) from 9am to 5pm. Residents can dispose of aerosols, fire extinguishers, garden pesticides and fertilisers, household chemicals and cleansers, furniture polish, old bottles of bleach, paint, photographic chemicals and wood preservatives/treatments and varnishes. All products must be kept in their original containers, properly sealed or bagged. The recycling centre will not accept ammunition, explosives or marine flares, asbestos, commercial hazardous waste, fireworks, gas canisters or petrol. The centre is usually busy first thing in the morning.
- b) Norfolk County Council’s Library Service has launched Spydus Mobile, a free app that residents can download to access library services and manage their membership at any time. The app allows the user to search for books, place holds on interesting items, download e-books, keep track of their library account and manage their loans. Non library members can also use Spydus Mobile to scan barcodes on books, CDs, DVDs and other items using their device’s camera and then search for available copies at their local library. To download visit the app store and select Norfolk Library and Information Service.
- c) Love Food Hate Waste – the County Council are looking for people to become Love Food Hate Waste volunteers to share their knowledge to help reduce the amount of food we waste. Volunteers will be trained in issues regarding food waste and equipment to help others in their local community to make the most of their food, reduce food waste and save money. Anyone over the age of 18 can join the scheme and will receive free training, a resource pack and ongoing support. The next training course is on 1 October at the Green Britain Centre in Swaffham. More information is available by emailing [lovefoodwaste@norfolk.gov.uk](mailto:lovefoodwaste@norfolk.gov.uk).
- d) Full details of the new Autumn Adult Learning course programme can be found on the County Council website.
- e) The public consultation on the proposed combined authority devolution deal for Norfolk and Suffolk has now closed and we await publication of the results.
- f) The monthly newsletter of Breaking New Ground is a landscape partnership supported by the County Council and funded by the Heritage Lottery Fund, delivering a range of exciting Heritage and Landscape Projects in the heart of the Brecks.  
[https://issuu.com/breakingnewground/docs/bng\\_sept16\\_newsletter](https://issuu.com/breakingnewground/docs/bng_sept16_newsletter)

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

In the period concerned there have been 6 meetings of the Speed Watch team. 695 vehicles were observed, of which 42 were speeding. The figures for the period concerned show that traffic flow in the village has generally stabilised.

Though the volunteer numbers have increased Speed Watch are still keen to have even more support, especially with the installation of the SAM2 flashing sign. A few tall strong individuals would be a great help.

It is still too early to make any definite statements about the impact of the sign and other installations at the entrances to the village. But it is their impression that vehicle speeds near Coronation Terrace have dropped.

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Cllr Blincow asked Mr Bearne if he would like to discuss Item 9G on the agenda namely the requirement to expand the team responsible for the SAM2 sign. Mr Bearne explained that they are looking for a few additional fit, able and tallish individuals to assist with the moving of the SAM2 to its various sites throughout the village. Cllr Porter explained that the SAM2 sign is quite heavy and cumbersome and the assistance of a few more individuals would assist in the movement of the sign. Cllr Blincow suggested that it may be better to take the direct approach to individuals who may be able to help and felt that a request made, for example, on the website, would not necessarily bring forward volunteers.

Cllr Blincow advised that he had received several comments from residents one of them being that the position of the SAM2 sign at Coronation Terrace is 'too far' into the village. Cllr Porter explained that this is not the permanent position for the sign and we are waiting for Highways to install new posts nearer to the Barns. There are five locations for the SAM2 sign, two of which can be used in both directions.

6. **Caston Home Watch Co-ordinator Colin Bearne – Contact 01953 483961**

As reported on the village website, there have been two serious thefts of property in the Parish since the last Council meeting, one involving considerable damage to the property concerned. Both the offences occurred in Northacre, one at the far end of the road.

Mr Bearne advised that if you know your property to be particularly at risk by virtue of its location to talk to the Police, on their non-urgent number (101), about all the additional precautions that can be taken. Mr Bearne further advised that he was happy to discuss this by visit or over the telephone.

**The Chairman reopened the Council meeting.**

7. **Declarations of Interest:-** Cllr Rob Lond-Caulk item 8D.

**Dispensations** from Council Members: - None

8. **Planning Applications:-**

- A. **3PL/2016/0911/F** – The Field, Northacre, NR17 1DG – Portal steel framed building for storage of agricultural equipment (retrospective). The Clerk advised that she had submitted the comments of the Parish Council to Breckland and that no decision had been made to date.
- B. **3PL/2016/0903/HOU** – 2 Hall Farm Cottages – Erection of telescopic amateur radio mast – The Clerk advised that permission had been granted on 25 August 2016.
- C. **3PL/2016/0875/VAR** – Former Coach Depot, Dukes Lane, NR17 1BL – Residential development for 3 detached dwellings with garages (Revised design to plot 2). The Clerk advised that permission had been granted on 24 August 2016.
- D. **3PL/2015/0613/F** – Former Coach Depot, Dukes Lane, NR17 1BL – Residential development of 3 new dwellings (inc the removal of a temporary structure used as a site office and store). Permission granted 29 June 2016. Cllr Lond-Caulk (the Applicant) advised that they had completed the internal plans for his move to Carbrooke. They are aiming for a move date of 30 January/1 February and that they have to move out and dismantle the temporary structure by 17 March.

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

- A. The Clerk had prepared a report on the printer cartridges required for the Council printer. There are two options, to purchase the cartridges required or sign up to the HP Instant Ink programme which requires a monthly payment and new cartridges are automatically sent via mail when the printer is getting low on ink. The Clerk advised that there are three levels to the programme and **IT WAS RESOLVED** that the Clerk would enter into the HP Instant Ink programme and monitor it according to the Parish Council needs. The monthly payment would be claimed in the Clerk's quarterly expenses claim. Proposed by Cllr Brooker and seconded by Cllr Brown.

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- B. The Councillors had, prior to the meeting, reviewed the Licence to Install and Retain a Dog Bin in front of Caston Primary School on land owned by The Norwich Diocesan Board of Finance Limited. **IT WAS RESOLVED** that the Parish Council were not in a position to enter into such a licence at the present time and the Clerk would advise The Norwich Diocesan accordingly. The Clerk is to investigate with Highways, alternative locations near the school and legislation relating to the fining by the Parish Council of dog owners who do not clear up after their pet.
- C. **IT WAS RESOLVED** that training expenses for the Clerk, Joanne Blackman, in the sum of £45 in respect of Preparing the Budget and Setting the Precept Course, were approved. Proposed by Cllr Brooker and seconded by Cllr Brown.
- D. **IT WAS RESOLVED** that training expenses for the Clerk, Joanne Blackman, in the sum of £250 to undertake the CiLCA qualification modules, were approved. Proposed by Cllr Brooker and seconded by Cllr Brown.
- E. Woodland Trust Tree Packs – after consideration, **IT WAS RESOLVED** that the Parish Council were not currently in a position to take advantage of the free trees being offered by the Woodland Trust and that the Clerk would write to the Woodland Trust thanking them for their offer and expressing an interest for available trees in the future.
- F. **IT WAS RESOLVED** to make a contribution of £100 to the Citizens Advice Mid-Norfolk. Proposed by Cllr Lond-Caulk and seconded by Cllr Porter.
- G. Following previous discussions at item 5, Cllr Lond-Caulk advised that he would be prepared to assist the Speed Watch Team with the movement of the SAM2 sign. See also item 4c.
- H. Cllr Blincow advised that he had received several compliments following the installation of the village gates. However, there were a few concerns namely Griston Road. Some residents had expressed concern regarding visibility from exiting some driveways. Cllr Porter will investigate these concerns further. Cllr Blincow did explain that the gate positions had been decided in consultation with Highways.

Cllr Blincow thanked Cllr Porter and Alan Porter for their hard work in organising the installation of the gates.

The planters by these gates need moving approximately 8 feet towards the direction of Griston on both sides of the road. Cllr Lond-Caulk agreed to investigate and arrange for these to be moved. Cllr Lond-Caulk was advised that the planters did not have bases and care would need to be taken.

The old Caston village signs need to be removed and Cllr Porter advised that these would be removed. Cllr Lond-Caulk advised that he would seek to remove these at the same time as moving the planters.

A further concern was in relation to the hedge at the end of Northacre. The hedge on the left hand side has become overgrown and makes it very difficult for vehicles to see when turning right. **IT WAS RESOLVED** that the Clerk would write to the residents of 1 Northacre and request that the hedge is trimmed to aid visibility.

- I. **IT WAS RESOLVED** that a donation in the sum of £450 would be made to Caston Village Hall Charitable Trust in respect of the insurance renewal.
- J. **IT WAS RESOLVED** that the following donations would be made:-
- |                                   |         |
|-----------------------------------|---------|
| East of England Ambulance Service | £100.00 |
| British Legion                    | £25.00  |
| The Wayland Partnership           | £100.00 |
| Norfolk Accident Rescue Service   | £100.00 |
- K. Notice of Conclusion of Audit and right to inspect the Annual Return has already been resolved.

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10. **IT WAS RESOLVED** that the following payments should be made:-

- A. Salary payment including holiday pay allowance to the Clerk, Mrs Joanne Blackman, for the months of July and August 2016 in the sum of £415.22.
- B. Expenses reimbursement claim of the Clerk, Mrs Joanne Blackman, for the months of May to August 2016 in the sum of £104.85.
- C. RGM for grass cutting in July - £192.00 incl. VAT (paid).
- D. RGM for grass cutting in August - £192.00 incl. VAT.
- E. C E Clarke Fencing for supply and fitting of the village gates in the sum of £1,325.45 incl. VAT.
- F. Wayland Painting Services for painting of the village gates in the sum of £339.43.
- G. United Graphics for the supply of Caston Village and Speed signs for the village gates in the sum of £1,120.80 incl. VAT.
- H. Norfolk ALC in respect of Annual Subscription in the sum of £121.03.
- I. Westcotec in respect of SAM2 sign in the sum of £4,284.00 incl. VAT.
- J. Mazars LLP in respect of Audit for year ended 31.03.16 in the sum of £150.00 incl. VAT.

Proposed by Cllr Blincow and seconded by Cllr Brown.

Cllr Porter noted that funding is now possible for village gates under the Parish Partnership Scheme and enquired whether we could explore the possibility of a retrospective claim as these have only just been installed. **IT WAS RESOLVED** that the Clerk would investigate this further.

Cllr Brooker also suggested that when the gates undergo maintenance that we should consider reflective white paint to make them visible in the dark. Cllr Porter had a quote for ongoing maintenance which she would pass to the Clerk for inclusion in the budget.

11. **Matters to Report:-**

- A. The Clerk confirmed that the funding in relation to the defibrillator had been received and that we were now in a position to order the same. Cllr Brown expressed his concern that we did not know the proposed supplier and would feel happier if we could enquire of Wayland First Response if they are aware of the supplier. The Clerk will contact Wayland First Response. The Council also requires clarification that the quote received for installation of the new circuit also included installation and connection of the defibrillator. Cllr Lond-Caulk agreed to speak to the installer and confirm the same. **IT WAS RESOLVED** that if the Clerk was content with the response received from Wayland First Response that she would order the defibrillator from the proposed supplier as per the original quote. **Item for next Agenda.**
- B. The Clerk advised that Cllr Blincow and herself were in discussions regarding the Welcome Pack and would report further at the next meeting. **Item for next Agenda.**
- C. The Clerk advised that Adam Green had ceased undertaking tree work. He suggested we contact Andrew Bell and the Clerk is awaiting a contact number. The Clerk will need to check that Andrew Bell holds the necessary qualifications to carry out the works. **Item for next Agenda.**
- D. The Clerk advised that the application under the Transparency Fund in relation to software for the Council laptop, in the sum of £136.67, had been approved and received.
- E. The Clerk advised that the Grant in relation to the SAM2 sign, in the sum of £1,785.00 had been received.
- F. See 9H.
- G. Since the last Parish Council meeting the Village Appraisal Working Party have met twice and are adapting a questionnaire used by another village. When the questionnaire is finalised and circulated the working party would like to encourage as many responses as possible and as an incentive are offering a sponsored free draw to respondents. The winner will receive a free meal for two at the Red Lion.

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The appraisal questionnaire will hopefully be distributed by the end of October. Once the information has been collated a village meeting will be held where the winner of the draw will be announced and working parties formed for projects highlighted by the appraisal. ***Item for next Agenda.***

- H. Cllr Lond-Caulk advised that he did not have an update in relation to the Children's Play Area as the working party had agreed that they would await the outcome of the Village Appraisal before progressing matters further.
- I. The Clerk produced a schedule of the current financial balances (attached).
- 12. Any correspondence and associated information added to the Councillors' Folder for circulation.
- 13. **To agree the next meeting date Monday 3 October 2016.**
- 14. **Participation and questions from the public – session 2.** A member of the public advised that the cement around the original village cross on The Green was in need of repair. The Clerk is to contact English Heritage to seek advice on the repair. ***Item for next Agenda.***
- 15. The Clerk advised there are four outstanding matters with Highways, namely:
  - a. Road signs at Griston Road – these have been inspected and will continue to be monitored.
  - b. Clearing of weeds along road verges – these are awaiting inspection.
  - c. Painting of chevrons outside Flaxmoor House – these are awaiting inspection.
  - d. Flooding outside Sengana – these are awaiting inspection.

Joanne Blackman  
Parish Clerk  
11.09.2016

CHAIRMAN.....

DATED: .....