



Caston Parish Council

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

MINUTES OF THE MEETING OF CASTON PARISH COUNCIL

MONDAY 5 JUNE 2017

CASTON VILLAGE HALL at 7.30 pm

Councillor's present:- Kay Farmbrough, Frank Brown, Peter Chapman, Jaki Porter, Rob Lond-Caulk

Also present:- Members of the Public

1. **Apologies for absence:** Apologies were received and accepted from Cllr Blincow and Cllr Brooker.
2. It was **RESOLVED** that the Minutes of the Meeting held on Monday 8 May 2017 could be signed, by the Vice Chairman, as a true and correct record. Proposed by Cllr Brown and seconded by Cllr Chapman. All voted in favour.

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

3. **Participation and questions from the public, session 1:**

Parishioner, Mrs Jane Horner requested permission to display a banner on the Village Green from the end of July to the middle of November with regards to the remembrance of Pashendale, there were no objections from the Council. This request was approved by the Council.

Parishioner, Mrs Jane Horner advised the Council that during the preparations for and the Blossom & Yarn Festival 2017 ["B&Y"] itself in June [part] and July and the church would be closed and also, of course, during the planned roof and building refurbishment and that she would thus be unable to turn the pages of the Book of Remembrance ["Book"] and that the Book would not be available for public viewing. Mrs Horner went on to propose that the Book be relocated to her home during these periods to facilitate the page turning and public access. Following discussion on the subjects of ownership responsibility and insurance IT WAS RESOLVED that the Council make a written proposal to the Parochial Church Council ["PCC"] that during the B&Y church closure period the Book be relocated to Mrs Horner's home for page turning and public access subject to the appropriate all risks insurance cover being placed either by the Council or the PCC and that the arrangements for the roof and building refurbishment period to be discussed and determined closer to the commencement of the works.

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

There have been four sessions since the last council meeting. 518 vehicles were observed, and despite our signs and very obvious presence, we were able to record 19 of these as speeding.

Please join us if you are concerned about speeding in the village. It takes only 1-2 hours of your time every alternate week. We are critically short of fresh volunteers.

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

Luckily there is again no recorded crime to report for this month.

The warmer weather leads to more open windows and doors. Please be careful not to leave potential burglars easy access.

For Neighbourhood Watch ring 483961

The Vice Chairman reopened the Council meeting.

CHAIRMAN.....

DATED:

6. **Declarations of Interest:-** Cllr Lond-Caulk, item 7A.
Dispensations from Council Members: - None
7. **Planning Applications:-**
- A. **3PL/2015/1080/F** – The Barn, Dukes Lane. Cllr Lond-Caulk advised that he has a moving date of 26 June and the building will be removed thereafter.
- B. **3PL/2017/0438/F** – Land adj Walnut Tree Cottage – erection of four detached dwellings with detached garages and carports. The Council felt that the developer has taken on board previous comments made by the Council and there are no objections based on the amendments to the plans.
- C. **3PL/2017/0425/0** – Outline application – Land adj Old Rectory Cottage. It was reported that this application has been refused by Breckland Council.
- D. **3PL/2017/0641/HOU** – Foxhall Farm, Northacre, NR17 1DG – Erection of double garage to the rear and extensions and alterations to dwelling. It was reported that this application is undecided by Breckland Council and the Council has no objections to this application.

8. **To adopt amended Receipts and Payments schedule and balance sheet following internal audit by Roger Canwell**

The Clerk advised that following the internal audit by Roger Canwell, Mr Canwell had made some suggestions as to how we report VAT paid and reclaimed by the Parish Council. Mr Canwell did acknowledge that the way the Parish Council had historically dealt with the VAT was not incorrect. The Clerk confirmed that Roger Canwell had signed off the Annual Return and with this in mind, the Council felt that the Receipts and Payments Accounts and Balance Sheet should remain as signed. It was therefore **RESOLVED** that the Receipts and Payments Accounts and Balance Sheet should remain as previously signed.

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

Payment of the following items was proposed:-

- A. To approve the salary payment, including holiday pay allowance to the Clerk, Mrs Joanne Blackman for the month of May 2017 in the sum of £211.77. Proposed by Cllr Lond-Caulk and seconded by Cllr Porter, all voted in favour.
- B. To approve payment of invoice number 2237619 to RG Maintenance Limited for grass cutting for the month of April in the sum of £168.00 (inclusive of VAT) which includes a reduction of £24 for the non removal of grass cuttings. Proposed by Cllr Brown and seconded by Cllr Porter, all voted in favour.
- C. To approve payment of invoice number 2237874 to RG Maintenance Limited for grass cutting for the month of May in the sum of £192 (inclusive of VAT). Proposed by Cllr Brown and seconded by Cllr Porter, all voted in favour.
- D. To approve payment to Solo Press for printing expenses in respect of the Village Appraisal in the sum of £93.00. It was reported that Cllr Porter has already paid this invoice direct to Solo Press and therefore approval was sought to pay the sum direct to Cllr Porter in reimbursement. Proposed by Cllr Brown and seconded by Cllr Lond-Caulk, all voted in favour.
- E. To approve payment to Roger Canwell in respect of the Internal Audit of the Parish Council in the sum of £60. Proposed by Cllr Brown and seconded by Cllr Lond-Caulk, all voted in favour.
- F. To approve payment to A T Coombes in respect of the tree report prepared on behalf of Caston Parish Council in the sum of £180.00 (incl. VAT). Proposed by Cllr Brown and seconded by Cllr Lond-Caulk.

CHAIRMAN.....

DATED:

10. **Matters to Report**A. **Update on defibrillator**

The Clerk reported that the trainer remains on sick leave and she continues to chase for some dates from a replacement trainer. The Clerk also advised that she has spoken with the supplier regarding the storage of the defibrillator and other items and now has an answer which will hopefully resolve the matter. ***Item for next Agenda.***

B. **Update on Tree Report**

It was **RESOLVED** that the Council would accept the quote provided by A T Coombes in relation to the works on the trees at Coronation Terrace in the sum of £1,010 plus VAT. The Clerk is to liaise directly with Mr Coombes in relation to these works. ***Item for next Agenda.***

It was also noted that future provision needs to be made in the precept for three years' time when a survey would be undertaken and for any additional works which may be required.

C. **Update on original Village Cross repairs**

The Clerk advised that she was hopeful that a second contractor would be inspecting the Village Cross next week and would report further in due course. ***Item for next Agenda.***

D. **Update on Village Appraisal**

Cllr Farmbrough advised that the Village Appraisal was now complete and available for viewing on the Parish Council website. A full copy, including comments, would be available at each Parish Council meeting.

All Councillors are to review the comments made.

Cllr Porter advised that one of the main issues raised by residents was the concerns over traffic calming. Cllr Porter has had lengthy discussions with Norfolk County Council ('NCC') in this regard and the fact remains that there are no funds available at the present time. NCC advised that, in their opinion, the only effective method is to install 'pinch points'.

Cllr Porter further advised that it is possible for the Parish Council to request a redesign of the road layout, at its junction with [Carbrooke Road] and it would be helpful if we had village support in this regard. Cllr Porter therefore proposed that we write a letter from the Parish Council to NCC to request a redesign of the junction at Carbrooke Road. Cllr Porter has some suitable wording to form this request which she will pass to the Clerk. A vote was taken with four in favour and one abstention. It was therefore **RESOLVED** that a request would be made to NCC in this regard.

Thanks was given to Colin Bearne for the washing down of the village gates. Mr Bearne confirmed that there was one further gate which requires cleaning and that the gates had a lot of foliage at the bottom of them which require strimming. Cllr Porter advised that she would make some enquiries in this regard and that the Clerk would approach RG Maintenance Services and [Mr Childerhouse] to provide a quote for these works.

E. **Financial Balances**

The Clerk reported the current financial balances to the Council.

CHAIRMAN.....

DATED:

F. **Update on transfer of banking facilities from Barclays to Lloyds and the implementation of internet banking**

The Clerk advised that the application had been submitted to Lloyds Bank to add Cllr Brooker as an additional signatory and for the Clerk to have viewing on-line access to the accounts and these remain in progress. **Item for next Agenda.**

G. **Adoption of telephone boxes**

The Clerk advised that she had registered our interest with BT to adopt the two telephone boxes in Caston and is awaiting further details from BT with the Agreement which the Parish Council will be required to complete. **Item for next Agenda.**

H. **Matters for the Rangers**

The Clerk advised that all previous matters had been reported to the Rangers but that she would speak to them again and try and get the outstanding matters resolved. **Item for next Agenda.**

I. **Parish Council Assets Schedule**

The Parish Council needs to update its Assets Schedule. Historically a figure of £57,000 has been applied to the assets of the Parish Council with little explanation as to how this figure is calculated. It was therefore agreed that a working party would be set up to obtain current values for the Parish Council assets to enable the Council to seek competitive insurance quotes in the future. **Item for next Agenda.**

11. **Correspondence from:**

The Clerk read the following report received from County Cllr Claire Bowes following the query raised by a member of public regarding Watton Library.

"The Library at Watton is flourishing and provides a valuable service to the community in Watton and surrounding area. As you know, the library is located in the heart of Watton and provides free access to reading, media, IT and information services to citizens of all ages, abilities and backgrounds. The Library at Watton offers a range of other services and activities, all of which are reducing social isolation, improving literacy and making the library a community hub.

Across the County we are using technology to extend the opening hours of libraries and our intention is to try and open libraries for much longer than present using self-service technology, without increasing our costs. The project hasn't reached Watton yet.

Just to reaffirm – there are no plans to close Watton Library. Our plans are all about trying to make Norfolk's Libraries more accessible through longer opening hours using technology and to widen the range of activities available"

Any correspondence and associated information added to the Councillors' Folder for circulation, Public Information notices posted to the village noticeboards and websites.

12. The next meeting date is **Monday 3 July 2017.**

The Vice Chairman closed the meeting to permit public discussion.

13. **Participation and questions from the public – session 2:**

A member of the public enquired as to the amount of money set aside for repairs to the Remembrance Book, this was confirmed as £875.

The Vice Chairman reopened the Council Meeting.

CHAIRMAN.....

DATED:

- 14. **Matters for future discussion:** Items for next Agenda as above. Play Equipment, future Precept requirements,

The Parish Council Meeting closed at 8.55 pm.

Joanne Blackman
Parish Clerk
16 June 2017



CHAIRMAN.....

DATED: