



Caston Parish Council

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

**MINUTES OF
THE MEETING OF CASTON PARISH COUNCIL
MONDAY 6 JUNE 2016
CASTON VILLAGE HALL at 7.30 pm**

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

Also present:- Members of the Public, Phil Cowen - District Councillor

1. **Apologies for absence:** None
2. It was **RESOLVED** the Minutes of the meeting held on 18 May 2016 could be signed, by the Chairman, as a true and correct record. Proposed and seconded by Cllr Frank Brown and Kay Farmbrough.

The Chairman closed the Council Meeting to permit public discussion.

3. **Participation and questions from the public, session 1:** None.
4. District Cllr Phil Cowen reported on Better Broadband for Norfolk. He advised that Phase 1 of the programme was nearing completion and approx. 79% of households are now capable of receiving a minimum of 2 megabits download speed. Phase 2 Superfast Extension Programme will seek to increase this to 88% and eventually up to 94%. Caston currently has 181 exchange lines, 90 will be fibre enabled by the end of 2017, 54 by Spring 2018 and the following 26 thereafter. There are 11 properties in the Caston area who are considered too remote and will not be connected under the Superfast programme. Some funding may be available but this is yet unclear.

A Parishioner enquired how firm was this proposal. District Cllr Cowen confirmed that the County Council are to imminently sign up to the programme and the dates should be a true reflection. They are looking at software to enable individuals to look at a map and see where they are on the programme. Other solutions such as Wi-Spire were also discussed.

The Chairman asked District Cllr Cowen for an update on the planning application for the 180 houses in Watton. See 8E.

The Chairman thanked District Cllr Cowen for his time and he left the meeting at 8 p.m.

The Chairman reopened the Council meeting.

5. **Caston Speed Watch Co-ordinator Colin Bearne – Contact 01953 483961**
The Chairman read a report from Colin Bearne. In the period in question there have been 3 Speedwatch sessions, 270 vehicles were observed of which 13 were speeding. The top speed recorded was 48 mph. Though numbers have increased, they are still keen to receive more support.
6. **Caston Home Watch Co-ordinator Colin Bearne – Contact 01953 483961**
The Chairman read a report from Colin Bearne. With immediate effect, Homewatch is being re-branded as Norfolk Neighbourhood Watch. There have been several local thefts of unattended vehicles and diesel from unattended farm vehicles. Please take extra care with sit on mowers and similar vehicles. If you are going away make sure your house is checked on by a friend, neighbour or Neighbourhood Watch co-ordinator.

CHAIRMAN.....

DATED:

Cllr Peter Chapman expressed his concerns regarding the amount of emails exchanged between Councillors and/or the Clerk between meetings. The Chairman explained that things often move very quickly and emails are required to enable the Council to run effectively. The Chairman assured Cllr Chapman that whilst emails are exchanged on a daily basis, no decisions are made outside of Parish Council Meetings. Cllr Kay Farmbrough also expressed concerns regarding the volume of emails and how it can become overwhelming.

The Chairman closed the meeting to permit public discussion.

A Parishioner agreed that this was an ongoing problem that all organisations and businesses face and whilst it can be overwhelming, it is a necessity for businesses to run in the modern day.

The concerns of Cllr Chapman and Cllr Farmbrough were **NOTED**.

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. **3/PL/2016/0532/HOU** – Fox Hall Farmhouse, Northacre. Erection of double garage to rear of the property and alterations and extensions. Undecided by Breckland Council.
- B. **3PL/2016/0519/VAR – 3PL/2014/1002/F** – The White House, The Street. Revised scheme. Undecided by Breckland Council.
- C. **3PL/2016/0586/HOU** – Touchstone Cottage, The Street. Extension to rear of property. Undecided by Breckland Council.
- D. **3/PL/2015/0613/F** – Old Coach Depot, Dukes Lane. Residential development of 3 new dwellings (including the removal of a temporary structure used as a site office and store). Undecided by Breckland Council.
Cllr Lond-Caulk, the Applicant, explained that this matter has been referred back to the Committee as there has been a change in legislation regarding the S106 payment which forms part of the planning application.
- E. Update on Appeal on planning application for 180 houses in Watton – this has been granted Outline planning permission by the Planning Inspectorate.
District Cllr Cowen explained that whilst the Committee were opposed to this application, the Planning Inspectorate granted permission on Appeal. Norfolk County Council will need to consider traffic measures in the area. Breckland does not have a five year housing supply and this remains an ongoing problem.

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

- A. **Purchase of one back-up drive for the Council laptop:** It was proposed to purchase a Samsung M3 Slimline 1 TB USB 3.0 Portable Hard Drive from Amazon at a cost of £50.38. **IT WAS RESOLVED** that the Clerk would purchase the Hard Drive, proposed by Cllr Porter, seconded by Cllr Farmbrough.
- B. **Purchase of suitable anti-virus software for the Council laptop:** It was proposed to purchase Norton Standard Security for one-device at a cost of £29.99. **IT WAS RESOLVED** that the Clerk would purchase the anti-virus software, proposed by Cllr Farmbrough, seconded by Cllr Porter.
- C. **Purchase of MS Office for the Council laptop:** It was proposed to purchase Microsoft Office Home and Business 2016 Licence Key at a cost of £161.99. **IT WAS RESOLVED** that the Clerk would purchase the software, proposed by Cllr Brown, seconded by Cllr Brooker. The Clerk will explore the possibility of claiming for this item from the Transparency Fund.
- D. **Training Expenses for the new Clerk, Mrs Joanne Blackman:** It was proposed Clerk Training (£55) and CiLCA two day training (£250) be authorised for future payment. **IT WAS RESOLVED** to authorise the two courses for the new Clerk, in the total sum of £305, proposed by Cllr Blincow, seconded by Cllr Lond-Caulk.

CHAIRMAN.....

DATED:

10. **Finance:-**

Payment of the following items was proposed:-

- A. **Payment to** the retired Clerk, Ms Alison Skipper, for the month of May 2016 in the gross sum of £126.13. Proposed by Cllr Farmbrough, seconded by Cllr Brown.
- B. **Payment to** the retired Clerk, Ms Alison Skipper, final expenses reimbursement for the month of May 2016 in the sum of £33.30. Proposed by Cllr Farmbrough, seconded by Cllr Porter.
- C. **Payment to** the retired Clerk, Ms Alison Skipper, final liquidation of holiday pay for the year 2015/2016 and the month of May 2016 in the gross sum of £193.39. Proposed by Cllr Lond-Caulk, seconded by Cllr Brown.
- D. **Payment to** the Clerk, Mrs Joanne Blackman, first salary payment, including holiday pay allowance, for the part-month of May 2016 in the sum of £84.93. Proposed by Cllr Porter, seconded by Cllr Brown.
- E. None

Payment for the following urgent item was proposed by Cllr Farmbrough and seconded by Cllr Blincow:-

- F. **Payment to** RGM for grass cutting in May - £192.00 incl VAT. In budget under grass cutting.

11. **Matters to Report:-**

- A. The Clerk updated the Council on the Tree Report for Coronation Terrace prepared by retired Clerk, Ms Alison Skipper. The Clerk confirmed that the large beech tree required crown reduction and strapping to support the large splaying boughs. The Plum tree nearest the houses needs to be removed as it is diseased. The Ash trees next to the BT box need dead wood removing but otherwise need to be left until in full leaf to determine whether there are any signs of Ash Die Back disease, there are some signs of splitting however not considered a major hazard but will need watching. All other trees need dead wood removing to make them safe. The work needs to be carried out by a qualified tree surgeon who works to BS3998 2010. We have a copy of the Breckland Approved tree surgeons. The trees are not in a conservation area and do not require permission from Breckland Council to be worked on. The tree men from UK Power Networks trimmed the trees near their wires last Autumn and suggested that the boughs overhanging the road need shortening. Cllr Chapman advised that as the trees are not in a conservation area the Council may consider removal of the diseased/problem trees. Chairman Blincow suggested that we should undertake the work recommended.

The Chairman closed the meeting to permit public discussion.

A resident of Coronation Terrace said that he would be unhappy to see the trees removed but accepts they need to be safe.

The Chairman reopened the Council meeting.

The Council considered that as the problems were known they are under an obligation to ensure their safety and the Clerk is to check the Parish Council insurance position regarding trees. The Clerk is also to arrange for three quotes from tree surgeons with the necessary BS3998 2010, for the works to be carried out. Local tree surgeon Adam Green is to be approached to see if he works to BS3998 2010. **Item for next Agenda.**

- B. Cllr Porter updated the Council in relation to the village gates. The necessary street furniture application to Breckland Council has been approved and we can now go ahead and order and plan installation of the same. Cllr Porter suggested that Alan Porter project manage the installation of the gates, within the restraints already approved. This was agreed by the Council. Cllr Porter advised that Colin Bearne/Speedwatch are prepared to undertake the task of an HGV/lorry watch in the village. Cllr Brown enquired as to what will be done with the data once it is obtained. Cllr Porter explained that it is to obtain a better understanding of what type of traffic/times of traffic that travels through the village and the data may be useful in the future. **Item for next Agenda.**

CHAIRMAN.....

DATED:

- C. The Clerk to contact Norfolk ALC to check the clerk/CiLCA courses and Councillor Course for Cllr Lond-Caulk are going ahead.
- D. A quotation for the electrical works for the defibrillator has now been received in the sum of £220 plus VAT. The Chairman explained the quotation to the Council. The Clerk will submit the quotation to Breckland Council in respect of the Grant application. **Item for next Agenda.**
- E. Cllr Lond-Caulk confirmed that he had an initial meeting with a provider of play equipment to obtain information regarding available equipment and likely costs. Cllr Lond-Caulk provided the Council with a suggested plan of the area and available equipment. Initial enquiries of villagers has been positive. There are approximately 81 residents under the age of 16 in the village but the equipment would be aimed to the 2-14 year old age group. Funding will need to be investigated. It was proposed that Cllr Lond-Caulk will set up a working party with up to four other members to investigate the feasibility of a playground and funding. To report back in two meetings time. Proposed by Cllr Brown, seconded by Cllr Farmbrough. **Item for September agenda.**
- F. Cllr Brown provided an update of the Banking Working Group. The Council currently has three accounts with Barclays, two of which are described as "Business Saver" accounts. Pending identification of alternative suitable banks with whom the Council may place risk free interest bearing call money it is proposed that the Council operate a single Community Account (Current Account) for cheques and a single Business Saver Account thus consolidating the two Business Saver Accounts (eventually to provide internet banking). The Highway Surveyors operates a current account with Barclays and it is proposed that this account be closed and the modest balance be transferred to CAF Bank. There are two accounts with CAF Bank, a cheque account (CAF Cash Account) and an interest bearing deposit account (CAF Gold). It is proposed that pending identification of alternative suitable banks with whom the Council may place risk free interest bearing call money that the bulk of the funds are held in the CAF Gold Account and a nominal sum held in the CAF Cash Account. If a cheque needs to be drawn monies can be transferred from the Gold Account to the Cash Account. Enquiries are in hand with CAF Bank as to deposit options and rates of interest and the operation of internet banking. **IT WAS RESOLVED** that Cllr Brown would initiate the proposals as set out. Proposed by Cllr Brown, seconded by Cllr Farmbrough. **Item for next Agenda.**
- G. Cllr Farmbrough explained that she is awaiting the original Welcome Pack from John Chapman and would report further at the next meeting. **Item for next Agenda.**

12. **Correspondence from:** None.

13. The next meeting date **Monday 4 July 2016.**

The Chairman closed the meeting to permit public discussion.

14. **Participation and questions from the public:** None

The Chairman re-opened the Council meeting.

15. **Matters for future discussion** noted as an **Item for the next Agenda** plus – Village Appraisal and SAM2 sign purchase.

The Parish Council Meeting closed at 9.30 pm.

Joanne Blackman
Parish Clerk
12 June 2016

CHAIRMAN.....

DATED: