

CAISTOR ST EDMUND AND BIXLEY PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Wednesday 1st
July 2026, 7.00pm at Arminghall village hall

Present:

Cllr Jeanette Utting – Chair (JU), Cllr Barry Catchpole (BC), Cllr Paul Chapman (PC), Cllr Sujata Walkerley (SW), County Cllr Jim Webber (JW), District Cllr Nicola Fowler (NF), and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

Cllr Diane Bainbridge (DB), Cllr Paul Kelly (PK), Cllr Dave Porter (DP), District Cllr Lisa Overton-Neal (LO), and District Cllr John Overton (JO).

Members of the Public:

Three.

2026/018 Chair's welcome

Chair welcomed all those present to the meeting and apologised for the delayed commencement, explaining that it had been necessary to wait until a sufficient number of councillors were in attendance for the meeting to be quorate. Apologies received and approved from Cllr Bainbridge, Cllr Kelly, Cllr Porter, District Cllr Overton-Neal, and District Cllr Overton.

2026/019 To receive declarations of interest

None.

2026/020 To approve a time limit for the meeting

Chair proposed aim to conclude meeting by 8.30pm, all agreed.

2026/021 To agree minutes of the Annual Parish Council (PC) meeting held 6th May 2026.

The minutes of the Annual PC meeting held 6th May 2026, as previously circulated were unanimously approved as correct and signed by Chair.

2026/022 Matters arising from the minutes of the Annual PC meeting held 6th May 2026

Requested bus service through Arminghall

Noted response from Head of Passenger Transport, Norfolk County Council (NCC), who advised that Arminghall does already have scheduled bus services as follows;

Konect 64 – into Norwich at 0800, 1005 and 1213 Monday- Friday, returning at 1235 and 1450. There are Saturday services too.

Ourbus 86 – into Norwich at 0802 returning at 1500.

NCC mostly relies on bus companies putting on the routes themselves without financial support from NCC. Agreed no further action.

Internal auditor

Noted that, as agreed at the Annual Meeting in May, internal auditor had been appointed to undertake the PC's internal audit for the 2026/27 financial year.

Village hall, future PAT testing

Noted that Arminghall Church had agreed to the proposal for the Village Hall and the Church to combine future PAT testing arrangements, enabling both parties to minimise costs.

2026/023 Adjournment for public participation

Member of the public reported that the two padlocks securing the Arminghall Speed Awareness Machine (SAM) had been removed while the machine was positioned near Manor Farm. No damage had been caused to the SAM itself. PC agreed that the member of the public should purchase replacement padlocks, with the PC reimbursing the cost upon receipt of a valid receipt. Member of the public referred to a recent Facebook post which stated that residents on Arminghall Lane had been standing by the roadside waving at passing motorists in an attempt to encourage them to reduce their speed. PC noted the comments.

2026/0024 County/District Council report(s)

County Cllr Webber provided brief report to meeting. Key items summarised as follows.

- Help with Living Costs – Norfolk County Council (NCC) has recently published a useful booklet on the different schemes available to help residents with living costs.
- NCC has announced the closure of the popular Norfolk Communities Fund and the Highways Local Member Fund.
- Local Government Reform - A judicial review has been submitted by NCC in response to the proposed reorganisation of Norfolk.
- The Norwich South and Bergh Apton recycling centres are currently able to accept only a limited range of electrical items for recycling, due to a fire at a treatment plant.
- On Friday July 10th a Virtual Dementia Tour Bus is at The Forum, Norwich from 10am-1pm and 1.30-4pm. It is a free drop-in “immersive, scientifically proven experiential training program that simulates the physical and mental challenges of living with dementia.”
- Norfolk has published a three-year plan to improve support for children and young people with special educational needs and disabilities (SEND).
- NCC’s Redundancy Support Service (RSS) has recently launched a new online portal to help residents and businesses access support where there is a risk of redundancy.
- The Chief Executive of NCC is leaving his post after 7.5 years of service. NCC is currently searching to make an interim appointment, prior to making a permanent appointment.

Questions raised with regards to the public consultation event on proposals for the Norwich Apex Data Centre. Public consultation event taking place Tuesday 7th July at Keswick Reading Room, 19 Low Road, Keswick, Norwich, NR4 6TZ, from 3.00pm to 7.00pm. Drop-in event, with exhibition boards, members of the project team will be present.

Noted report received from District Cllr Overton-Neal. Key items summarised as follows.

- South Norfolk House has been sold. The sale, which is conditional on planning consent, will be for a minimum of 60 high-quality 100% affordable homes.
- Introducing a new free weekly food waste collection service for households in South Norfolk. Food waste collections will start to roll out in phases from July 2026, with all South Norfolk households included by the end of September 2026.
- Framingham Earl Leisure Centre - £5 million project is split into two phases, and the first phase will be starting in the school summer holidays this year.
- South Norfolk and Broadland (SNAB) Community Links is a network established in the South Norfolk and Broadland districts. It is designed to bring together individuals

who serve as community leaders, volunteers, or are affiliated with voluntary groups and organisations operating within these districts.

- Police meeting - The next neighbourhood policing meeting will be Sunday 19 July 2026, 6:30pm - 7:30pm.
- The Government has recently published draft new national guidance that will significantly change how planning applications are determined. The key change is the introduction of a National Scheme of Delegation.
- Local Government Reform – South Norfolk Council have decided to go ahead with a legal challenge against the Government's decision for a three unitary model.

District Cllr Fowler provided brief report to meeting. Key items summarised as follows.

- Members grant still available
- CAF grant, deadline for submissions 16th of August 2026.
- Introducing a new free weekly food waste collection service for households in South Norfolk.

2026/025 Finance matters

Expenditure for approval/to be noted

Following items of expenditure were formally noted and/or approved.

- Parish Clerk gross pay, July, and August @ £439.40 per month
- Parish Clerk pension, Nest, July, and August @ £48.33 per month
- Reimbursement to Cllr Bainbridge @ £85.00, grass seed (South Norfolk in Bloom grant)
- RJT Electrical @ £30.00, PAT testing
- Parish Clerk expenses, May @ £64.58, includes £0.90 VAT & £27.00 key cutting (village hall)
- Ecotricity @ £68.62, includes £3.27 VAT
- Ian Smith @ £110.00, grounds maintenance
- Parish Clerk expenses, June @ £29.48
- HMRC quarter 1, Parish Clerk @ £22.68

HMRC mileage rate increase

Formally approved Mileage Allowance Payment (AMAP) rate increase from 45p per mile to 55p per mile, backdated to 1 April 2026.

In Bloom grant

Noted PC successful in securing £140.00 grant for grass seed and bulbs for the village green and Raking Pit. One of the terms of grant was for PC to match fund grant amount received. To-date PC has purchased grass seed at cost £85.00, leaving balance @ £195.00. No more grass seed required. Agreed balance to be spent on bulbs for planting around September – **JU/PC**.

NCC Bus Shelter Grant Scheme 2026/27

PC noted the details of the NCC Bus Shelter Grant Scheme 2026/27, including the requirement for a minimum match funding contribution of 20% and the application deadline of 31 March 2027. Agreed that this item should remain on future agendas for consideration once the PC has a clearer understanding of the proposed future works to the Village Hall and the associated financial implications – **YW**.

AGAR amendment

PC approved an amendment to the AGAR 2025/26, Section 2 – Accounting Statements. The response to Question 11 was amended from "No" to "Yes", and the Chair initialled the amendment. Noted that the amended Accounting Statements would replace the incorrect version currently published on the PC website – **YW**.

2026/026 Village hall

Biodiversity Net Gain (BNG)

Noted forthcoming change, new exemption for sites of 0.2 hectares or below. Subject to parliamentary scheduling this change is expected by the end of July 2026. This will have a direct impact on proposed future planning application for extension to include kitchen and toilet.

Tree removal

Agreed to the removal of the trees adjacent to the hall due to their close proximity to the building and the risk of structural damage continuing or worsening over time. Noted the hall is not in a conservation area or tree preservation area. Crown Point have agreed to dropping the boundary trees onto the estates field. Crown Point are investigating whether the Estate can assist with this tree work and will report back with an answer in due course. Agreed in principle to future planting on Arminghall Fuel Allotment Trust land to help offset the environmental impact of any removal.

Refundable damage deposit

Agreed that a refundable damage deposit of £40.00 will be required for the hire of the hall. This requirement will not apply to known regular and block bookings users.

Hire fees – furniture and chairs

Agreed hire fees as follows.

Small hire (up to 20 chairs and 4 tables) @ £20.00 per hire

Medium bundle @ £30.00 per hire

Management of bookings and inspections

Agreed bookings to be managed through the village hall Gmail account and google calendar, with inspections completed electronically where possible. Dedicated folder structure to be set up on secure cloud storage, Google drive, linked to the Gmail account and google calendar. Folder structure to include hire agreements, inspection sheets, and other associated records. Access to Gmail account, google drive and google calendar to be available to nominated Councillors, these are to be agreed. PC to set up system – **DB**.

Governance policies/documents

PC approved following policies/documents as previously circulated.

- Fire alarm procedure
- Safety and management checklist
- Equality and accessibility policy
- Combined Lone working policy – to replace existing Lone working policy to include village hall arrangements
- Furniture hire agreement

Policies/documents to be added to website – **YW**.

General update

Meeting with Crown Point Estate:

Village Hall committee meet with representatives from Crown Point Estate on 29th June for an informal meeting. Key points from meeting summarised as follows.

- Crown Point Estate were pleased with the works to the Village Hall to date.
- An update was provided with regards to their planning application, the PC was advised that the application was in its later stages, and it was hoped that this would be submitted soon. The proposed design of the housing was in-line with the traditional aspect of the village.
- Once it had been determined whether the proposed new houses will connect to the main system or a Package Treatment Plant, Crown Point will investigate the feasibility of enabling a connection from the Village Hall site to the residential wastewater system.

- Crown Point confirmed that dropping the boundary trees onto the Estates field was acceptable.
- Crown Point will investigate whether the Estate can assist with this tree work and report back with an answer in due course.

Community Facilities Grant:

District Cllr Overton-Neal advised that an application from the PC would be ineligible. This is due to 2 significant issues; one we have not applied for planning permission and secondly, we do not have match funding.

Works to external path:

Quotations received from architect for continuing external path up to the drop kerb. Option A: Hand made brick pavers to match main path @ £1,385.00 + VAT. Option B: 450m square textured concrete slabs @ £1,015.00 + VAT. Agreed due to current financial constraints, no further action at present time.

2026/027 Planning

Applications submitted

2026/0908, Grain Store North Arminghall Lane. PC responded, “no comment.”

Applications

2026/1655, 57 Caistor Lane. Agreed PC to respond “no comment” – YW.

Decisions

2026/0965, 47 Caistor Lane. Approval with Conditions (Delegated)

2025/3688, Queen Anne House, Caistor Lane. Approval with Conditions (Delegated).

2026/028 Administrative updates

Publication of Parish Clerks home address

Noted that there is no legal requirement for the Parish Clerk's home address to be published. PC is required to provide a means of contacting the Clerk, which can be achieved using an official email address and telephone number. Agreed that the Parish Clerk's home address will not be published on any future correspondence, documents, or the PC website.

2018/2232, Land North of Heath Farm, Caistor Lane – Adoption of children’s play area

Noted correspondence received from resident with regards to unfinished play area and estate road not yet receiving its final tarmac surface. PC contacted the Principal Planning Officer with regards to this correspondence, and they passed this onto the Case Officer for them to provide a response. No response received to-date, PC to hasten – YW.

Governance documents

Financial regulations: Noted amendment to item 5.6 changing the amount that should be held in any one bank or Building Society from no more than £85,000 to £120,000, inline with changes in the deposit protection limit which applies to the Financial Services Compensation Scheme.

Risk assessment for Speed Awareness Machine (SAM)

Risk assessment approved with amendment to text to include both names Speed Awareness Machine (SAM) and Speed Indicator Device (SID) – YW. PC to issue copy to volunteers who assist with SAM/SID – YW. Councillor advised that battery charger for older machine no longer works, agreed PC to order new battery charger – YW.

County Cllr Webber left meeting 8.20pm.

Councillor vacancies

PC noted that there are currently two vacancies. Draft advert as previously circulated approved, with one amendment to email address, to be added to Facebook – JU

2026/029 Parish land and environmental matters

Raking Pit

Nothing to report.

2026/030 Correspondence and consultations

South Norfolk Community Awards

Noted that Cllr Utting has been shortlisted for the Town or Parish Councillor of the Year award and will be attending the awards ceremony on 3 July with the Clerk. PC congratulated Cllr Utting on the nomination and wished them every success at the awards ceremony.

Norfolk Age UK

Correspondence noted. Agreed that the PC is not currently in a position to make a financial donation. No further action.

2026/031 Date of next meeting, 9th September 2026, and items to be considered for agenda

Noted. Councillors to notify Parish Clerk of any items for agenda – ALL.

Meeting closed 8.21pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 02/07//26.

Approved:

Date: