

CAISTOR ST EDMUND AND BIXLEY PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Wednesday
10th September 2025, 7.00pm at Poringland village hall

Present:

Cllr Diane Bainbridge – Chair (DB), Cllr Barry Catchpole (BC), Cllr Paul Chapman (PC), Cllr Ed Fields (EF), Cllr Paul Kelly (PK), Cllr Dave Porter (DP), Cllr Jeanette Utting (JU), County Cllr Vic Thompson (VT), District Cllr Nicola Fowler (NF) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

District Cllr John Overton (JO), Contract Administrator - village hall project

Members of the Public:

Three.

2025/034 Chair's welcome

Chair welcomed all attendees to meeting. Apologies received and approved from District Cllr Overton and Contract Administrator for the village hall project.

2025/035 To receive declarations of interest

None.

2025/036 To approve a time limit for the meeting

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

2025/037 To agree minutes of the Parish Council (PC) meeting held 9th July 2025.

The minutes of the PC meeting held 9th July 2025, as previously circulated were unanimously approved as correct and signed by Chair.

2025/038 Matters arising from the minutes of the PC meeting held 9th July 2025

None.

2025/039 Adjournment for public participation

Village hall

Member of public advised they were pleased to see that work had commenced on village hall, and suggested an information notice for residents providing an update. Agreed Parish Clerk/Chair to write notice to be attached to the Heras fencing at village hall site – YW/DB. Suggestion made of article on Poringland Facebook page.

Caistor Lane traffic volumes

Noted parishioner correspondence received asking for their concerns regarding traffic volumes on Caistor Lane to be raised at meeting. Concerns summarised as follows.

- Higher volume of traffic
- What used to be peak time usage has now become an almost constant daily use including weekends
- Increased number of motorists travelling more than 30mph
- During school terms, the top of Lane is a log jam of cars reducing access when turning from the main road

- Unless a positive step is taken soon, there will be serious incidents or worse.

PC raised item with County Cllr Thomson, who advised best and most effective way to manage would be a Speed Watch team and flashing signs. County Cllr Thomson to provide Clerk with contact details of other Community Speed Watch Teams – VT. County Cllr Thomson advised traffic calming measures have their own set of problems. On new estates speed control methods are “by design” shape of the roads. Agreed Parish Clerk to forward parishioners email onto NCC (Norfolk County Council) Highways department for their reference and advise parishioner accordingly – YW. County Cllr Thomson advised that he may have funding to provide PC with an additional SAM2, Parish Clerk to email request to County Cllr Thomson – YW. Agreed additional SAM2 subject to approval could be located in Arminghall, member of public advised that there would be several residents who would be happy to undertake the task of the SAM2 and its duties.

2025/040 County/District Council report(s)

Noted report from County Cllr Thomson as previously circulated. Chair raised use of acronyms in report as these were not always understood by reader. County Cllr Thomson provided overview to meeting, key points summarised as follows.

- NCC cabinet selected a single unitary council as its preferred option, which will be developed into a detailed proposal and submitted to the Government in September.
- The UK government carried out a national test of the Emergency Alerts system on Sunday 7 September at 3pm.
- Government is removing restrictions on prescribing flu medications outside the usual season to reduce winter pressures and allow year-round treatment.
- Norfolk celebrates 2 million journeys on Beryl bikes, e-bikes and e-scooters.
- NCC is welcoming a set of national recommendations that could make roadworks quicker, better planned, and less disruptive for residents. These suggestions come from a recent Parliamentary review into how street works are managed across the UK.
- Norwich Castle, the refurbished Castle Keep is now open.

Cllr Porter asked if there was any update regarding the Crown Point Estate proposal of a cycle/trod path, County Cllr Thomson advised this was still in discussion, safety problems had been identified in relation to the pedestrian lights of junction A146/B1332. County Cllr Thomson left meeting at 7.34pm.

District Cllr Fowler provided brief report to meeting, key summarised as follows.

- Local Government Reform update - After much consultation with the Council’s working committee and a lot of work from the Council administration staff, the report drawn up by the consultants on behalf of South Norfolk District Council will be put to a vote at an all-Members Council meeting on 24th September. An all-Members meeting is also scheduled beforehand on 22nd September to go over the report in detail. The report, once agreed by the Council Members, will be forwarded to the Government by the deadline of 26th September.
- Norfolk Warm Homes - The Norfolk Warm Homes Team has been awarded £3.9m of funding. South Norfolk District Council working in partnership with the Team, will be inviting eligible householders to apply. Letters will be forwarded to households that are expected to fit the criteria to apply for grants to fund items such as solar panels, clean heating and insulation.

District Cllr Fowler left meeting at 7.37pm.

2025/041 Village hall

Chair provided brief update to meeting as per emails previously circulated. Summary as follows.

- Noted letter of intent had been issued, works commenced on site Monday 8th September 2025.
- Bee's nest in the south eaves, needed to be removed.
- Contractor to remove the small tree nearest the hall side facing the ditch and to remove a few smaller low branches from the rear holly nearest the rear escape door.
- The furniture, fixtures and fittings removed from the hall and stored.
- Contractor to provide a price to replace all the rear fencing alongside Bluebell Lodge for PC's consideration as part of further discussions, no decision has been made with regards to replacement fencing and amount to be replaced. Agreed to have a meeting with parishioner before removal of the shed store and any fencing and have allowed to provide temporary fencing and netting barriers to ensure the boundary and dogs are secure for the duration.
- Initial scaffold in place, to the two sides and the front of the hall.
- To facilitate the scaffold and access generally, temporarily removed the village bench near the road, this will be reinstated upon completion of works.
- There will be no radios on site, and all are fully aware of the need for considerate and respectful working.
- Contractor will manage deliveries to minimise obstructing traffic at busy times, and the worst would be reducing to single lane traffic at those times. The contractor is aware of the recent accident at the power pole near the corner and traffic and deliveries will be managed to be keep that risk in mind.
- The front of the site and both sides will have 6ft Heras fencing which will be bolted secure at the end of each day.

PC discussed the two options going forward as per emails previous circulated and the updated Provisional Tender Award Summary. Agreed to proceed with option one, with PC approving the full shortfall, whilst acknowledging that this includes a contingency fund that may or may not be spent. Noted that the Contract Administrator would still need PC approval for all variations before instructing the contractor, so PC will still retain executive control of spending as required. Parish Clerk to notify Contract Administrator of decision – YW. As previously agreed at July meeting PC agreed in principle to use of CIL (Community Infrastructure Levy) funds for village hall tender works if needed, however any CIL funding to be agreed by PC when specific details are known. PC approved for the transfer of funds by the Parish Clerk between Community Account and Instant Access Account to ensure adequate cash flow is available, whilst awaiting reimbursement through S106 funds and vat claims.

2025/042 Finance matters

Financial and admin report with financial summaries

Finance and admin report with financial summaries unanimously approved.

Expenditure for approval/to be noted, as per Finance and admin report

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

- South Norfolk Council @ £188.00 + vat, annual dog bin charge
- Parish Clerk gross pay, September, and October @ £418.08 per month
- Parish Clerk pension, Nest, September, and October @ £45.99 per month
- Parish Clerk backdated pay rise (April to August) @ £65.00
- Parish Clerk backdated pension (April to August) @ £7.15
- Parish Clerk expenses July @ £30.22 + vat
- Parish Clerk expenses August @ £13.97
- Ian Smith @ £65.00, grass cutting, invoice no. 4011
- Ian Smith @ £145.00, grass cutting, invoice no. 4013

- PKF Littlejohn LLP @ £210.00 + vat, external auditor
- Philip Parker Associates @ £588.50 + vat, S106, ecological impacts survey, village hall
- Build Insight Ltd @ £925.00 + vat, building control for village hall, S106

External audit

Noted the external audit for financial year 2024/25 is complete.

Engagement of internal auditor

Noted as agreed at July meeting, internal auditor had been engaged for financial year 2025/26.

The Local Government Pay Services Agreement 2025

Noted and agreed Local Government Pay Services Agreement 2025 at a 3.2% increase applied to all pay scales/spinal column points from 1st April 2025.

Tree survey

As previously circulated two quotations received to conduct tree surveys at Raking Pit, Arminghall village hall and land opposite hall. Agreed contract to be awarded to the cheaper quote, Parish Clerk to notify contractors accordingly – YW.

Website redevelopment proposal

PC agreed to engage IT consultant at cost of £175.00 for website redevelopment as per proposal received and previously circulated. Agreed as part of redevelopment to upgrade the Wix account to a paid-for version on a 3-year term – YW.

Bus shelter grant scheme

PC agreed to submit grant application for 80% funding of proposed bus shelter to be situated near Caistor crossroads, going in direction towards Norwich – YW. Depending on outcome of application, PC to consider use of second-hand bus shelter as previously discussed at July meeting at one of the two identified locations.

NPTS (Norfolk Parish Training and Support) Autumn Essential Seminar

PC approved Parish Clerks attendance at seminar.

2025/043 Planning

Applications

2025/2270, 1 Hall Cottages. Noted PC responded, “no comment”.

Decisions

None.

2025/044 Administrative updates

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

No further update.

Governance documents

Freedom of Information Model Publication Scheme as previously circulated approved. To be formally adopted with immediate effect – YW. PC agreed to adopt four-year plan as previously circulated as a working document, to be used by full PC.

Councillor vacancy

Noted one vacancy remains on PC.

2025/045 Parish land and environmental matters – Raking Pit

Noted email received from District Cllr Overton in relation to boundaries, agreed no further action on boundaries at present time but to be reviewed on a six-monthly basis, reviews to be added to four-year plan and updated plan circulated to full PC – YW. Cllr Chapman had attended a training session on Great Crested Newts, further training sessions due to take place in the future, Cllr Chapman to attend further sessions – PC. Great Crested Newts identified at

the Raking Pit. Cllr Porter raised that an unofficial footpath had been identified in north-east corner leading to field, access was blocked and subsequently had been removed so access had been re-blocked, PC to monitor. Noted a Duke of Edinburgh volunteer has been assisting with PC duties including work with the SAM2 and at the Raking Pit. Provisional date of 19th October agreed for working party.

2025/046 Correspondence and consultations

Invitation to join the CPRE Norfolk Anti Mega Solar Alliance

As previously discussed at July meeting. Cllr Fields to undertake further background research and report back to full PC – EF.

Local Plan for the Broads - Regulation 19 version consultation

Noted, no further action.

First Bus response

Noted response received from First Bus in relation to request for the implementation of an official service through Arminghall. First Bus responded, “We do value our customer feedback, and your comments have been logged for future consideration; however, we cannot guarantee that the suggestions of all our customers will be actioned, as I am sure you can appreciate this would not be possible.”

Six Strategic Group

Cllr Porter advised Group had considered stopping, however it was agreed to move to two meetings per year. At last meeting two guest speakers were in attendance, Team Leader Poringland & District Community First Responder and Mindful Town & Village Co-ordinator. PC to consider hosting a Mindful Town and Village event, to be added to November agenda for consideration – YW.

2025/047 Date of next Parish Council meeting, 12th November 2025, and items to be considered for agenda

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

Meeting closed 8.23pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 11/09/25.

Approved:

Date: