

CAISTOR ST EDMUND AND BIXLEY

PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Wednesday 9th
September 2026, 7.00pm at Arminghall village hall

Present:

Cllr Diane Bainbridge – Chair (DB), Cllr Paul Chapman (PC), Cllr Paul Kelly (PK), Cllr Dave Porter (DP), Cllr Sujata Walkerley (SW), District Cllr Lisa Overton-Neal (LO) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

Cllr Barry Catchpole (BC), Cllr Jeanette Utting (JU), District Cllr Nicola Fowler (NF), and District Cllr John Overton (JO).

Members of the Public:

Two.

2026/032 Chair's welcome

Chair welcomed all those present to the meeting. Apologies received and approved from Cllr Catchpole, Cllr Utting, District Cllr Fowler, District Cllr Overton and two residents who are members of the Village Hall committee.

2026/033 To receive declarations of interest

None.

2026/034 To approve a time limit for the meeting

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

2026/035 To agree minutes of the Parish Council (PC) meeting held 1st July 2026.

The minutes of the PC meeting held 1st July 2026, as previously circulated were unanimously approved as correct and signed by Chair.

2026/036 Matters arising from the minutes of the PC meeting held 1st July 2026

None.

2026/037 Adjournment for public participation

Clerk raised the high level of complaints on Facebook regarding the Charcoal Line bus services (40, 41, X41). Complaints included severe overcrowding, cancellations, and poor reliability, resulting in overcrowding and buses not taking passengers onboard at all stops. This has resulted in students being late for school and/or being unable to use bus services due to the poor service. District Cllr Overton advised that she had emailed County Cllr Webber on this matter.

2026/038 County/District Council report(s)

District Cllr Overton-Neal provided brief report to meeting. Key items summarised as follows.

- South Norfolk Community Awards: A local young man won Young Achiever of the Year.

- Over 2,000 children across South Norfolk have learned life-saving water safety skills this year thanks to a programme led by South Norfolk Council (SNC).
- Planning application received for proposed new Data Centre, it will be on fields in Keswick near the Ipswich Road Tesco's.
- East Pye Solar: Examination starts in a couple of weeks. Application will be decided by a Planning Inspector as it falls under National Infrastructure. SNC have consistently stated strong objection against the proposal.
- The next Neighbourhood Policing Meeting is on Saturday 24th October from 2-3pm at Queens Hill Community Centre, Costessey. Option to attend online.
- Let's Go final website has been launched.
- SNC are offering a free Community Climate Action Training course for parish councils, village hall committees, and community groups across the district.
- Greater Norwich Local Plan – Call for Sites Report 2026. Several sites received for Caistor and Bixley.
- New National Planning Policy Framework (NPPF) which was published on the 17th August and comes into immediate effect.
- National Scheme of Delegation: This is also something new that comes into effect on the 31st October.
- Government has announced that it is launching a review of LGR (Local Government Reorganisation) plans, including those relating to Norfolk. As part of this review, the previous decision relating to Norfolk (three unitary model) has been withdrawn while the review is undertaken.

Noted report received from District Cllr Fowler advising of the Government's announcement that it is launching a review of LGR plans, including those relating to Norfolk.

Unanimously agreed for agenda item 13 to be brought forward whilst District Cllr Overton-Neal was in attendance

2026/039 Meeting with Crown Point Estate

The Chair and Vice-Chair attended a meeting with Crown Point Estate on 19 August. The Chair provided a summary of the meeting, with the key points as follows:

- The Planning Inspectorate has undertaken work which has identified some settlement boundaries for Arminghall.
- An outcome of this is that, if a planning application is submitted for a property that lies within the settlement boundary, planning approval would be easier to obtain than if the property falls outside the settlement boundary.
- Vic Thompson, Chair of South Norfolk Development (Management) Planning Committee, has advised that Arminghall Village Hall falls within the settlement boundary, however the adjacent field falls outside the settlement boundary.
- Crown Point's proposed application for housing (bungalows) in Arminghall falls outside the settlement boundary.
- A consultation is due to be published at the end of the month regarding the proposed settlement boundaries.
- In submitting a response to the consultation, the PC will need to decide whether:
 1. It approves the proposed settlement boundaries;
 2. It requests amendments to the boundaries; or
 3. It requests that the proposal is refused.
- Crown Point has expressed that it would like to work with the Parish Council with regards to the land adjacent to the Village Hall.

District Cllr Overton-Neal advised that a number of settlement boundaries are dependent on a five-year land supply, which the Council does not currently have. As there are no other

community facilities in Arminghall other than the Village Hall, any planning application for the Hall would be looked on favourably as a community benefit.
District Cllr Overton-Neal left meeting 7.39pm.

2026/040 Finance matters

Expenditure for approval/to be noted

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

- Parish Clerk gross pay, September @ £525.20, includes backdated pay rise
- Parish Clerk gross pay October @ £453.70
- Parish Clerk pension, Nest, September @ £57.81, includes backdated pension
- Parish Clerk pension, Nest, October @ £49.91
- Parish Clerk expenses, July @ £28.44, includes £1.65 VAT
- Ecotricity @ £44.17, includes £2.10 VAT
- Ecotricity @ £60.66, includes £2.89 VAT
- Ecotricity @ £50.68, includes £2.41 VAT
- Ian Smith @ £152.50, grounds maintenance
- Westcotec @ £101.50 + VAT, replacement battery charger as approved at July meeting
- Tidswell Childs LLP @ £367.95 + VAT, architect, village hall
- GW Gooch and Sons Ltd @ £2,218.72 + VAT
- PKF Littlejohn LLP @ £420.00 + VAT, external auditor
- Parish Clerk expenses, August @ £25.96, includes £1.75 VAT

Community Infrastructure Levy (CIL)

Noted balance @ £2,121.68.

External Auditors Report and Certificate

Noted the External Auditor's Report and Certificate and the amendment required to Section 2 – Accounting Statements, as noted at July meeting. The PC confirmed that it is not a sole managing trustee and that the response to Section 2, Box 11 should therefore be recorded as “Yes”. No other matters were raised or noted.

Notice of conclusion of audit 2025/26

Noted that the Notice of Conclusion of Audit was published on 11 August 2026.

Introduction of new Digital AGAR Portal

Noted that SAAA (Smaller Authorities' Audit Appointments Ltd) is introducing a new Digital AGAR Portal to simplify and improve the security and efficiency of AGAR submissions. The portal is expected to be available for the 2027 AGAR submissions and will initially be voluntary, with SAAA intending it to become the primary submission route and potentially mandatory from 2029. PC agreed in principle to register for and use the scheme, including taking advantage of any incentive available for early adoption.

The Local Government Services Pay Award 2026/27, Clerk

Approved the Local Government Services Pay Award 2026/27 for the Clerk. The award provides for a 3.3% increase, effective from 1 April 2026, and is a one-year award covering the period 1 April 2026 to 31 March 2027.

In bloom grant

Noted as agreed at July meeting order placed for bulbs for planting around September.

NPTS Autumn Seminar

Approved Clerks online attendance to seminar.

NCC Bus Shelter Grant Scheme 2026/27

Agreed no further action. Noted litter had been left at PC bus shelter, Stoke Road. Agreed Clerk to source no littering signage for bus shelter – YW.

2026/041 Village hall

Financial update

Noted stage 1 of the works are complete. Total expenditure £101,927.87 + VAT @ £20,350.88. Funded by;

- S106 @ £72,626.90
- CAF grant @ £6,000.00
- CIL @ £23,060.97
- Other @ £240.00.

Ecotricity fixed term contract renewal

Agreed to renew Business Electricity Supply Agreement with Ecotricity on term of 01/12/2026 to 30/11/2007. Decision made on fact the standing charge was cheapest for one year term, than longer terms and the standing charge currently equates to approximately 94% of total cost. Noted Clerk has tried to get standing charge reduced but Ecotricity were unable to reduce this charge. Agreed before new Agreement ends PC to review alternative options – **ALL**.

Management of bookings and inspections

Meeting advised of two regular bookings and enquiry received from Church group. Chair to send access to booking diary to Clerk – **DB**.

Tree removal

Noted PC emailed Crown Point Estate on 31 August 2026, following the informal meeting attended by the Chair and Vice-Chair. The email formally thanked Crown Point for agreeing to fell the trees adjacent to the Village Hall and remove the wood on behalf of the PC and confirmed acceptance of their kind offer. The works are to be undertaken between 1 September 2026 and February 2027, with the PC happy for the work to take place at any time during this period. Crown Point was requested to provide prior notification before works commence. Tree Warden to contact Crown Point to confirm trees to be felled – **PC**.

General update

Clerk to contact Vic Thompson, Chair of South Norfolk Development (Management) Planning Committee to request update on Biodiversity Net Gain (BNG) – **YW**. Agreed next steps would be to submit a planning application for proposed extension (kitchen and toilet facilities), upon approval of application PC to look at securing grant funding.

2026/042 Planning

Applications submitted

2026/2346, Land West of Wood Lane, Poringland. PC responded, “no comment.”

Applications

None.

Decisions

2022/2148, Hybrid, Land North Of Caistor Lane. Approval with Conditions (Development Management Committee)

2026/1655, 57 Caistor Lane. Approval with Conditions (Delegated)

2026/0908, Grain Store North Arminghall Lane. Approval with Conditions (Delegated)

2026/043 Administrative updates

Parish Clerk job description

Job description as previously circulated approved.

Parish Council logo

PC to contact parishioner to request their assistance in combining two draft designs – **PC**.

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

Noted play equipment in place, final works to be completed. Agreed PC would contact the solicitor, as previously discussed, and confirm the quotation previously circulated. Subject to confirmation, PC agreed to engage the solicitor's services in relation to the transfer of the play area - YW.

Website, biodiversity

Noted biodiversity section of website updated, new subpages, each focusing on key topic areas to provide residents with more detailed information about biodiversity and environmental initiatives within the parish.

Governance documents

Biodiversity policy – Agreed to adopt updated policy as previously circulated with immediate effect – YW.

IT policy – Agreed to adopt updated policy as previously circulated with immediate effect – YW.

Dignity at work policy - Agreed to adopt updated version as previously circulated with immediate effect – YW.

Business continuity plan – Item to be deferred to next meeting – YW.

ICO Model Publication Scheme Version 1.2 – Agreed to readopt scheme – YW.

Guide to information and schedule of charges - Agreed to adopt updated guide as previously circulated with immediate effect – YW.

Councillor vacancies

Noted as agreed, vacancies advertised on Facebook. One enquiry received, which Clerk responded to, no further correspondence received.

2026/044 Parish land and environmental matters

Raking Pit

Approved purchase of post, once purchased Cllr Chapman to submit receipt for reimbursement – PC. Noted parishioner at a neighbouring property has requested works to the trees at Raking Pit. The Tree Warden has spoken with the Tree Officer at South Norfolk District Council, who advised that the appropriate course of action is for the parishioner to submit an application for approval of the proposed works. The Tree Warden has passed this advice, together with the relevant application form, to the parishioner

2026/045 Correspondence and consultations

Nature Conservation Fund grant

Noted, no further action.

Greater Norwich Local Plan Scoping Consultation

Agreed PC to submit draft response as previously circulated – YW.

Parish Partnership Scheme 2027/28

Noted, no further action.

Community Wellness Event

Noted Community Wellness Day on 29th September at the Jubilee Hall, Loddon from 11am to 4pm.

Community Climate Action Training

Noted, Clerk is planning to attend. Open to other Members of PC to attend.

2026/046 Date of next meeting, 11th November 2026, and items to be considered for agenda

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

Meeting closed 8.14pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 11/09//26.

Approved:

Date:

DRAFT