

# CAISTOR ST EDMUND AND BIXLEY PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Wednesday  
11<sup>th</sup> March 2026, 7.00pm at Poringland village hall

## **Present:**

Cllr Diane Bainbridge – Chair (DB), Cllr Barry Catchpole (BC), Cllr Paul Chapman (PC), Cllr Paul Kelly (PK), Cllr Dave Porter (DP), Cllr Jeanette Utting (JU), Cllr Sujata Walkerley (SW), County Cllr Vic Thomson (VT), District Cllr Lisa Overton-Neal (LO), and Yvonne Wonnacott – Parish Clerk (YW).

## **Apologies:**

District Cllr Nicola Fowler (NF) and District Cllr John Overton (JO).

## **Members of the Public:**

Three.

### **2025/078 Chair's welcome**

Chair welcomed all attendees to meeting. Apologies received and approved from District Cllr Fowler and District Cllr Overton.

### **2025/079 To receive declarations of interest**

None.

### **2025/080 To approve a time limit for the meeting**

Chair proposed aim to conclude meeting by 8.00pm, all agreed.

### **2025/081 To agree minutes of the Parish Council (PC) meeting held 7<sup>th</sup> January 2026.**

The minutes of the PC meeting held 7<sup>th</sup> January 2026, as previously circulated were unanimously approved as correct and signed by Chair.

### **2025/082 Matters arising from the minutes of the PC meeting held 7<sup>th</sup> January 2026**

None.

### **2025/083 Adjournment for public participation**

Member of the public reported ongoing damage to Markshall bridge, which currently has police tape on it. Question raised whether additional signage could be installed to help reduce accidents and further damage. Parish Clerk to raise the issue with Norfolk County Council (NCC) Highways – YW. The AFAT (Arminghall Fuel Allotment Trust) Clerk advised that they had received the PC's email regarding the information about AFAT on the PC website and that updated information would be provided in due course. It was also noted that the tack room and sheds on the paddock owned by AFAT had been broken into.

### **2025/084 County/District Council report(s)**

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

- The government has provided a clear steer that there will be a three-year financial settlement for local authorities in December 2025.

- Budget approved, balanced budget, and the Band D level of Council Tax will be increased by £5.00.
- Fly tipping - At a recent Cabinet Meeting newly amended South Norfolk Council policy on RIPA (Regulation of Investigatory Powers), this is about covert surveillance conducted by the council, was passed unanimously.
- As part of the early preparation stage of reviewing the Greater Norwich Local Plan (GNLP), the Greater Norwich authorities are opening a Call for Sites, open from 9<sup>th</sup> February 2026 to 23<sup>rd</sup> March 2026.
- Food waste trucks have been delayed; it now looks like it will start around July.
- From 27<sup>th</sup> January 2026, residents can take advantage of new bookable kerbside collection service for unwanted small electrical items and household batteries.
- South Norfolk and Broadland have been shortlisted for the Apprenticeship Advocate Award primarily for the Building Futures Project.
- South Norfolk Community Awards 2026, nominations close on 15<sup>th</sup> May 2026.
- The Great South Norfolk Litter Pick, 16<sup>th</sup> February until 31<sup>st</sup> May 2026.
- South Norfolk In Bloom Fund - A new initiative designed to help towns and parishes transform and enhance their green spaces. As part of the scheme, £1 is available for every resident, meaning applicants may request up to £1 per person of their population, with a requirement of at least 50% match funding.
- Community Action Fund (CAF) - having another round of the CAF later in the year and this will also be open to PC's. There will be two pots available this time. One will have £500,000 in it for capital projects, and the other will also have £500,000 in it for facilities e.g. repairs to a village hall.

PC expressed interest in CAF grant. District Cllr Overton-Neal left meeting and County Cllr Vic Thomson arrived at meeting 7.18pm.

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

- Mayor - If the government had stuck to the election delay, Norfolk County Council (NCC) could have signed the Mayoral Deal with the Investment Fund. Now there is an election cannot commit the next County Council to a deal until after the May election.
- Consultation closed, awaiting government decision.
- Elections:
  - o May 2026 - County Council. In place for only 2 years
  - o May 2027 - District election. In place for only 1 year
  - o May 2027 - Parish Councils
  - o May 2027 - County Shadow council. 4 years
  - o May 2026 or May 2028 - Mayoral election.
- Budget passed by full Council, 3-year settlement, however only 2 years due to future change to unitary.
- Residents can check this year's gritting routes using the online map on the council's website (<https://maps.norfolk.gov.uk/highways/maps/gritting.aspx>)
- Norfolk Trails Public Survey - The council is seeking feedback to ensure that the future of Norfolk's Trails aligns with the values and preferences of residents.
- The government has launched a major consultation on a revamped National Planning Policy Framework.
- The government has announced additional funding to bolster protection for domestic abuse victims, including almost £500 million for councils to provide safe accommodation and support services.
- DigiFest at Norfolk Libraries - Part of digital inclusion strategy with the aim of helping children develop essential skills and confidence while having fun at the same time.

County Cllr Thomson requested PC to provide feedback direct to him with regards to the reporting of potholes on NCC online reporting system. PC notified County Cllr Thomson of one grit bin within parish located on Church Close. County Cllr Thomson left meeting 7.36pm.

Noted report received from District Cllr Fowler.

Key items summarised as follows.

- Danger of lithium-ion batteries (LIBs) which are being disposed of in our general waste. The batteries are found in a lot of items/gadgets that we all use on a daily basis, such as mobile phones and vapes. These items pose a significant threat to the Council staff, refuse/recycling fleet and to the Materials Recycling Facility (MRF) at Costessey.
- Following on from the Government's release of its Education White Paper, our MP Ben Goldsborough has set-up a survey for parents, teachers, and support staff across South Norfolk to have their say on the proposed changes to better support children with Special Educational Needs and Disabilities.  
<https://www.surveymonkey.com/r/SouthNorfolkSENDSurvey>
- South Norfolk in Bloom fund.

## **2025/085 Finance matters**

### Expenditure for approval/to be noted

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

- Noted change to Parish Clerks gross pay for January and February @ £439.40 per month as agreed at January meeting to reflect increase in Spinal Column Point.
- Noted change to Parish Clerk pension, January and February @ £48.33 as agreed at January meeting to reflect increase in Spinal Column Point.
- Parish Clerk gross pay, March, and April @ £439.40 per month
- Parish Clerk pension, Nest, March, and April @ £48.33 per month
- Reimbursement to Parish Clerk @ £32.14, includes £5.36 VAT, first aid kit for village hall
- Parish Clerk expenses January @ £36.03, includes £0.47 VAT
- Parish Clerk expenses February @ £36.62, includes £2.08 VAT and £10.42 items for village hall
- Britannia Fire Ltd @ £400.00 + VAT, fire extinguishers village hall, including installation & disposal of old extinguishers
- Tidswell Childs LLP @ £2,677.87 + VAT
- GW Gooch & Sons Lt @ £12,085.28 + VAT
- Ecotricity @ £59.59
- Ecotricity @ £53.48
- Norfolk Parish Training and Support @ £138.85 + VAT, 2026/27 membership

### Society of Local Council Clerks (SLCC) membership renewal

Membership renewal approved.

### Asset register

Updated asset register approved.

### Speed Awareness Machine (SAM), Arminghall

NCC placed order direct with Westcotec on 11/02/26, lead time for delivery is up to 8 weeks.

Noted NCC funding SAM in full, no financial cost to PC.

### Bus shelter

The installation of the shelter was completed on 11/03/26. The shelter has been added to both the PC's asset register and insurance policy. It was noted that 80% of the cost of the shelter

was funded through the NCC Bus Shelter Grant Scheme, with the remaining 20% funded through the Community Infrastructure Levy (CIL).

## **2025/086 Village hall**

### Financial update

Noted expenditure to date £99,036.30, excluding VAT, expenditure not yet received approximately £2,737, estimated total expenditure £101,773.00. Total expenditure to date funded as follows.

- S106 @ £72,866.90
- CAF (Community action Fund) grant @ £6,000.00
- CIL @ £20,169.40

Noted S106 funds spent in full. Agreed any additional expenditure to be funded through CIL.

### Premises licence

Written email confirmation received from District Council that no premises licence is required.

### Parishioner correspondence, southern boundary

Noted letter of correspondence received from parishioner in relation to southern boundary, PC noted following points from letter.

- That when the original corrugated tin fencing (forming the boundary between the Village Hall and your property) was replaced with wooden panels, you discussed the boundary position with the builders.
- That the builders had raised concerns at the time regarding the restricted access to the rear of the new storage area and safety considerations, particularly in relation to the ventilation void beneath the structure (which was subsequently filled in at the end of the project).
- That you suggested the fencing could be positioned approximately seven inches onto your property. This, you advised, would avoid the need to break into the existing concrete path for fence posts and would allow improved access to the rear of the storage area.
- That you also noted if you renew the remainder of your fence in future along the same line, it would then stand on your land (albeit by approximately seven inches) and would not encroach onto Parish Council land.
- That you expressly confirm the fence erected is the Parish Council's property, that you do not infer it is yours, and that the Council is entitled to the land on which it stands.
- That, having become aware upon purchasing your property in 2002 of previous boundary discussions relating to the western boundary, you are writing now to ensure clarity and to avoid any potential misunderstanding in the future, particularly should you decide to sell your property.

PC responded to letter advising as follows.

We understand that this is your account of what happened, and we appreciate you wanting this noted. At the same time, the Parish Council is not in a position to confirm the details independently. If questions were ever raised about the boundary in the future, the Council would need formal legal verification before relying on any particular description of the boundary line.

### Governance policies/documents

PC approved following policies/documents as previously circulated.

- Fire safety policy – Approved with following amendments.
  - o Item 6 – “Annually (full system service by competent contractor)” to be replaced with Annually (full system service by a competent contractor, to include inspection and testing of smoke detectors)

- Item 7 – “Annual servicing by certified contractor” to be replaced with “Fire extinguishers will be subject to regular visual checks by the Parish Council to ensure they are in their correct location, fully charged, and free from damage or obstruction”
- Item 8 – Assembly point location to read “Green grassed area opposite village hall beside the junction of Church Close/Arminghall Lane”
- Fire risk assessment – Approved with the following amendment
  - Sources of Oxygen to be removed as not applicable
- Risk assessment - Approved with following amendments.
  - Item 8 – To add “grit bin located near hall in Church Close if required” under “Existing controls”
  - To remove asbestos hazard as not applicable.
- Hirer risk assessment
- Hire agreement
- Fire safety information sheet (to form part of Hire agreement) – Approved with following amendment
  - Assembly point text to reflect text agreed for Fire safety policy
- Inspection checklist – Approved with following amendment.
  - External areas – “Grit/salt available in cold weather from grit bin located near hall in Church Close”
- Safeguarding policy – Agreed Chair, Cllr Bainbridge to be appointed as Safeguarding Lead.

Chair to provide copy of evacuation plan to member of public who kindly agreed to laminate - **DB**. Noted folder to be located in village hall, easily accessible with copies of approved governance policies/documents – **YW**.

#### Keyholders

Agreed following keyholders.

- Cllr Bainbridge
- Cllr Chapman
- Cllr Utting
- Parish Clerk
- Agreed member of public

PC to ensure above parties have full set of keys – **DB/YW**.

#### Clarification of trustee in law

Noted following clarification of a trustee in relation to a village hall. A trustee is a person who is legally responsible for managing and overseeing a charity, such as a village hall in accordance with:

- The charity’s governing document (constitution, trust deed, or CIO constitution)
- Charity law
- The best interests of the charity and its beneficiaries.

The PC is not a trustee as the village hall in its current state is not a charity.

#### General update

Insurance – Confirmation received from insurance provider that village hall is covered for public liability as part of existing policy, public liability value on policy is £12,000,000. PAT testing - Urn requires PAT testing, PC to contact church to obtain details of contractor who undertakes their PAT testing – **YW**. PC to contact electrician who undertakes PAT testing for All Saints Church – **BC**.

Snagging/retention period – Retention amount to contractor payable 19/06/26. Prior to this date architect to carry out snagging inspection, PC to submit any snagging lists to architect prior to completion of retention period – **ALL**. Agreed snagging list to be added to May agenda – **YW**. Identified following snagging items to-date.

- Drop kerb to one side of pathway

- Base plate at front, south side near front door not filled in
- Front door closing

Future promotion of hall – Agreed future article for EDP.

Poringland Archive Group – Approved request from group to visit hall prior to their May meeting, group to be accompanied by member of PC – PC.

Acquisitions – Agreed PC to purchase black pedal bin and inside non-slip door mat for entrance to hall – DB/YW.

Member of public expressed their thanks to PC for work on both the village hall and new bus shelter.

## **2025/087 Planning**

### Applications

2025/3955, Land East of Bungay Road – Noted further notification letter received. Only apparent difference is change to the developer and request to consult Natural England following the ecology report. Application falls outside parish. Agreed no further action.

### Decisions

2025/3917, 52 Caistor Lane. Proposal: Single storey flat-roofed rear extension and patio area. Approval with Conditions (Delegated).

### Land north of Caistor Lane

It was noted that a high-pressure gas main has been identified as running through the proposed site. The Health and Safety Executive is being consulted. This may result in amendments to the site layout, including the number of houses and the proposed school.

## **2025/088 Administrative updates**

### Governance documents

PC approved following policies/documents as previously circulated.

- Internal control policy – Noted review undertaken, agreed to re-adopt existing policy with no amendment – YW.
- Data protection information audit – Agreed to adopt updated audit with immediate effect – YW.
- Data protection policy – Agreed to adopt updated policy with immediate effect – YW.
- Privacy statement – Agreed to adopt amended statement with immediate effect – YW.
- Dynamic risk assessment - Agreed to adopt updated risk assessment with immediate effect – YW.
- Guidance to users and risk assessment of The Raking Pit - Agreed to adopt updated document with immediate effect – YW.
- Risk assessment for use of powered handheld grounds maintenance equipment – Agreed to adopt risk assessment to replace three existing individual risk assessments with immediate effect – YW.

### Review of internal controls

PC reviewed internal controls, including measures to prevent and detect fraud and corruptions. Agreed internal controls that are in place are effective and meet requirements.

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

Noted works had commenced on play area.

### Councillor vacancies

PC noted that there are currently two vacancies, and the position of Vice-Chair is currently vacant. It was agreed that both, the Chair and Vice-Chair positions should be elected at the Annual Meeting in May.

## **2025/089 Parish land and environmental matters**

### Raking Pit

Noted that the damaged fence had been repaired, with repair costs fully covered by the driver's insurance. PC confirmed that they were happy with the standard of the repair. Agreed that the Parish Clerk would complete the third party's satisfaction note - **YW**.

**2025/090 Correspondence and consultations**

Environment Agency - River maintenance and flood prevention - April 2026 to March 2027

Noted, no further action.

Big South Norfolk Litter Pick 2026

Agreed PC to participate, date of litter pick, Monday 20<sup>th</sup> April, to be followed by barbecue at Church. Cllr Utting to complete registration and co-ordinate – **JU**.

Armed Forces Day, 27<sup>th</sup> June 2026

Noted correspondence from Ben Goldsborough MP regarding Armed Forces Day, including information on grant funding available, with applications closing 30th March 2026. Agreed that there was no capacity to host an event, and no further action would be taken.

South Norfolk in Bloom

Agreed PC to apply for £100.00 grant, with 50% match funding, from the Raking Pit budget. Grant to be requested for purchase of bulbs for Raking Pit and village hall area – **YW**.

Disabled access to Roman Town

Noted that there are no gates with suitable disabled access to the Roman Town. PC to raise the matter with the Archaeological Trust - **YW**.

**2025/091 Date of next meeting, Annual Parish Council meeting, 6<sup>th</sup> May 2026, and items to be considered for agenda**

Noted. Councillors to notify Parish Clerk of any items for agenda – **ALL**. Meeting to be held at Arminghall village hall.

Meeting closed 8.25pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 12/03//26.

Approved:

Date: