

CAISTOR ST EDMUND AND BIXLEY

PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Wednesday 9th
July 2025, 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 Jeanette Utting (JU), Cllr Sujata Walkerley (SW), County Cllr Vic Thompson (VT), District Cllr Nicola Fowler (NF) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

Cllr Ed Fields (EF), Cllr Dave Porter (DP), District Cllr John Overton (JO).

Members of the Public:

Five.

2025/019 Chair's welcome

Chair welcomed all attendees to meeting. Apologies received and approved from Cllr Fields, Cllr Porter and District Cllr Overton. Meeting noted that Cllr Chapman would be leaving early due to another commitment, taking this into consideration, was agreed to move the village hall agenda item to after matters arising.

2025/020 To receive declarations of interest

None.

2025/021 To approve a time limit for the meeting

Chair proposed aim to conclude meeting by 9.00pm, all agreed.

2025/022 To agree minutes of the Annual Parish Council (PC) meeting held 7th May 2025.

The minutes of the Annual PC meeting held 7th May 2025, as previously circulated were unanimously approved as correct and signed by Chair.

2025/023 Matters arising from the minutes of the Annual PC meeting held 7th May 2025

Land North of Heath Fram, Caistor Lane, 2018/2232

Update sought re provision for trod path from entrance of the farm to Bricklewood Drive, footpath works remained unfinished & Harris fencing remains in place. Developer advised that S278 footpath works programmed to start w/c 18th August 2025, this will take approximately 12 weeks to complete, and developer will liaise with the affected residents along Caistor Lane. Traffic management will be in place the week before and appropriate notice will be given to Highways. Parish Clerk to seek further clarification will it be a hard path or tarmac and where will path start/stop – YW.

2025/024 Village hall

Chair referred to email as previously circulated and the Tender Executive Summary and Tender Award Summary. PC unanimously voted to award the contract in principle, pending subsequent confirmation of the commencement dates (expected to be max 4 weeks after

award), compilation of the final contract documentation, signing of JCT contracts and the necessary PI and PL insurances being in place (individual and joint names as agreed) to contractor no. 2. PC to notify architect of decision – YW. Noted asbestos and lead paint inspection carried out 18/06/25, awaiting results. Noted ecology survey undertaken 25/06/25, ridges were stripped off, no bats or evidence of bats were found. PC is clear to proceed with the works without needing a license from Natural England nor with the ecologists in attendance when strip off the roof felt. Positioning of skip will need to be taken into consideration.

2025/025 Adjournment for public participation

Members of public raised concerns with regards to adequacy/safety of 60mph section of Caistor Lane both now and in the future, particularly considering impact of new development and school. Key points raised summarised as follows.

- Road last improved/updated 1955.
- Inadequate for volume/size of vehicles.
- No longer space for pedestrians, cyclists, horse riders or motor cyclists to safely use road.
- No passing/pull-in spaces except on private land.
- Many accidents not reported.
- Road often impacted by closure of other roads, resulting in dramatic increase in traffic.
- Road often flooded causing 50% impassable in places. Occasional landslides from banks.
- Sheer drop over grass verges in places.
- Horses needing to cross Caistor Lane.
- Cars using private land to pull in/overtake without due care and attention.

Suggestions raised by public to mitigate points raised above follows.

- Extend 30mph limit currently ceasing at Field House to Lower/West Caistor Lane.
- Reduce 60mph limit on Lower Caistor Lane from High Ash Lane to 40pmh.
- Introduce reduced limits on lane at specific high volume traffic times 7.30am to 9.00am and 3.00pm to 6.00pm.
- Increase clear signage for horses being ridden, pedestrians, dog walkers and children.
- Speed cameras, police patrols and enforcement of reduced speed limits.
- Alternative exit from new estate to B1332 to be provided through The Ramblers or St Wandrille Close.

Cllr Chapman left meeting 7.26pm.

Member of public raised item that First Direct does not provide an official bus service through Arminghall, however their buses travel through Arminghall several times a day. PC to write to First Direct to ask if an official service through Arminghall could be implemented – YW. Parish Clerk to send information to County Cllr Thomson on Caistor Lane and bus service as discussed at meeting and County Cllr Thomson will investigate these items on PC's behalf – YW/VT. Two members of public left meeting 7.35pm.

2025/026 County/District Council report(s)

Noted report from County Cllr Thomson as previously circulated. County Cllr Thomson provided overview to meeting, key points summarised as follows.

- Norfolk County Council (NCC) has been recognised as one of the top-performing local authorities in the UK, according to the latest Climate Action Scorecards.
- Select committee to discuss challenge of falling pupil rolls.

- NCC's cabinet selected a single unitary council as its preferred option, this will be developed into a detailed proposal and submitted to the Government in September.
- Norfolk County Council launches new fund for local community projects. From 1st July, local groups across Norfolk can apply for funding through the newly launched Norfolk Community Fund.
- NCC has issued fines totalling £685,000 in a year for non-compliant roadworks as part of its ongoing efforts to reduce the impact of roadworks upon Norfolk's communities.

District Cllr Fowler provided brief report to meeting. Two items to report on, summarised as follows.

- The South Norfolk Working Party looking at Local Government Reform are still going through the process of drawing together information for a more detailed business proposal backing the two unitary authority model, which will be submitted in September.
- Councillor Deborah Sacks is the new Chair of South Norfolk DC. We think it is the first time that a member of the Labour Party has been appointed as Chair of the Council. Cllr Sacks' chosen charity for the year is the Ted Ellis Trust as she is keen to emphasise our countryside in South Norfolk and environmental issues.

County Cllr Thomson and District Cllr Fowler left meeting at 7.48pm.

2025/027 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.

- Parish Clerk gross pay, July, and August @ £405.08 per month
- Parish Clerk pension, Nest, July, and August @ £44.56 per month
- Parish Clerk expenses April @ £41.21, includes £2.24 vat
- Reimbursement to J Wymer @ £36.58, food for litter pick barbecue
- ICO (Information Commissioners Office) annual renewal @ £47.00
- Zurich @ £1,055.35, insurance, as previously approved at annual meeting
- Ian Smith @ £40.00, grass cutting, invoice no. 4004
- Ian Smith @ £105.00, grass cutting, invoice no. 4007
- Ian Smith @ £145.00, grass cutting, invoice no. 4010
- Reimbursement to Cllr Utting @ £17.60, food for litter pick barbecue
- Parish Clerk expenses May @ £23.51
- Parish Clerk expenses June @ £13.98
- Tidswell Childs LLP @ £3,231.60 + vat, architect fees, village hall, as previously agreed
- Norfolk Parish Training & Support @ £52.00 + vat, training, Cllr Bainbridge.

Internal auditor

Noted that former internal auditor was unable to commit to carrying out internal audit for current financial year, PC approved for Parish Clerk to engage services of C Bailey, an internal auditor who was recommended by fellow Clerk – YW.

CIL (Community Infrastructure Levy)

PC agreed in principle to use of CIL funds for village hall tender works if needed, however any CIL funding to be agreed by PC when specific details are known.

2025/028 Planning

Applications

2024/1888, Land West Of Octagon Farm Bungay Road Bixley. Proposal: Outline Planning Permission for up to 9no. dwellings with all matters reserved except for access. Agreed no further action at this time.

Decisions

2024/2849, Caistor Cottage, Markshall Lane. Proposal: Erection of a residential annexe. Approval with Conditions (Development Management Committee).

2025/1684 (Agricultural), Markshall Farm, Markshall Lane. Proposed agricultural machinery store, prior approval not required (delegated).

Development, Land North of Caistor Lane, 2022/2148

Noted PC had written to District Council querying why the Management Planning Committee accepted developers traffic count figures at the meeting on 12th March 2025, when these were known to be incorrect and were taken during Covid restrictions. Queried why accurate and up to date figures were not used in calculations. Area Planning Manager responded, advised that Council seeks advice on highway safety matters from the Highway Authority and in view of it not requesting further information on this particular point, this was not a matter pursued as a point of objection. The issue of traffic counts and the time at which they were taken was raised at Committee and response provided was that the counts taken were about in line with what they would expect to see.

2025/029 Administrative updates

Parish Clerk email address

As previously agreed at Annual May meeting, new gov.uk domain name and one free mailbox at no cost to PC set up for Parish Clerk with Parish Online in conjunction with NPTS.

Governance documents

IT policy: Draft IT policy as previously circulated approved. To be formally adopted with immediate effect – **YW**.

Biodiversity policy: Agreed to adopt amended policy as previously circulated to include previous agreement to adopt the CPRE Norfolk standard light pollution clause – **YW**.

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

Cllr Utting to notify Parish Clerk when work commences on play area – **JU**. Agreed no further action until work commences, PC will then look at appointing a solicitor with regards to the transfer of land.

Councillor vacancy

Noted one vacancy remains on PC.

2025/030 Parish land and environmental matters

Tree Survey

Agreed in principle for PC to engage contractor to undertake a tree survey in October 2025. Parish Clerk to obtain quotations for next meeting – **YW**.

Raking Pit

Noted Cllr Chapman had attended training on Great Crested Newts, Cllr Chapman to provide update at next meeting – **PC**.

2025/031 Correspondence and consultations

Invitation to join the CPRE Norfolk Anti Mega Solar Alliance

Invitation received to join CPRE Anti Mega Solar Alliance, CPRE fully supports solar energy, but opposes the covering of Norfolk's farmland and landscapes with solar panels. Agreed to defer to next meeting – **YW**. Cllrs to undertake further research prior to next meeting, so vote can be taken as to whether to join Alliance – **ALL**.

Unnamed correspondence, 2022/2148, Land North of Caistor Lane

Noted unnamed piece of correspondence received in the post in relation to planning application 2022/2148, Land North of Caistor Lane. Received printed copy of a BBC article from 27 May 2025 titled "Battle begins over new homes approved in historic village without sewage capacity". The article relates to the village of Maids Moreton, on the edge of Buckingham in southern England. Article not applicable to planning application as PC advised by the authorities that there is sewage capacity at Whitlingham. Agreed no further action.

Public consultation on draft South Norfolk Landscape Susceptibility in relation to energy generation, storage and transmission

Agreed Cllrs to research further and email Parish Clerk, copying in full PC with thoughts/views – **ALL**. Noted closing date 5pm, 18th August.

Caistor Roman Town consultation

Noted.

NCC further funding to support bus shelter installations

Noted second phase of funding and expanded scope of funding. Agreed working committee comprising of Cllr Bainbridge, Cllr Utting and Cllr Walkerley to be formed to undertake further research and obtain pricing for consideration of grant application to be submitted – **DB/JU/SW**. Parish Clerk to obtain list of subcontractors – **YW**. Member of public advised of second-hand bus shelter that would be available to PC at no cost. Chair to obtain further details and investigate feasibility – **DB**.

Norfolk County Council 20 mph Speed Limit Zone Order 2025

Noted PC responded supporting 20 mph limit.

Armed Forces Covenant for Town & Parish Councils

Agreed not to sign Covenant, noted that PC fully supports the Armed Forces.

Parish Partnership Scheme 2026/27

Noted, agreed due to financial constraints no further action.

2025/032 Date of next Parish Council meeting, 10th September 2025, and items to be considered for agenda

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

2025/033 Chair's urgent business

None.

Meeting closed 8.23pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 10/07/25.

Approved:

Date: