

## Caistor St Edmund Parish Council

Chairman: Nigel Orme

Parish Clerk: Yvonne Wonnacott

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### Minutes of the Annual Parish Meeting of Caistor St Edmund Parish Council held on Wednesday 22<sup>nd</sup> April at 7.15pm at St Edmund's Church, Caistor St Edmund

**Present:** Cllr Nigel Orme, Chairman (NO), Cllr Barry Catchpole (BC), Cllr Paul Chapman (PC), Cllr Brian Grundy (BG), Cllr Paul Kelly (PK), Cllr Terry Loveday (TL), County Cllr Roger Smith (RS), District Cllr Trevor Lewis (TL), Yvonne Wonnacott, Parish Clerk (YW).

**Members of the Public:** 2 x Members of Public.

Item		Action By
2015/1	<p><b>Apologies for absence</b> Apologies were received and accepted from former Chairman S Baker.</p>	
2015/2	<p><b>To agree a time limit for the meeting</b> It was agreed that the meeting should aim to finish by 9.00pm.</p>	
2015/3	<p><b>To approve as a correct record and sign the Minutes of the last Annual Parish Meeting held on 23<sup>rd</sup> April 2014</b> The minutes of the meeting held 23<sup>rd</sup> April 2014 (previously circulated) were approved as correct and signed by the Chairman.</p>	
2015/4	<p><b>To discuss matters arising from the Minutes not on this Agenda</b></p> <ul style="list-style-type: none"> <li>a) <b><u>Travel Plan</u></b> – Cllr Loveday advised nothing definite re travel plan, there is another meeting on 15<sup>th</sup> July, for which a representative is required. Cllr Chapman volunteered to be the Parish Council representative.</li> <li>b) <b><u>Markshall Lane Fencing</u></b> - It was noted that the fencing at Markshall Lane is still struggling along.</li> <li>c) <b><u>Footpath along Caistor Lane</u></b> – This item is no longer current as request was rejected as noted at Annual Parish Meeting on 23<sup>rd</sup> April 2014.</li> <li>d) <b><u>Markshall Bridge</u></b> - Cllr Orme advised that pillar has been knocked and is completely in water, this has been reported and awaiting further developments.</li> <li>e) <b><u>Draft Transparency Code for Parish Councils</u></b> – Parish Clerk to check if Raking Pit has been added to Asset Register.</li> <li>f) <b><u>Traffic in Caistor St Edmund</u></b> – On-going issue.</li> </ul>	YW
2015/5	<p><b>Update from County Councillor Roger Smith</b> County Councillor Roger Smith provided a retrospective report from</p>	

	<p>the past year.</p> <ul style="list-style-type: none"> <li>- The rewards of being a County Councillor were meeting the amazing people that work within the community, County Hall and Norfolk, visiting the Children Centres and being in touch with local communities and residents.</li> <li>- There was only a 33% vote across Norfolk two years ago for County Council. The County Council does not have elections this year. There is one bi-election.</li> <li>- There are five political groups represented at County Hall, no one group has majority.</li> <li>- County Council has had 4 years of declining budgets, in which they have managed quite well, with no change to service. However, County have to find £90-£150 million in next two years, which could cut into some core services.</li> <li>- The major services carried out are: Adult Social Care: Which faces on-going demands through an ageing population and helping the elderly to stay more independent. Children’s Social Care: Pilot scheme in South Norfolk. Currently have over 1,000 children in care; most of which are in foster care. County Council also supports school improvement. Environment and Waste: Project re non-recyclable waste. Highways: Speed limits and road improvements.</li> <li>- Local Issues: Produce a monthly newsletter posted on web page, County Hall.</li> <li>- Local issues affecting Caistor St Edmund is the speeding traffic on Caistor Lane.</li> <li>- Trowse Solar Farm – Have encouraged Charles Bussey to get involved. There is no feasible route for construction traffic in the volumes as discussed. If planning permission is given there needs to be a firm commitment from applicant to agree to strict traffic routing and management, police involvement, holding bays, direct 24 hour hotline and possible roving traffic marshal. Suggests that in the light of the recent Anglian Water donation that the Parish Council presses for a goodwill payment to the community for the disruptions it will cause.</li> <li>- A146 Loddon Road and Trowse Bypass – Safety scheme in progress. Removal of some of the informal laybys, reducing the levels of casual entry and exiting.</li> </ul>	
2015/6	<p><b>Update from District Councillor Trevor Lewis</b></p> <ul style="list-style-type: none"> <li>- South Norfolk Council has once again been able to avoid any increase in Council Tax.</li> <li>- South Norfolk Council has discontinued its Neighbourhood</li> </ul>	

	<p>Board meetings and instead has addressed the grants issue by allocating each District Councillor with an annual budget of £1,000 for supporting local causes and allocating £25,000 to each of the Chairs of the former Neighbourhood Boards (5 across the district) for local projects requiring more substantial funding.</p> <ul style="list-style-type: none"> <li>- South Norfolk Council is the base for an experimental inter-agency Early Help unit which combines officers from South Norfolk Council, Norfolk County Council and the Police and other agencies to make possible one-stop early intervention with problem families before the problems get too difficult.</li> <li>- The housing development off Caistor Lane was approved and building has started. While this is in Poringland, it has traffic implications for Caistor.</li> </ul>	
2015/7	<p><b>The Annual Report from the Chairman of the Parish Council</b> Sheila Baker (former Chairman) provided a written report on the Parish Council's work and achievements throughout the year:</p> <ul style="list-style-type: none"> <li>- Meetings of the Parish Council were held regularly and Sheila thanked Councillors and the Parish Clerk for their attendance.</li> <li>- The Parish Council supported Poringland Parish Council in their objections to the development at the top of Caistor Lane; however the development is going ahead. No doubt another traffic census will be required upon completion of work and occupancy of the new homes.</li> <li>- A special meeting was held and well supported, opposing the development of 16 dwellings at Heath Farm. The development was eventually rejected by South Norfolk Council; however this must be watched carefully in the future.</li> <li>- Work at the Raking Pit is on-going; Sheila expressed her thanks to Cllr Chapman and his band of volunteers for all their hard work.</li> <li>- Thanks to lottery funding the War Memorial in Caister Churchyard was refurbished and a plaque produced for the Church naming the fallen of the Parish in World War I and World War II.</li> <li>- Meetings of the 5 Plus have been attended regularly by Parish Councillors; main concerns are traffic problems in all Parishes.</li> <li>- Sheila thanked Cllr Loveday for all the work he has done for the Parish and wished him well for the future, and special thanks to Jeanette Utting for all her work done as Parish Clerk and the help she had given Sheila.</li> </ul>	

2015/8	<p><b>The Annual Report from the Parish Tree/Foothpath Warden</b></p> <p>Cllr Chapman updated the meeting on the year's developments regarding trees and footpaths within the parish:</p> <ul style="list-style-type: none"> <li>- Footpaths are all currently in a good, clear condition.</li> <li>- Trees have been cut down in Raking Pit, however this will need to be maintained and further works may be required in autumn.</li> <li>- Cllr Chapman to check if run offs are clear.</li> <li>- Sign at bottom of Hallback Lane and sign missing on bottom of Brooke path 3. Cllr Chapman to provide details to Parish Clerk so Clerk can write another letter.</li> </ul>	PC
2015/9	<p><b>The Annual Report of the Fuel Allotment Charity</b></p> <p>The Chairman had received an Annual Report and updated the meeting on the work of the Trust during the reporting period of 1 January 2014 to 31 December 2014:</p> <ul style="list-style-type: none"> <li>- Income from rent of land was £1,918.50 gross (£1,688.26 net of management fees).</li> <li>- Income on investments £30.54.</li> <li>- Two fuel grants were made totalling £1,000.00.</li> <li>- Two Clerk payments were made totalling £350.00.</li> </ul> <p>Cllr Kelly raised question of where Trustees come from. Parish Clerk to add to May agenda procedure for filling vacancies. Cllr Orme advised that their continues to be a dwindling set of qualifying applicants, in last ten years applicants have gone down from six/seven to two. Currently discussing how charity might re-define itself and what can be done to attract more applicants and distribute more money. County Cllr Smith advised that Bramerton faced same problem, have since re-badged as Bramerton Helping Hands. County Cllr Smith believes that promotion could assist in making charity more approachable.</p>	YW
2015/10	<p><b>The Raking Pit (Including the Update on Snowdrops)</b></p> <p>Cllr Catchpole raised issue off overhanging trees at Raking Pit. Cllr Catchpole is having a tree surgeon do some private works at beginning of May and is happy to get this tree surgeon to look at the Raking Pit and advise. Prior works by tree surgeons at the Raking Pit were 3-4 years ago. All in agreement for tree surgeon to have a look and report back his findings to the Council.</p> <p>Agreed that Parish Council will need to note when action needs to be taken with regard to the £250 donation for snowdrops.</p>	BC  Parish Council
2015/11	<p><b>Caistor St Edmund War Memorial (Update on Project and Repair)</b></p> <p>Former Parish Clerk Jeanette Utting advised that the War Memorial</p>	

	<p>project was now complete, and the wooden memorial plaque received. There are leaflets in the church and the Parish Clerk holds an additional supply.</p> <p>Graham Ford advised that he had received the signed form and should be in receipt of the official paperwork by the end of this week. The Church Council want to re-decorate the porch, therefore the plaque will be fixed upon completion of the re-decoration.</p> <p>Cllr Orme advised that a small section of panel on the bottom plinth of the War Memorial had come loose; however this was not a danger to anyone. Cllr Orme raised the question as to whether this repair should be carried out by a Councillor or by an approved contractor. Cllr Kelly to have a look at the weekend and report back.</p>	PK
2015/12	<p><b>Roman Fun Day (Cheque to be raised for £1000)</b> District Cllr Lewis provided the following update:</p> <ul style="list-style-type: none"> <li>- Due to English Heritage the Fun Day has been moved to the field immediately to the south of the site.</li> <li>- The public car park will be closed with the exemption of exhibitors etc.</li> <li>- Currently in process of trying to get Anglian Buses to publicise event highlighting the fact that you can get to the event using the buses.</li> <li>- Event will be of similar nature to last years including various activities, re-enactments, exhibits of locally found items. The Church will be offering cream teas and there will be catering on-site.</li> <li>- Cost will be £2 per car, with free entry.</li> <li>- The event will be publicised through South Norfolk Council, currently trying to obtain more involvement from the Castle Museum.</li> <li>- Caistor St Edmund project body which does archaeological work and provides training have now set themselves up as a proper membership body.</li> <li>- Thanks were expressed for the kind donation of £1000 from the Parish Council towards this event.</li> <li>- Date of the Roman Fun Day is 23<sup>rd</sup> May @ 11.00am.</li> </ul> <p>Cllr Orme advised that Caroline Davison was talking about re-marking the street guide so visitors could have the feeling of walking down Roman streets. Cllr Orme felt that this would be a beneficial cost effective addition to the day.</p>	
2015/13	<p><b>Any Other Business</b></p> <p>a) <b><u>Planning Correspondence 2014/1327</u></b> – Letter dated 15/04/15 received from South Norfolk Council advising of an Appeal against Refusal against South Norfolk Council</p>	

	<p>regarding the Outline planning permission (all matters reserved) for one, four bedroom, single storey bungalow dwelling. Location: Land East of French Church Farm and Paddock Barn Caistor Lane. Cllr Orme asked if Parish view had changed unanimously agreed that previous view remained.</p> <p>b) <b><u>Forwarding of Correspondence from Parish Clerk</u></b> –Cllr Orme raised issue of how the new Parish Clerk should forward future correspondence. Question raised as to whether the old method of printing and hand-posting all correspondence on a circulation basis should be replaced by e-mailing the correspondence. Benefits of e-mail being quicker, Councillors would have permanent record, more cost efficient and time efficient. Unanimously agreed for future correspondence to be sent via e-mail. Parish Clerk to e-mail a correspondence sheet on a regular basis as previously enabling the Councillors to provide any comments for the Parish Clerk to collate and distribute as required.</p> <p>c) <b><u>Notice of Uncontested Election</u></b> – Notice passed round Councillors for their reference, as uncontested no voting required. Cllr Orme advised that Sheila Baker was looking to re-join the Council and she could be co-opted back at the May meeting.</p> <p>d) <b><u>6<sup>th</sup> Youth Council</u></b> – Jeanette Utting advised that the 6<sup>th</sup> Youth Council are receiving a reward at the Poringland Community Centre on 30<sup>th</sup> April @ 7.30pm and would welcome any representatives from the Parish Council.</p> <p>e) <b><u>Litter Pick</u></b> – Graham Ford advised that currently there were 16 volunteers for the forthcoming Litter Pick.</p> <p>f) <b><u>Locking and Unlocking of Church</u></b> – Graham Ford advised that they were looking for willing volunteers to help out with the unlocking and locking of the Church. Cllr Orme requested that Graham provides two notices to this effect that can then be displayed on the Parish Council noticeboards.</p>	
2015/14	<p><b>To close the meeting</b> The meeting closed at 8.55pm.</p>	

Minutes prepared by Yvonne Wonnacott 27/04/15

Approved ..... Date.....