

Caistor St Edmund Parish Council

Chairman: Jeanette Utting

Parish Clerk: Yvonne Wonnacott

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Minutes of the Parish Council Meeting of Caistor St Edmund Parish Council held on Wednesday 13th March 2019 at 7.15pm at Framingham Earl Community Sports Centre (FECSC).

Present: Cllr Jeanette Utting (JU), Cllr Simon Woods (SW), Cllr Barry Catchpole (BC), Cllr Paul Chapman (PC), Cllr Paul Kelly (PK), Cllr Anneliese Tofield (AT), Cllr Anne Barnes (AB), County Cllr Vic Thomson (VT), District Cllr Trevor Lewis (TL) and Yvonne Wonnacott - Parish Clerk (YW).

Apologies: None.

Members of the Public: None.

Item		Action By
2018/109	Apologies for absence. None.	
2018/110	To receive declarations of interest in the following items of the Agenda. None.	
2018/111	To approve a time limit for the meeting. It was agreed that the meeting should aim to finish by 9.00 pm.	
2018/112	To approve as a correct record and sign the Minutes of the Parish Council Meeting held on 9th January 2019. The minutes of the Parish Council (PC) meeting held on 9th January 2019 (as previously circulated) were approved as correct and signed by the Chairman, Cllr Utting.	
2018/113	To discuss matters arising from the Minutes not on this Agenda. <u>Markshall Road – Overgrown Hedges</u> Chair advised hedges had been adequately cut back. <u>Tree Inspection Template (Raking Pit)</u> Cllr Kelly contacted C K Professional Tree Services who advised that it was difficult to provide a generic template for use by an inexperienced/unqualified body due to the complexity of templates. All agreed to engage C K Professional Tree Services for annual inspections going forward. Cllr Kelly to obtain quotation for annual inspection.	PK
2018/114	Update from County Councillor Vic Thomson. County Cllr Thomson provided report to meeting as previously circulated. Key points summarised below; - Markshall Bridge seems to be working well with new sight lines.	

	<ul style="list-style-type: none"> - Change to bus services, First to run from Monday to Saturday and Konnect will do the Sunday route as the 41. Two Travel Managers attended recent Six Strategic Group meeting and will attend the next meeting too. - Dealing with flu: Still relevant. - Great British Festival of Cycling comes to Norfolk on 27th to 30th June. - Norfolk Community Services provide a vast range of help, https://communitydirectory.norfolk.gov.uk/ - Children's Service Centre – The delivery model will change from a complete central model to an enhanced outreach from strategic centres. <p>Chair raised issue that bus service on Caistor Lane at 8.15am into Norwich is often full and not stopping. Chair to provide further details to County Cllr Thomson for investigation.</p> <p>Chair raised issue of grass verges along Caistor Lane that require reinstatement and damaged telecoms drains. Chair to provide photographic evidence and further details to County Cllr Thomson for reporting.</p>	<p>JU/VT</p> <p>JU/VT</p>
2018/115	<p>Update from District Councillor Trevor Lewis. District Cllr Lewis provided report to meeting. Key points summarised below;</p> <ul style="list-style-type: none"> - South Norfolk Council (SNC) winding down towards elections. - Further steps being carried out re merger of South Norfolk and Broadland Councils, next stage is recruitment of directors and assistant directors, resulting in a single top tier of management. 	
2018/116	<p>Financial matters</p> <ol style="list-style-type: none"> a) <u>Finance and Admin Report with financial summaries for approval</u> - Report circulated prior to meeting was approved. b) <u>Expenditure for approval as per Finance and Admin Report</u> – The following expenses were approved: <ul style="list-style-type: none"> - Parish Clerks expenses for January @ £45.65 and February @ £20.28 c) <u>Grass cutting contract 2019 season</u> – All agreed S.Jackson to continue to cut grass triangle. Parish Clerk to notify Bixley Parish Clerk of decision. d) <u>NPTS membership renewal</u> – All approved at cost of £71.49. e) <u>SLCC membership renewal</u> – All approved at cost of £39. f) <u>Insurance Renewal</u> – As per e-mail from Came & Company previously circulated 11/03/19. All agreed to amend existing policy to joint names from 2nd May 2019, 	<p>YW</p>

	<p>excluding the Bixley Fuel Allotment Trust, and to receive quotations from Came and Company (exc. Bixley Fuel Allotment Trust) for 1st June 2019 to 31st May 2020. Parish Clerk to advise Came and Company and Bixley Parish Clerk accordingly.</p> <p><u>6YC (Sixth Youth Council) donations</u> Chair referred to e-mail previously circulated 11/03/19. Due to disbandment of 6YC their constitution allows for the Parish Council (PC) to receive previous donations back. Cllr Barnes proposed PC requires previous donations returned, seconded by Cllr Catchpole, all agreed. Parish Clerk to contact clerk of 6YC.</p>	<p>YW</p> <p>YW</p>
2018/117	<p>Planning items</p> <p>a) <u>Correspondence received to date:</u> - None</p> <p>b) <u>Decision notices received to date</u> – None</p> <p>c) <u>Poringland Neighbourhood Plan, public consultation</u> – All agreed no response from PC.</p>	
2018/118	<p>Parish Council forthcoming merger Chair and Parish Clerk expressed disappointment of lack of support/guidance from South Norfolk Council (SNC). Cllr Woods suggested that PC should have been issued with a guidance pack, District Cllr Lewis to take up with SNC.</p> <p><u>Council Tax Bills</u> District Cllr Lewis to investigate why council tax bills show percentage difference re PC as PC was advised by SNC as a new entity no percentage difference would be shown as not on a like-for-like basis.</p> <p><u>Banking</u> Parish Clerk to get all banking forms ready for signature at first meeting, signatories, new account, closing of account etc. Parish Clerk to confirm if existing bank account will need to be closed and new account created.</p> <p><u>Village Hall</u> County Cllr Lewis advised need to check if Bixley village hall was a gift from the Crown Estates to Bixley Parish Council, if so what are the terms and conditions? Does village hall revert back to Crown Estates? Parish Clerk to contact Bixley Parish Clerk.</p> <p><u>Bixley Fuel Allotment Trust</u> Parish Clerk to obtain copy of constitution with regards to wording on trustees.</p>	<p>TL</p> <p>TL</p> <p>YW</p> <p>YW</p> <p>YW</p>
2018/119	<p>May elections Chair advised nomination forms need to be delivered by hand to SNC offices between 20th March and 4pm 3rd April. As per e-mails previously circulated highly recommend forms are delivered early in case alterations are needed. Parish Clerk advised an elections team member can be asked to check nomination forms on delivery.</p>	

2018/120	Litter pick Chair advised church is happy to provide refreshments. Date agreed of evening of 17 th April. Chair to advise SNC and church accordingly. Parish Clerk to advise Bixley Parish Clerk in case Bixley residents want to contribute, however PC will need approximate numbers, Chair to advertise on Poringland Community Group.	JU YW JU
2018/121	Grass verges Previously covered under minute ref: 2018/114.	
2018/122	Bus services Previously covered under minute ref: 2018/114. District Cllr Lewis advised services through Arminghall had stopped. District Cllr Lewis is applying pressure to service providers to address this issue.	
2018/123	Raking Pit All agreed order to be placed for spring bulbs. Cllr Chapman and Cllr Tofield to liaise with Chair. Chair advised quotation received for two illustrations re bug hotel at £70. All agreed for Chair to engage illustrator's services.	PC/AT/JU JU
2018/124	Sheila's memorial All agreed to engage services of CC Clements & Sons for memorial plaque at cost of £84.70. Cllr Barnes to arrange.	AB
2018/125	Items for the Annual Parish and Annual Parish Council meeting 8th May 2019. <ul style="list-style-type: none"> - Banking – signatories, mandates - Annual governance statement – approval and sign off - Insurance renewal - Litter Pick update - Raking Pit - Sheila's memorial 	
2018/126	Any Other Business None	
2018/127	To close the meeting. Meeting was closed at 8.42pm.	

Minutes prepared by Yvonne Wonnacott 14/03/19

Approved Date.....