

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 14th November 2018 at 7.15pm at Framingham Earl Community Sports Centre (FECSC).

Present: Cllr Jeanette Utting (JU), Cllr Barry Catchpole (BC), Cllr Paul Chapman (PC), Cllr Anneliese Tofield (AT), County Councillor Vic Thomson (VC), and Yvonne Wonnacott - Parish Clerk (YW).

Apologies: Cllr Simon Woods, District Cllr Trevor Lewis, Stuart Sansbury (Poringland Beat Manager).

Members of the Public: One.

Item		Action By
2018/73	<p>Apologies for absence. Apologies were received and accepted from Cllr Woods, District Cllr Lewis and Stuart Sansbury (Poringland Beat Manager).</p>	
2018/74	<p>To receive declarations of interest in the following items of the Agenda. None.</p>	
2018/75	<p>To approve a time limit for the meeting. It was agreed that the meeting should aim to finish by 9.00 pm.</p>	
2018/76	<p>To approve as a correct record and sign the Minutes of the Parish Council Meeting held on 19th September 2018. The minutes of the Parish Council (PC) meeting held on 19th September 2018 (as previously circulated) were approved as correct and signed by the Chairman, Cllr Utting.</p>	
2018/77	<p>To discuss matters arising from the Minutes not on this Agenda. <u>Budget/Precept Meeting 2019/20</u> Chair advised that an informal meeting had been arranged for 10th December with herself, Vice-Chair and Parish Clerk alongside Chair and Parish Clerk of Bixley PC (Parish Council) to produce a draft combined budget for 2019/20 for presentation and approval at the January PC meeting. <u>War Memorial Leaflets</u> Chair advised 100 leaflets provided to Church and 20 to Poringland Archive Group, as agreed minute reference 2018/61(e). <u>Markshall Road – Overgrown Hedges</u> Parish Clerk to hasten Highways Department as no works carried out to-date.</p>	YW

2018/78	<p>Update from County Councillor Vic Thomson. County Cllr Thomson provided update to meeting as per his report previously circulated. Key points summarised below;</p> <ul style="list-style-type: none"> - Konectbus and Norfolk County Council have been working together following the announcement of revisions to the 87 service. An analysis of current demand has led to further revisions. - A47 dualling consultation, Blofield to North Burlingham - Children’s Centre Services consultation - Mobile libraries – nearest village with service is Stoke Holy Cross. - Western Link – four shortlisted road options for a Norwich Western Link. - Norfolk Futures – vision for Norfolk in 2021 “Caring for our Country” - Markshall Bridge – Analysis was undertaken resulting in an old tree being removed to increase visibility, re-painting of give way markings, slightly higher kerb to be implemented and vegetation to be maintained and kept back. Cllr Catchpole advised vegetation has not been dealt with, County Cllr Thomson to investigate. <p>County Cllr Thomson issued Chair with bin stickers and requested that with a view to the future the PC considers the best times for subsidised buses to run to meet the parishioners needs, mornings/afternoons/mid-week/weekends.</p>	VT ALL
2018/79	<p>Update from District Councillor Trevor Lewis. Apologies received from District Cllr Lewis.</p>	
2018/80	<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. Agreed that proposed meeting dates would be raised at informal meeting and Parish Clerk to contact Bixley PC to ascertain any costs re hiring of Arminghall Village Hall. 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 October @ £71.84 - S.Jackson, grass cutting costs @ £100 - Westcotec invoice no. 9319 @ £6 - Reimbursement to Chair for purchase of bulbs for Raking Pit @ £157.95 c) <u>Proposed draft budget 2019/20</u> – As circulated with Finance & Admin Report. All agreed in principle. Chair 	YW

	<p>advised draft only as combined budget to be produced for January meeting.</p> <p>d) <u>Donation request for 2019/20 from Caistor St Edmund Church</u> – All agreed no further action to be taken until draft combined budget is produced providing greater understanding of financial position next year. Parish Clerk to contact Church and advise accordingly.</p>	YW
2018/81	<p>Planning Items</p> <p>a) <u>Correspondence received to date:</u> - 2018/2232 – Agreed draft response, Parish Clerk to e-mail draft to Chair for final approval before submission.</p> <p>b) <u>Decision notices received to date</u> – None.</p> <p>c) <u>GNLP consultation</u> – Chair advised of 3 additional sites GNLP2093, GNLP2094 and GNLP2158, of which two relate to Fuel Allotment land. All agreed no further response required from PC to second consultation.</p>	YW/JU
2018/82	<p>Councillor Vacancy.</p> <p>All agreed to look at co-opting interested party at January meeting.</p>	
2018/83	<p>Six Strategic Group Community Led-Plan Flow Chart</p> <p>All agreed in light of forthcoming merger with Bixley PC not in a position to complete exercise at present moment in time.</p>	
2018/84	<p>Seat at Crossroads – State of Repair.</p> <p>Cllr Chapman advised inspected seat and no repairs required, however seat to be re-stained in Spring.</p>	
2018/85	<p>Dog Bin(s)</p> <p>All agreed dog bin to be acquisitioned in financial year 2019/20 and to be located at Raking Pit. Cost of dig bin to be covered by CIL monies and Parish Clerk to amend draft budget to allow for South Norfolk Council annual emptying fee @ £100.</p>	YW
2018/86	<p>Raking Pit.</p> <p>a) <u>PPE and training</u> – Chair advised PPE equipment was now in place.</p> <p>b) <u>Risk assessments</u> – The following governance documents were agreed and approved, with the one minor amendment of the “work by vehicular traffic” hazard to be removed.</p> <ul style="list-style-type: none"> - Chain Saw Operator – Risk Assessment - Hedge Trimmer Operator – Risk Assessment - Strimmer / Brush Cutter Operator – Risk Assessment - Dynamic Risk Assessment form - Guidance to users and risk assessment of the Raking Pit at Caistor St Edmund <p>All above documents to be adopted with immediate effect. Parish Clerk to arrange for lamination copies of Dynamic Risk Assessment form. Parish Clerk to amend</p>	YW YW

	<p>and update Risk Management Scheme / Register accordingly for approval at January meeting.</p> <p>c) <u>Tree inspections</u> – All agreed tree inspections to be carried out initially by PC after severe weather conditions and if deemed necessary subsequent inspection(s) to be carried out by nominated sub-contractor. Parish Clerk to draft template to be completed by sub-contractor(s) as record of inspection(s).</p> <p>d) <u>Working party</u> – this was undertaken in October and included clearance works and plantation of bulbs.</p> <p>e) <u>Bug hotel</u> – Chair to speak to contact re design for sign, Parish Clerk to then contact Signs Express for quote in line with previous signs sourced.</p> <p>f) <u>Insurance</u> – Parish Clerk to check insurance policy re use of new equipment by trained Councillors.</p>	<p>YW</p> <p>JU/YW</p> <p>YW</p>
2018/87	Sheila's Memorial. No further update.	
2018/88	SAM2. Chair advised data had been submitted to S Sansbury, who advised that Caistor Lane would be a designated "hot spot".	
2018/89	Items for the Parish Council meeting 9th January 2019. <ul style="list-style-type: none"> - Raking Pit update - Proposed combined draft budget 2019/20 - Councillor vacancy – co-option - Agreement of meeting dates/venue(s) 2019/20 - Sheila's memorial - 2019/20 Caistor St Edmund Church donation request - Risk Management / Scheme Register – for approval 	
2018/90	Any Other Business <u>Roman Town Focus Group</u> Chair attended on behalf of PC. Car park hedge has been cut. Information and interesting focus group. <u>Raking Pit – Ditch</u> Cllr Chapman raised issue that ditch had been re-dug in raking Pit by parishioner who believes they have ownership of that area of land. PC to raise item with District and County Cllrs at next meeting.	ALL
2018/91	To close the meeting. Meeting was closed at 8.55pm.	

Minutes prepared by Yvonne Wonnacott 15/11/18

Approved Date.....