

Caistor St Edmund Parish Council

Chairman: Sheila Baker

Parish Clerk: Yvonne Wonnacott

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Minutes of the Parish Council Meeting of Caistor St Edmund Parish Council held on Wednesday 15th July at 7.15pm at St Edmund's Church, Caistor St Edmund

Present: Cllr Sheila Baker, Chairman (SB), Cllr Nigel Orme, Vice-Chairman (NO), Cllr Paul Kelly (PK), Cllr Jeanette Utting (JU), District Councillor Trevor Lewis (TL), Yvonne Wonnacott, Parish Clerk (YW).

Members of the Public: 1 x Member of Public (Maddie Orme)

Item		Action By
2015/40	<p>Apologies for absence Apologies were received and accepted from Cllr Brian Grundy (on holiday), Cllr Barry Catchpole, County Cllr Roger Smith (who was attending Six Strategic Group Traffic Meeting) and Poringland Police.</p>	
2015/41	<p>To receive declarations of interest in the following items of the Agenda. None.</p>	
2015/42	<p>To approve a time limit for the meeting It was agreed that the meeting should aim to finish by 9.00pm.</p>	
2015/43	<p>To approve as a correct record and sign the Minutes of the last Parish Council Meeting held on 13th May 2015. The minutes of the meeting held on 13th May 2015 (previously circulated) were approved as correct and signed by the Chairman, Cllr Baker.</p>	
2015/44	<p>To discuss matters arising from the Minutes not on this Agenda</p> <p><u>Solar Farm Trowse</u> Cllr Baker advised that all Councillors had seen the new proposal with the route across fields. The Parish Council stated to South Norfolk Council (SNC) their concerns about crossing Stoke Road; otherwise there were no objections and they felt that this was the best solution.</p> <p><u>Police Attendance at Council Meeting</u> This relates specifically to speeding on Caistor Lane to be covered as an item later on the agenda.</p> <p><u>Planning Committee</u> Cllr Baker read out the e-mail received from CC Roger Smith advising that he did not mean a planning checklist as such, instead</p>	

	<p>just the local plan site specific allocations and policies on the South Norfolk Council (SNC) website. Cllr Orme advised that his view of the planning checklist was that it would be aimed with the view of looking at planning applications with local eyes, therefore being more of a social guide, where the Parish Council could be true to themselves, deciding on how they think it should be handled. The aim being that on the whole the Parish Council should seek to help parishioner's. Agreed that the Parish Clerk would circulate a document to Councillors for the collection of ideas, and that a meeting would be arranged at a later date with the view to deciding what points the Parish Council wants to prioritise as a policy, taking into consideration the variances of applications. Cllr PK suggested looking retrospectively at a case(s).</p> <p><u>War Memorial</u></p> <p>Cllr Baker advised that the June issue of the 5+ Magazine had a feature on the Caistor St Edmund War Memorial Project, with photo.</p> <p><u>Land South of High Ash Farm</u></p> <p>Cllr Baker advised that the Parish Clerk had written to Chris and Daniel Skinner who advised that they would be in contact with the Parish Council hopefully in early 2016 when they had more information.</p>	YW
2015/45	<p>Update from County Councillor Roger Smith</p> <p>Apologies were received from Roger Smith, who was attending the Six Strategic Group Traffic meeting. Parish Clerk contacted Roger who advised that the report previously circulated, dated 8th June was the most recent report, and that the July report would be produced next week.</p>	
2015/46	<p>Update from District Councillor Trevor Lewis</p> <p><u>Solar Farm</u></p> <p>At South Norfolk's Planning Committee next week, the Solar Farm will be raised with recommendation for approval. The change basis is the route using farm track, with the only detailed issue being the merger with Arminghall Lane, where there is a restriction for heavy vehicles. The Parish Council's main concern with regard to traffic along the Norwich/Stoke Road should no longer be an issue.</p> <p><u>Chris/Daniel Skinner – High Ash Farm</u></p> <p>As part of the current scheme they have to provide public access, however Chris advised that under the new HLS scheme there is no specific funding for public access. DC Lewis believes the reason behind this is that other HLS schemes created problems in giving access; therefore the government has taken the view that they will not fund public access if it is not being done properly. Chris has agreed to let DC Lewis know if this continues to be the situation so that DC</p>	

	<p>Lewis can try to source alternative funding as such a worthwhile cause. Cllr Orme suggested taking this issue into consideration when setting next year's precept with the view of making a donation. Cllr Baker raised the question as to whether the "Neighbourhood Funding Scheme" managed by John Overton would be able to assist? Agreed to wait until next Autumn when there would be a clearer picture as to the actual situation.</p> <p><u>Death of DC Derek Blake</u></p> <p>DC Lewis reported the sad death of DC Derek Blake, who was a fascinating man, who did a lot of good things and the Council is sad to have lost him.</p>	
2015/47	<p>Financial Matters</p> <p>a) <u>To note income and expenditure, balances and Parish Clerk's expenses.</u> Noted.</p> <p>b) <u>Request from Parish Clerk to attend two training courses.</u> Parish Clerk requested to attend two training courses, firstly "Introductory Training for Clerks and Councillors" to take place 24th July at a cost of £50. Secondly to undertake the "Certificate in Local Council Administration (CiLCA)" which commences in September at course cost of £250 and additional registration cost of £250. Parish Clerk advised that her other two Parish Council employers had agreed to pay a third each of the total costs, therefore Parish Clerk was requesting if Parish Council would also pay a third of the costs. All Councillors were in agreement. Cllr Orme suggested that at time of setting the next precept it would be useful if the Parish Clerk could provide an outline of the training opportunities she would like to be involved in over the next financial year. Agreed that Parish Clerk would personally write cheque for training courses and then claim back a third of the total costs through monthly expenses.</p> <p>c) <u>To authorise and sign cheques</u> Authorised and signed cheques for the following payments: - Parish Clerk Expenses (May @ £28.89 and June @ £22.48) = £51.37 - S Jackson (Grass Cutting) @ £100</p>	
2015/48	<p>Markshall Lane – Road Surface Parish Clerk advised had e-mailed Bob Edwards (Highways) on two occasions and received no response to date. Agreed Parish Clerk to try phoning Bob Edwards to obtain an update. Cllr Orme advised that nothing had changed.</p>	YW
2015/49	<p>Markshall Lane – Bridge</p>	

	<p>Cllr Orme advised that bridge is still awaiting attention, appears that the original piece that was knocked into the water is no longer there and the piece cracked at the end has moved. DC Lewis to contact engineer to establish if there is an update. DC Lewis advised that it would be Highways responsibility to check the bridge; however this would be on the basis that nothing significant had happened. Maddie Orme advised that the hedges near the bridge are overgrown and require cutting back and the second sign is covered over by greenery. Cllr Orme to find out who is responsible for the maintenance of these hedges. Cllr Orme suggested that the cutting of the hedges could be added to the next Highways Rangers list. Cllr Orme raised question as to whether the bridge is assessed at the time of carrying out a repair, DC Lewis to ask question and report back.</p>	<p>TL</p> <p>NO</p> <p>TL</p>
2015/50	<p>Caistor Lane – Fast Moving Traffic Parish Clerk advised that Poringland Police were invited to the meeting however they were unable to attend. Cllr Baker read out e-mail received from the Police, advising that in regards to the speeding issue mentioned they would recommend contacting South Norfolk Council requesting the use of their “SAM” (Speed Awareness Message) machine to place at the location to collect data, which once complete could then be presented to the Police, providing them with an indication as to what date/time is best to attend (if possible) the location and enforce the speed limit. With regard to the actual speed limit they can only enforce it, not alter it, this is down to the Council and Highways. Cllr Orme advised that they had been down the SAM route previously. Agreed that Parish Clerk would write a letter to the Police inviting them to another meeting, providing the next six meeting dates. Parish Clerk to write to Mrs Martins and Mr and Mrs Mitchell advising them that the Police were unable to attend meeting, however they suggested the SAM route.</p>	<p>YW</p> <p>YW</p>
2015/51	<p>Planning Items Cllr Orme referred to the possible development of the triangular piece of land edged by the Ipswich Road (opposite Tesco), the Mulbarton Road and the A47, which was previously brought to the Parish Councils attention, have there been any further developments? There were concerns with regard to the possibility of commercial premises. DC Lewis to investigate if anything has been applied for and report back.</p>	<p>TL</p>
2015/52	<p>Website Update</p> <p>a) <u>Transparency Code</u> Parish Clerk advised that website had been updated publishing all the required documents to meet the Transparency Code requirements.</p> <p>b) <u>Information displayed to date</u> Parish Clerk advised that the “Home” page had been amended to include two photographs and some background history on Caistor St Edmund. An additional “Notice Board” page had been added detailing local events with links to their specific</p>	

	<p>pages/posters.</p> <p>c) <u>Website going forward</u> Parish Clerk advised that she planned to set up a Wikipedia account, which is free of charge, allowing a link to the Parish Council website address, thus improving the listing on the Google search engine. In addition Parish Clerk proposed to amend website address from abbreviated name “csepc” to “caistorstedmundparishcouncil” or something along those lines to also improve the listing on the search engine. Cllr Utting suggested setting up links through the Church and Six Strategic Group websites, Parish Clerk to investigate. Parish Clerk welcomed any suggestions in taking the website forward.</p>	YW
2015/53	<p>Roman Fun Day – Debrief DC Lewis advised that a report would be provided at the September Joint Advisory Board (JAB).</p>	
2015/54	<p>Items for the Parish Council meeting 16th September 2015</p> <ul style="list-style-type: none"> - Markshall Lane – Road Surface - Markshall Lane – Bridge - Joint Advisory Board - Raking Pit – Working Party - High Ash Farm Scheme – Update - Police Attendance - Planning Policy – Discussion - Website Update 	
2015/55	<p>Any Other Business</p> <p>a) <u>Notice Board (Near Caistor Hall)</u> Parish Clerk raised issue of brambles etc. being very overgrown near noticeboard making it difficult for public to view. Agreed that Parish Clerk would contact S.Jackson to see if he could add this to his grass cutting works.</p> <p>b) <u>Volume of E-mails</u> Parish Clerk raised issue of volume of e-mails being forwarded onto Councillors. Agreed that in future forwarding of e-mails would be at the Parish Clerk’s discretion.</p> <p>c) <u>High Ash Farm (Public Access)</u> Maddie Orme asked if we could get word out locally to provide support. Cllr Utting suggested raising the issue at the Six Strategic Group meeting. Cllr Orme suggested once the Parish Council knows more with regard to the outcome could recommend to Chris/ Daniel Skinner the Norwich Fringe Project as a good point of contact.</p> <p>d) <u>War Memorial Plaque</u></p>	YW

	<p>Cllr Utting advised that War Memorial needs to be blessed. Parish Clerk to contact Graham Ford to find out when War Memorial will be blessed so an invitation can then be issued to Terry Gibbons. Cllr Kelly advised that he carried out minor repairs to War Memorial, pointing and re-setting corner stones. His opinion was the War Memorial was structurally sound and should be okay for this winter; however this needed to be monitored on a regular basis. Cllr Orme suggested that when Parish Council looks at next year's precept that money is allocated for re-pointing.</p>	YW
2015/56	<p>To close the meeting Meeting was closed at 8.40pm.</p>	

Minutes prepared by Yvonne Wonnacott 17/07/15

Approved Date.....