

## 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 16<sup>th</sup> September at 7.15pm at Framingham Earl High School

**Present:** Cllr Sheila Baker, Chairman (SB), Cllr Nigel Orme Vice-Chairman (NO), Cllr Jeanette Utting (JU), Cllr Barry Catchpole (BC), Cllr Brian Grundy (BG), County Councillor Roger Smith (RS), Yvonne Wonnacott, Parish Clerk (YW).

**Members of the Public:** 3 x Members of Public

Item		Action By
2015/57	<p><b>Apologies for absence</b> Apologies were received and accepted from Cllr Paul Kelly, Cllr Paul Chapman, District Councillor Trevor Lewis, Thomas Harvey (Poringland Safer Neighbourhood Team).</p>	
2015/58	<p><b>To receive declarations of interest in the following items of the Agenda.</b> None.</p>	
2015/59	<p><b>To approve a time limit for the meeting</b> It was agreed that the meeting should aim to finish by 9.30pm.</p>	
2015/60	<p><b>To approve as a correct record and sign the Minutes of the last Parish Council Meeting held on 15<sup>th</sup> July 2015.</b> The minutes of the meeting held on 15<sup>th</sup> July 2015 (previously circulated) were approved as correct and signed by the Chairman, Cllr Baker.</p>	
2015/61	<p><b>To discuss matters arising from the Minutes not on this Agenda</b> <u>Markshall Lane Road Surface</u> County Cllr Smith advised that resurfacing work should commence at end of September. County Cllr Smith to e-mail confirmation to Parish Clerk. <u>Notice Board (Near Caistor Hall)</u> Cllr Orme advised that Caistor Hall had cleared overgrown brambles. Situation to be monitored and if required added to S.Jackson's list of works.</p>	RS
2015/62	<p><b>Update from County Councillor Roger Smith</b> County Cllr Smith circulated draft September report. Key points summarised were;</p> <ul style="list-style-type: none"> <li>- GCSE results at Framingham Earl High School were 65% of at least five grade A* to C, against a Norfolk average of 55%.</li> </ul>	

	<ul style="list-style-type: none"> <li>- There have been instances of flooding outside Framingham Earl High School entrance – a solution is being sought.</li> <li>- Works to install Toucan cycle / pedestrian crossing on the B1332 Norwich Road in Poringland/Framingham Earl adjacent to the school are now complete and crossing is in operation.</li> <li>- Children’s Summer Reading Challenge at Poringland library was a huge success. 410 young people enrolled for the scheme.</li> <li>- Uncertainty surrounds length of time of road closure under the Norwich to London railway line at Long John Hill. At present passage under this bridge is totally blocked.</li> <li>- A drainage scheme along Gull Lane, Framingham Earl was completed last month and footway resurfacing works for the whole of Rectory Lane, Poringland are expected to start soon.</li> <li>- Anglian Water are proposing a mains replacement scheme for Markshall Lane sometime next year, Roger will e-mail Parish Clerk copy of correspondence. Engineer has no concerns re Marksham Bridge at present time.</li> <li>- There have been concerns from residents in Highland with regard to surface water and sewer drainage arising from new developments. Bottom line is that authorities are satisfied that drainage system will be able to cope.</li> </ul> <p>Cllr Orme had received enquiry from James Daniels (Marksham Farm) re Markshall Lane road closure expressing concerns re access. Parish Clerk to contact Shirley Hagger (NCC) to obtain contact name at Anglian Water which can be passed onto James Daniels. James Daniels advised having problems with blocked settlement pond, contacted Highways to no avail. County Cllr Smith advised for James Daniels to write to Parish Council providing details which Parish Council can then forward onto County Cllr Smith. Cllr Orme to advise James Daniels.</p>	<p>RS</p> <p>YW</p> <p>NO</p>
2015/63	<p><b>Update from District Councillor Trevor Lewis</b> None provided.</p>	
2015/64	<p><b>Financial Matters</b></p> <p>a) <u>Finance and Admin Report with financial summaries</u> Report circulated prior to meeting was approved. CiLCA Learning Agreement approved.</p> <p>b) <u>To authorise and sign cheque</u> Authorised and signed cheque for the following payment:</p> <ul style="list-style-type: none"> <li>- Parish Clerk Expenses (July @ £46.24 and August @ £108.75) = £154.99</li> </ul>	
2015/65	<p><b>Markshall Lane – Road Surface Update</b> Discussed under item 2015/61.</p>	
2015/66	<p><b>Markshall Lane – Bridge Update</b></p>	

	As per road surface, waiting for road to be closed.	
2015/67	<b>Joint Advisory Board – Update</b> Cllr Orme advised next meeting on 22 <sup>nd</sup> September. By end of month new information board should be in place. Cllr Grundy advised that £1000 Anglian Water donation is going to an information board for Roman Town.	
2015/68	<b>Raking Pit – Working Party</b> Cllr Orme advised need to clean signage. Parish Clerk to e-mail Cllr Chapman with regards to establishing date for works to be carried out.	
2015/69	<b>High Ash Farm Scheme – Update</b> Cllr Grundy had spoken to Daniel Skinner; current situation is from expiration of current agreement with Natural England there will be no money to pay for permissive paths.	
2015/70	<b>Caistor Lane – Fast Moving Traffic</b> Chairman Cllr Baker read out e-mail received from T.Harvey (Poringland Safer Neighbourhood Team). Summary points were; <ul style="list-style-type: none"> <li>- T.Harvey would be liaising with Traffic Management Officer to attend Caistor Lane and collect data of vehicle speeds.</li> <li>- Option for Parish Council to use SAM machine.</li> <li>- T.Harvey will be requesting local Special Constables to carry out patrols/speed checks on Caistor Lane.</li> <li>- Endeavour to attend a meeting in near future.</li> </ul> Parish Clerk to write to T.Harvey requesting Parish Council to be informed of results of data collection and to issue invitation to November meeting.	YW
2015/71	<b>Policy Statements</b> Thanks were given to Cllr Grundy for producing policies. The following policies were all agreed by the Council; <ul style="list-style-type: none"> <li>- Sickness Absence Policy</li> <li>- Grievance and Disciplinary Policy</li> <li>- Health and Safety Policy</li> <li>- Equal Opportunities Policy</li> </ul>	
2015/72	<b>Planning Items</b> <ol style="list-style-type: none"> <li>a) <u>Planning Policy – Discussion</u> Cllr Grundy produced a paper on planning policy. Agreed to operate a 4 month trial where planning application is identified through weekly list, Councillor allocated to application (on a rotation basis), allocated Councillor to speak to neighbours and provide report to Council with recommendations.</li> <li>b) <u>Planning Correspondence</u> <u>Land North of Heath Farm 2014/1302</u> At Planning Committee Meeting (16/09) committee was sympathetic to Councils view, however in light of the change</li> </ol>	

	<p>to 5 year housing supply position committee voted unanimously not to contest appeal. Informal hearing taking place on 28/10/15.</p> <p><u>Land North of Tas House 2015/1921</u></p> <p>All agreed response to SNC should be to refuse application reasons being outside development area, not sustainable, highways and access egress, flood area and close to proposed entrance and access to solar farm.</p>	
2015/73	<p><b>Website Update</b> Parish Clerk advised has set up a Wikipedia account and currently working on setting up links to improve listing on Google search engine. Website address has been amended.</p>	
2015/74	<p><b>Roman Fun Day – Debrief</b> Awaiting report from forthcoming September Joint Advisory Board meeting.</p>	
2015/75	<p><b>Willow Trees on Caistor Lane – Update</b> Chairman Cllr Baker read out report from tree surgeon. Parish Clerk to write to Caistor Hall advising of tree surgeons report, to cc residents and Bob Edwards. Cllr Orme to establish if trees located near phone lines and to take photographic evidence.</p>	<p>YW NO</p>
2015/76	<p><b>“Village at War” Leaflets</b> Parish Clerk to contact EJR Print to arrange for a further 100 leaflets to be printed.</p>	<p>YW</p>
2015/77	<p><b>Items for the Parish Council meeting 18<sup>th</sup> November 2015</b></p> <ul style="list-style-type: none"> <li>- Markshall Lane – Update</li> <li>- Joint Advisory Board</li> <li>- Willow Trees Caistor Lane – Update</li> <li>- Roman Fun Day – Debrief</li> <li>- Raking Pit – Working Party</li> <li>- High Ash Farm Scheme – Update</li> <li>- Police Attendance</li> <li>- Planning Process – Update</li> <li>- Tas House 2015/1921 – Update</li> <li>- Budget Review</li> <li>- Website Update</li> <li>- Queens 90<sup>th</sup> Birthday Celebrations - Ideas</li> </ul>	
2015/78	<p><b>Any Other Business</b></p> <ol style="list-style-type: none"> <li>a) <u>Six Strategic Group Meeting 30<sup>th</sup> September</u> Cllr Baker advised of forthcoming meeting to discuss Trowse bypass speed limits if anyone is interested in attending.</li> <li>b) <u>Abnormal Indivisible Load Access Study</u> Cllr Baker read out e-mail from Trevor Lewis. Agreed that Council should support ‘water-preferred’ policy.</li> <li>c) <u>Queen’s 90<sup>th</sup> Birthday Celebrations</u> Church intends to have flower festival to celebrate Queens</li> </ol>	

	90 <sup>th</sup> birthday and have asked if Parish Council interested in organising a community event. Agreed in principal interested and item to be added to next meeting's agenda.	
2015/79	<b>To close the meeting</b> Meeting was closed at 9.30pm.	

Minutes prepared by Yvonne Wonnacott 17/09/15

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