

## 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> March 2016 at 7.15pm at Framingham Earl Community Sports Centre

**Present:** Cllr Sheila Baker - Chairman (SB), Cllr Nigel Orme (NO), Cllr Jeanette Utting (JU), Cllr Paul Kelly (PK), Cllr Brian Grundy (BG), Cllr Barry Catchpole (BC), District Councillor Trevor Lewis (TL) and Yvonne Wonnacott - Parish Clerk (YW).

**Members of the Public:** One.

Item		Action By
2015/120	<b>Apologies for absence</b> Apologies were received and accepted from Cllr Paul Chapman and County Cllr Roger Smith.	
2015/121	<b>To receive declarations of interest in the following items of the Agenda.</b> None.	
2015/122	<b>To approve a time limit for the meeting</b> It was agreed that the meeting should aim to finish by 9.00pm.	
2015/123	<b>To approve as a correct record and sign the Minutes of the last Parish Council Meeting held on 13<sup>th</sup> January 2016.</b> The minutes of the meeting held on 13 <sup>th</sup> January 2016 (previously circulated) were approved as correct and signed by the Chairman, Cllr Baker.	
2015/124	<b>To discuss matters arising from the Minutes not on this Agenda</b> <u>Markshall Farm Flooding</u> Cllr Orme has spoken to Mr.Daniels, flooding has now been cleared. Mr Daniels has a financial claim outstanding re loss of crops which is yet to be resolved. <u>Closure of Caistor Lane</u> Cllr Baker raised concerns with regard to the erosion of verges. Temporary path has now been put on left hand side. <u>2016 Litter Pick</u> Rex Humphrey advised church will provide barbeque. Date set for 18 <sup>th</sup> May at 7pm. Cllr Utting to deliver completed posters to Parish Clerk and e-mail details of litter pick. Upon receipt of these Parish Clerk to advertise event on noticeboard, website, Free for All and 5+ magazines.	JU YW
2015/125	<b>Update from County Councillor Roger Smith</b>	

	County Cllr Smith e-mailed his March report with his apologies; this was circulated to all Councillors prior to meeting.	
2015/126	<p><b>Update from District Councillor Trevor Lewis</b>  District Cllr Lewis provided report to meeting , summary of key points follows;  <u>Budget and Council Tax Finalised For Year</u>  South Norfolk Council (SNC) tax increasing by 3.3%, anticipated that council tax will continue to increase in line with inflation in future years. SNC have looked at improving income situation through;</p> <ul style="list-style-type: none"> <li>a) Refurbishment of Wymondham Leisure Centre.</li> <li>b) Using income from sale of Council houses (10 years ago). Investing more money into commercial investment properties and development of own land to obtain greater return (6 to 8%).</li> </ul> <p><u>Bus Services</u>  Anglian Buses have new timetables, two of number 87 services have new route. Number 88 service has been doubled. First Buses are bringing in service number 40, in direct competition with Anglian Buses. Timetables available on company websites.  <u>Green/Black Bin Collections Under Review</u>  Re-balancing exercise being undertaken with result of new days and new routes taking effect from 06/06/16. Household waste and recycling bins will no longer be collected on a Monday, reducing costs. Advertising campaign notifying of changes will take place.</p>	
2015/127	<p><b>Financial Matters</b></p> <ul style="list-style-type: none"> <li>a) <u>Finance and Admin Report with financial summaries</u>  Report circulated prior to meeting was approved.</li> <li>b) <u>To authorise and sign cheques</u>  Authorised and signed cheques for the following payments: <ul style="list-style-type: none"> <li>- Parish Clerk Expenses (January @ £82.31 and February @ £90.09) = £172.40</li> <li>- FECSC room hire (4 meetings) @ £72.00</li> <li>- St Edmunds Church room hire (May and July) @ £40.00. Cllr Baker advised that she is unable to attend the April meeting. All agreed to move the Annual Parish meeting to the same day as Annual Parish Council meeting (11/05/16) and hold one meeting after the other. First meeting to start at earlier time of 7pm, followed by second meeting at 8pm. Parish Clerk to notify Church and amend website and noticeboards.</li> <li>- CAN membership @ £20.00</li> </ul> </li> <li>c) <u>Approval of internal auditor, N.J.Harrood</u> – All approved.</li> <li>d) <u>Transparency Fund – Receipt of Money</u> – As per Finance and Admin Report. All approved Parish Clerk payment of</li> </ul>	YW

	<p>£57.30 for additional hours in setting up website. Agreed to look at sourcing laptop in new financial year and once sourced laptop to be temporary loaned to Chairman.</p> <p>e) <u>Approval of SLCC membership for Parish Clerk</u> – All approved.</p> <p>f) <u>Asset Register</u> – As previously circulated by Parish Clerk, laptop figure to be amended to £350 to reflect monies received from transparency fund grant. All approved register with amendment.</p>	
2015/128	<p><b>Planning Items</b></p> <p>a) <u>Planning Correspondence – Received to date 2015/1921 - Tas House</u> Cllr Baker referred to e-mail received from parishioner 11/03, thanking Parish Council for their support. <u>2016/0587 – 1 Hall Cottages</u> Allocated to Cllr Catchpole for investigation and to report back to Parish Council with recommendations. <u>2016/0579 – 53 Caistor Lane</u> Cert. Lawfulness Proposed. Dormer already there, all agreed no objections. <u>2016/0522 – Land East of Field House</u> Discharge of Condition. All agreed no action required.</p> <p>b) <u>Planning Councils Right to Appeal Petition</u> Cllr Baker read out e-mail from NALC dated 28/01. All agreed irrelevant to our Parish and no further action required.</p> <p>c) <u>Changes to Planning Consultations</u> All agreed happy with current process; however SNC planning website could be improved. District Cllr Lewis advised that SNC is reviewing website as whole to make it more user-friendly, however planning part is part of a portal and therefore may not be changed.</p>	BC
2015/129	<p><b>High Ash Farm Scheme – Update</b> D.Skinner successful with application. Parish Clerk to contact D.Skinner inviting him to May meeting to provide an update with regard to future plans.</p>	YW
2015/130	<p><b>Markshall Lane</b> Cllr Baker read out e-mail from Bob Edwards (Highways) dated 29/02, as previously circulated, advising that lane should be dressed in the summer of 2016.</p>	
2015/131	<p><b>Queens 90<sup>th</sup> Birthday Celebrations</b> Cllr Baker read out e-mail from Rex Humphrey dated 28/02, as previously circulated. All agreed Parish Clerk to order 50 x commemorative medals from Tower Mint Ltd for distribution to school children living within the Parish. Parish Clerk to apply for grant to cover this cost, however if funding unsuccessful Parish Council to cover cost. Cllrs Baker, Cllr Utting and Cllr Catchpole</p>	<p>YW</p> <p>YW</p> <p>SB, JU,</p>

	to undertake exercise to establish number of children living within Parish. Cllr Utting to write to Rex Humphrey advising of Parish Councils plans.	BC JU
2015/132	<b>Raking Pit – Working Party Update</b> Cllr Grundy advised footpaths were cleared and opened up. Noticeboards will be washed down in near future. Date to be set at next meeting for next working party.	
2015/133	<b>Boundary Commission Review</b> Cllr Baker read e-mail from Elections Team, dated 01/02/16 as previously circulated. District Cllr Lewis advised of meeting today of Electoral Arrangements Committee of SNC, at which it was decided to recommend as a first stage that should retain current number of District Councillors (46). There will be an increased workload of District Councillors due to population increase over forthcoming years. There may be reviews of parish boundaries following the review of wards.	
2015/134	<b>Items for the Parish Council meetings 11<sup>th</sup> May 2016</b> <ul style="list-style-type: none"> <li>- Queens 90<sup>th</sup> Birthday Celebrations – Update</li> <li>- Litter Pick - Update</li> <li>- JAB – Update and Representative Nomination</li> <li>- High Ash Farm Scheme – Update</li> </ul>	
2015/135	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>a) <u>Resignation of Vice Chairman</u> Cllr baker advised that Cllr Orme will be resigning from Council at May meeting due to other commitments. Expressed that he would be greatly missed. Cllr Orme to enquire if any other parties near Markshall lane would be interested in Councillor position.</li> <li>b) <u>Letter from Helimedi</u> Cllr Baker read out letter requesting donation. All agreed Parish Clerk to contact Helimedi advising that at present moment in time not in a position to donate.</li> <li>c) <u>NCC Letter – Local List for Validation of Planning Applications Consultation Draft</u> All agreed not relevant as most planning business dealt through SNC.</li> </ul>	NO  YW
2015/136	<b>To close the meeting</b> Meeting was closed at 9.07pm.	

Minutes prepared by Yvonne Wonnacott 17/03/16

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