

## Caistor St Edmund Parish Council

Chairman: Jeanette Utting

Parish Clerk: Yvonne Wonnacott

Email: [csepc@hotmail.co.uk](mailto:csepc@hotmail.co.uk)

### Minutes of the Parish Council Meeting of Caistor St Edmund Parish Council held on Wednesday 10<sup>th</sup> January 2018 at 7.15pm at Framingham Earl Community Sports Centre (FECSC).

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

**Apologies:** Stuart Sansbury – Poringland Beat Manager and Rev Rob Baker.

**Members of the Public:** None.

Item		Action By
2017/93	<b>Apologies for absence.</b> Apologies were received and accepted from Stuart Sansbury (Poringland Beat Manager) and Rev Rob Baker.	
2017/94	<b>To receive declarations of interest in the following items of the Agenda.</b> None.	
2017/95	<b>To approve a time limit for the meeting.</b> It was agreed that the meeting should aim to finish by 9.00 pm.	
2017/96	<b>To approve as a correct record and sign the Minutes of the Parish Council Meeting held on 15<sup>th</sup> November 2017.</b> The minutes of the Parish Council meeting held on 15 <sup>th</sup> November 2017 (as previously circulated) were approved as correct and signed by the Chairman, Cllr Utting.	
2017/97	<b>To discuss matters arising from the Minutes not on this Agenda.</b> <u>Training</u> As per minute reference 2017/76 this item is still outstanding, Cllr Woods to contact NPTS (Norfolk Parish Training & Support) to arrange a date for his outstanding training. <u>Sheila's Memorial</u> Chair advised that a Hornbeam tree had been planted at the Raking Pit, Cllr Grundy advised would need to look at a memorial plaque in the future, possibly Spring time.	SW
2017/98	<b>Update from County Councillor Vic Thomson.</b> County Cllr Thomson provided report to meeting, key items summarised below; <u>Working Together</u>	

	<p>A new partnership has been launched to support Norfolk based voluntary organisations, community groups and social enterprises.</p> <p><u>Hales A146/B1136 roundabout</u> Work to commence after 8<sup>th</sup> January 2018 until May 2018 on a roundabout to replace the current junction. Will result in a new 50 mph speed limit on A146 from just north of the petrol station heading southwards to Green Lane and Green Road.</p> <p><u>Gritting Routes</u> These are available on NCC website, link <a href="https://www.norfolk.gov.uk/roads-and-transport/roads/gritting">https://www.norfolk.gov.uk/roads-and-transport/roads/gritting</a></p> <p><u>SAM2 Grant</u> The Sam2 grant from County Cllr Thomson has been approved.</p> <p><u>Markshall Lane</u> Parish Council (PC) raised issue of Markshall Lane, just before roundabout being prone to dangerous levels of ice. County Cllr Thomson to investigate possibility of resurfacing or replacement of anti-skid treatment.</p>	VT
2017/99	<p><b>Update from District Councillor Trevor Lewis.</b> District Cllr Lewis provided report to meeting, key items summarised below;</p> <p><u>Greater Norwich Development Plan (GNDP)</u> Sites have been targeted by developers within Caistor St Edmund. Current plan up to 2026, has been extended to 2036. GNDP out for consultation. Significant points are;</p> <ul style="list-style-type: none"> <li>- Area of housing numbers to be assessed will be whole of Broadland and South Norfolk</li> <li>- Requirements for houses assessed objectively and between the 3 districts</li> <li>- At present moment have 5 year land supply issue, but the future basis for land supply will be across the 3 districts.</li> </ul> <p>County Cllr Thomson and District Cllr Lewis recommend a representative from PC attends forthcoming GNDP meeting and then PC formulates a response to consultation.</p> <p><u>Analysis of South Norfolk and Broadland Working Together</u> South Norfolk Council (SNC) are undertaking an analysis of Broadland Council merging its offices with SNC, with the aim of improved efficiencies. However, Councils would still remain 2 separate bodies.</p>	ALL
2017/100	<p><b>Financial Matters</b></p> <ol style="list-style-type: none"> <li>a) <u>Finance and Admin Report with financial summaries for approval</u> - Report circulated prior to meeting was approved.</li> <li>b) <u>Expenditure for approval as per Finance and Admin Report</u> – Parish Clerks expenses for November and December @ £65.02 and £13.62 were approved. Invoice from FECSC (room hire 2018/19) @ £80 was approved. Reimbursement to Cllr Kelly @ £21.60 for purchase of Hornbeam tree was approved.</li> </ol>	

	c) <u>Precept 2018/19</u> – All agreed to precept @ £4,339, 2018/19 Precept upon Charging Authority Form authorised by Chair and Parish Clerk. Form to be scanned and sent to SNC.	YW
2017/101	<b>Planning Items</b> a) <u>Correspondence received to date</u> – 2017/2794, Land West of Ipswich Road, Keswick – All agreed Parish Clerk to respond back to SNC advising “We have no views or comments about this application.” b) <u>Decision notices received to date</u> – None.	YW
2017/102	<b>Proposed Street Party June 2018</b> Chair advised that Rev Rob Baker had suggested date be brought forward to Sunday 20 <sup>th</sup> May to coincide with Royal Wedding. Parochial Church Council would organise Street Party. All agreed Chair to contact Rev Rob Baker advising happy with change of date and that PC would be happy to provide support.	JU
2017/103	<b>General Data Protection Regulation (GDPR)</b> Parish Clerk advised as per communication from NPTS as previously circulated, acceptable for Parish Clerk to undertake DPO (Data Protection Officer) role and due to size of PC a committee would not need to be appointed. Chair requested GDPR Policy for adoption to be added to March agenda.	YW
2017/104	<b>Draft Listed Building Application (Markshall Bridge)</b> Parish Clerk advised no further update, have hastened Highways on several occasions and awaiting response from the Bridges Team.	
2017/105	<b>2017/18 Community Governance Review.</b> Chair advised at the meeting of the Electoral Arrangements Review Committee on 29 <sup>th</sup> November 2017, the final recommendation was for Bixley PC (Parish Council) to merge with Caistor St Edmund PC. All agreed content with final recommendation, but wonder whether proposal to have twelve councillors in the merged council might be unwieldy. Parish Clerk advised had received no further communication from SNC since prior to November meeting, District Cllr Lewis to investigate and report back to Parish Clerk.	TL
2017/106	<b>WiSpire Caistor Church</b> Cllr Woods reported to PC that WiSpire would not be a commercially viable option, due to limited catchment area and contract sign up requirement. Cllr Woods to report findings back to Church.	SW
2017/107	<b>Caistor Lane Trees</b> Chair advised that trees had been cut back. Cllr Catchpole to speak to parishioners who had raised previous concerns to check they are happy with works carried out.	BC
2017/108	<b>Raking Pit Working Party</b>	JU/YW

	<p>a) Boundary Issue – Chair and Parish Clerk to carry out Land Registry search to establish if Raking Pit is registered and if not registered to carry out registration process.</p> <p>b) Working Party – Chair thanked Cllr Chapman and Cllr Tofield for planting the bulbs. Working Party to visit site every 3 weeks. Chair to raise order for further bulbs.</p>	<p>PC/AT JU</p>
2017/109	<p><b>Items for the Parish Council meeting 14<sup>th</sup> March 2018.</b></p> <ul style="list-style-type: none"> <li>- Greater Norwich Local Plan – update.</li> <li>- GDPR – Policies for adoption.</li> <li>- Approval of Exempt Authority for audit.</li> <li>- Markshall Bridge (Listed Application) – update.</li> <li>- Caistor Lane Trees – update.</li> <li>- Raking Pit Boundary– update.</li> <li>- Street Party – update.</li> <li>- Community Governance Review – update.</li> </ul>	
2017/110	<p><b>Any Other Business</b></p> <p><u>Litter Pick 2018</u> Chair advised that Church has offered to provide BBQ. All agreed to date of 23<sup>rd</sup> May 2018. Chair to contact Church advising of agreed date.</p> <p><u>Donation Request from Loddon Gym</u> All agreed not in a position to donate at present moment in time. Parish Clerk to contact Loddon Gym and advise accordingly.</p> <p><u>Donation Request from NARS</u> All agreed not in a position to donate at present moment in time. Parish Clerk to contact NARS and advise accordingly</p>	<p>JU</p> <p>YW</p> <p>YW</p>
2017/111	<p><b>To close the meeting.</b> Meeting was closed at 8.40pm.</p>	

Minutes prepared by Yvonne Wonnacott 12/01/18

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