

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 12th July 2017 at 7.15pm at St Edmund's Church, Caistor St Edmund.

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

Apologies: Cllr Simon Woods (SW).

Members of the Public: One.

Item		Action By
2017/31	Apologies for absence. Apologies were received and accepted from Cllr Simon Woods.	
2017/32	To receive declarations of interest in the following items of the Agenda. None.	
2017/33	To approve a time limit for the meeting. It was agreed that the meeting should aim to finish by 9.00 pm.	
2017/34	To approve as a correct record and sign the Minutes of the Annual Parish Council Meeting held on 10th May 2017. The minutes of the Annual Parish Council meeting held on 10 th May 2017 (as previously circulated) were approved as correct and signed by the Chairman, Cllr Utting.	
2017/35	To discuss matters arising from the Minutes not on this Agenda. <u>Noticeboards</u> Cllr Catchpole has undertaken 50% of maintenance works. Remaining works to be completed in due course. <u>Training</u> Cllr Woods training still outstanding. <u>Donation Post (Roman Town)</u> Chair read out e-mail correspondence from Caroline Davison, as previously circulated. Suggestion of linking existing duty of opening of church with emptying of donation post. Both Cllr Grundy and Cllr Catchpole happy to do so on their shifts. Parish Clerk to e-mail suggestion to Graham Ford.	BC YW
2017/36	Update from County Councillor Vic Thomson. Chair welcomed County Cllr Thomson to meeting. County Cllr Thomson referred to report as previously circulated, key points summarised below;	

	<ul style="list-style-type: none"> - Local Member Highways Budget – A new fund created to provide each County Member with an annual budget of £6,000. - Hornsea Project Three community newsletter is now available. - UK Power Networks leading way towards a low carbon future and electric cars. They have produced an informative guide. - Essential maintenance works being undertaken at Morningthorpe Recycling Centre, resulting in site closed to public from 13th June to 4th August. - Electrical Equipment Safety – National website which gives details of all product recalls: www.electricalsafetyfirst.org.uk - Council looks to develop its own homes for care leavers. - Details of £162m school building programme to be discussed by Councillors. - Carers in Norfolk to have free, 24/7 access to the Digital Resource for Carers, an online environment. 	
2017/37	<p>Update from District Councillor Trevor Lewis. District Cllr Lewis provided report to meeting, key points summarised below;</p> <ul style="list-style-type: none"> - Hornsea Project Three – Consultation coming up in September. - Grant funding available of £1,000 for local projects across his ward. - Community Action Fund, £50,000 is being considered on 13th July, however this is over subscribed. One of the applications is for finger posts for Caistor Roman Town. - South Norfolk Council (SNC) have embarked on the next local plan process. 	
2017/38	<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, including approval of Transparency Fund Application 2017/18, Parish Clerk to submit application. b) <u>Expenditure for approval as per Finance and Admin Report</u> – Parish Clerks expenses for May and June @ £40.89 and £15.31 were approved. EJR Print invoice for re-print of war memorial leaflets @ £35 was approved. c) <u>Norfolk Family Mediation donation request</u> – All agreed not in a financial position to donate at present moment in time. Parish Clerk to write advising as above. d) <u>High Ash Farm (permissive access) donation</u> – Chair read out letter received from High Ash Farm advising only 	<p>YW</p> <p>YW</p>

	<p>taking personal donations for the permissive access walking.</p> <p>e) <u>Parish Clerk Appraisal</u> – Chair advised appraisal carried out on 6th July by Chair and Vice-Chair. All parties happy with Parish Clerk’s performance. Proposed increase of one spinal column point from SCP 24 to SCP 25, to be backdated from April 17, all agreed.</p>	
2017/39	<p>Planning Items</p> <p>a) <u>Correspondence received to date</u> – 2017/1539, Telecommunications Determination, as previously circulated. All agreed Parish Clerk to respond back to SNC advising “consider application should be approved”.</p> <p>b) <u>Decision notices received to date</u> – None.</p> <p>Chair proposed formal rota to be put into place with regard to initial investigations on planning consultations, all agreed.</p>	YW
2017/40	<p>Speeding Caistor Lane</p> <p>Police Constable (PC) Stuart Sansbury advised meeting of speed tubes, rubber strips that lay across the road providing estimates of speed between two points. PC Sansbury to obtain speed tubes for use on Caistor Lane. PC Sansbury advised PC Jim Squires would be point of contact for Community Speedwatch, PC Sansbury will arrange for PC Squires to make contact with Parish Clerk. County Cllr Thomson to speak to Parish Clerk of another Parish Council who may be able to provide information from the villagers point of view with regard to Community Speedwatch.</p> <p>As per e-mail previously circulated the Parish Partnership Scheme is running for 2018/19, bids to be submitted by 11th December 2017. All agreed in principle to Parish Council submitting a bid for acquisition of SAM2, using part of the CIL payment for Parish Councils half of funding.</p>	SS SS VT
2017/41	<p>2017/18 Community Governance Review.</p> <p>Cllr Grundy submitted agreed response.</p>	
2017/42	<p>Markshall Lane Bridge</p> <p>a) Signage – Chair to speak to Cllr Woods to gain clarification with regard to his thoughts on this item.</p> <p>b) Listed Building – Parishioner raised question as to whether bridge could become listed. Chair believed this was researched previously and as present bridge was built in 1880 did not meet criteria. Parish Clerk to investigate and report back at next meeting. Cllr Catchpole to advise parishioner of action being taken.</p>	JU YW BC
2017/43	<p>Litter Pick Update.</p> <p>Chair advised was successful evening.</p>	
2017/44	<p>Raking Pit.</p>	

	Cllr Catchpole advised Tree Surgeon attended site to remove part of tree fallen over highway. Next working party scheduled for October.	
2017/45	Community Emergency Plan No further update.	
2017/46	Sheila Baker's Ashes. All agreed for item to be removed from agenda at present moment in time.	
2017/47	Contact List All agreed for internal contact list to be updated to include mobile numbers and re-circulated.	YW
2017/48	Items for the Parish Council meeting 20th September 2017. - Speeding Caistor Lane - Community Governance Review - Markshall Lane Bridge	
2017/49	Any Other Business a) <u>Holiday Cover</u> – All agreed for Cllr Catchpole to cover role of Chair in Cllr Utting and Cllr Grundy's absence. Parish Clerk requested to be notified of any holidays. b) <u>Broadband Speed</u> – Cllr Kelly advised of poor broadband speed. Cllr Catchpole advised of "WiSpire" scheme, Cllr Catchpole to provide further details to Parish Clerk.	BC ALL BC
2017/50	To close the meeting. Meeting was closed at 8.50pm.	

Minutes prepared by Yvonne Wonnacott 17/07/17

Approved Date.....