

Caistor St Edmund Parish Council

Chairman: Jeanette Utting

Parish Clerk: Yvonne Wonnacott

Email: csepc@hotmail.co.uk

Minutes of the Parish Council Meeting of Caistor St Edmund Parish Council held on Wednesday 20th September 2017 at 7.15pm at Framingham Earl Community Sports Centre (FECSC).

Present: Cllr Jeanette Utting (JU), 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) and Yvonne Wonnacott - Parish Clerk (YW).
Apologies: Cllr Brian Grundy (BG), Cllr Simon Woods (SW), Stuart Sansbury – Poringland Beat Manager.
Members of the Public: None.

Item		Action By
2017/51	<p>Apologies for absence. Apologies were received and accepted from Cllr Brian Grundy, Cllr Simon Woods and Stuart Sansbury (Poringland Beat Manager).</p>	
2017/52	<p>To receive declarations of interest in the following items of the Agenda. None.</p>	
2017/53	<p>To approve a time limit for the meeting. It was agreed that the meeting should aim to finish by 9.00 pm.</p>	
2017/54	<p>To approve as a correct record and sign the Minutes of the Parish Council Meeting held on 12th July 2017. The minutes of the Parish Council meeting held on 12th July 2017 (as previously circulated) were approved as correct and signed by the Chairman, Cllr Utting.</p>	
2017/55	<p>To discuss matters arising from the Minutes not on this Agenda. <u>Training</u> Chair to speak to Cllr Woods with regard to his outstanding training, to establish cut-off date as invoice paid. <u>Noticeboards</u> Cllr Catchpole to complete remaining works to noticeboard at bottom of Caistor Lane.</p>	<p>JU</p> <p>BC</p>
2017/56	<p>Update from County Councillor Vic Thomson. County Cllr Thomson provided report to meeting, key points summarised below;</p> <ul style="list-style-type: none"> - Norfolk County Council (NCC) have issued a recycling leaflet. Key point of interest, any items put in a bag will NOT be recycled. 	

	<ul style="list-style-type: none"> - Northern Distributor Road (NDR) parts will open for Christmas, but not all parts will open at once. - A47 improvements including Thickthorn roundabout, Tuddenham and Blofield start 2019/2020. - Norfolk is taking a stance against scams, www.norfolk.gov.uk/friendsagainstscams. You can do online training, attend a session or request training for a group or organisation. - County Cllr Thomson will be meeting the Head teachers of all the schools in the Henstead Division this term. - Help Hub in South Norfolk, will be a Community Connector in the Old Mill Surgery. 	
2017/57	<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"> - Possible merger of Broadland and South Norfolk Council. Subject to approval of Broadland both councils will investigate whether staff/administration side should be merged or work together more closely. - November date of Community Governance Review Committee not yet set, District Cllr Lewis to hasten for date to be agreed ASAP. - The Help Hub – District Cllr Lewis to provide leaflets to Parish Clerk for the church. 	<p>TL</p> <p>TL</p>
2017/58	<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. b) <u>Expenditure for approval as per Finance and Admin Report</u> – Parish Clerks expenses for July and August @ £51.57 and £32.10 were approved. Data Protection registration @ £35 was approved. c) <u>Understanding the new data regulations course</u> – All agreed to Parish Clerk attending data regulations course. Agreed Parish Clerk to report back and advise if worthwhile exercise for other members of Parish Council to attend. d) <u>Donation request from Norfolk Citizens Advice</u> – All agreed not in a position to donate this financial year, however agreed to consider request and a possible donation of £30 when preparing 2018/19 budget. 	
2017/59	<p>Planning Items</p> <ol style="list-style-type: none"> a) <u>Correspondence received to date</u> – Discussed two applications received in relation to Tesco’s supermarket, 2017/2151 and 2017/2150. All agreed response to both 	

	<p>applications “We have no views or comments about this application”.</p> <p>b) <u>Decision notices received to date</u> – None.</p>	
2017/60	<p>Speeding Caistor Lane Chair referred to data collection results as circulated via e-mail 11/09. All agreed to submit application to Parish Partnership Scheme for SAM2, if successful using part of CIL payment for funding. Parish Clerk to draft application for approval at November meeting.</p>	YW
2017/61	<p>2017/18 Community Governance Review. All agreed initially want to stay as are, but happy to merge with Bixley if both parties in agreement. Agreed to carry out informal parishioner survey of approx. 20% of total parishioners, agreed for each Councillor to canvas 5 parishioners. Chair to speak to Cllr Grundy with regard to drafting response for current consultation. Informal meeting to be held at Chairman’s house on 5th October @ 7pm.</p>	JU/BG ALL
2017/62	<p>6+ Strategic Group Meeting Chair read out Cllr Grundy’s e-mail as previously circulated 12/09. To note need to allow £85 supporting admin costs in 2018/19 budget.</p>	YW
2017/63	<p>Roman Town (JAB) Meeting <u>Donation Post</u> Cllr Chapman advised that Caroline Davison has been emptying donation post, at present moment in time level of donations do not warrant an emptying rota.</p>	
2017/64	<p>Caistor Hall Trees Stuart Sansbury (Poringland Beat Manager) contacted Highways Department 03/09, expressing his concerns. Parish Clerk to contact Stuart Sansbury for an update.</p>	YW
2017/65	<p>Markshall Lane Bridge Chair referred to Parish Clerks Finance and Admin report. All agreed for Parish Clerk to draft application for listing including reason for listing of engraving underneath bridge stating 1600 and believe this engraving is part of original bridge. Application to be approved at November meeting. Cllr Chapman and Cllr Utting to provide photographs to Parish Clerk as supporting evidence to application.</p>	YW PC/JU
2017/66	<p>Shelia Baker’s Memorial. All agreed for Cllr Grundy to contact Phil (Sheila’s son in law) with regard to options and final decision to be made by Phil. All agreed happy with any of the options as per Cllr Grundy’s e-mail circulated 31/08. Raking Pit working party date of 22/10/17 agreed.</p>	BG
2017/67	<p>CPRE Pledge Chair referred to previous e-mails as circulated. District Cllr Lewis advised that Parish Councils are in a different position to District Councillors. All agreed to continue to support CPRE Pledge in principle but recognise obligation to deal with each</p>	

	individual case on its merits.	
2017/68	South Norfolk Public Meeting 28th September 2017 Chair read out e-mail as circulated 08/09/17, agreed no Parish Council representation required at this meeting.	
2017/69	Items for the Parish Council meeting 15th November 2017. <ul style="list-style-type: none"> - Draft budget 2018/19 - Draft Parish Partnership Scheme Application - Draft Listed Building Application (Markshall Bridge) - Community Governance Review update - Raking Pit working party update - Caistor Lane trees update - Sheila's memorial update. - Meeting dates for 2018/19 for approval. 	
2017/70	Any Other Business None	
2017/71	To close the meeting. Meeting was closed at 8.55pm.	

Minutes prepared by Yvonne Wonnacott 22/09/17

Approved Date.....