

Caistor St Edmund Parish Council

Chairman: Sheila Baker

Parish Clerk: Yvonne Wonnacott

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Minutes of the Annual Parish Council Meeting of Caistor St Edmund Parish Council held on Wednesday 11th May 2016 at 8.00pm at St Edmund's Church, Caistor St Edmund.

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

Members of the Public: One.

Item		Action By
2016/12	Apologies for absence Apologies were received and accepted from Cllr Baker.	
2016/13	To nominate and elect the Chairman of the Parish Council Parish Clerk advised that Cllr Baker had advised that she was happy to continue as Chair. Cllr Baker was proposed for the position of Chair by Cllr Grundy and this was seconded by Cllr Utting. All other Councillors present supported the proposal.	
2016/14	To nominate and elect the Vice-Chairman of the Parish Council Cllr Utting was proposed for the position of Vice-Chair by Cllr Catchpole, and this was seconded by Cllr Grundy. All other Councillors present supported the proposal.	
2016/15	To elect members of the Parish Council Planning Committee All agreed all members of Parish Council would continue to be members of the Planning Committee. All agreed new regime of allocating a Councillor to planning application was working well.	
2016/16	To receive declarations of interest in the following items of the Agenda. None.	
2016/17	To approve a time limit for the meeting It was agreed that the meeting should aim to finish by 9.00pm.	
2016/18	To approve as a correct record and sign the Minutes of the last Parish Council Meeting held on 16th March 2016. The minutes of the meeting held on 16 th March 2016 (previously circulated) were approved as correct and signed by the Chairman, Cllr Orme.	
2016/19	To discuss matters arising from the Minutes not on this Agenda None	
2016/20	Update from County Councillor Roger Smith County Cllr Smith provided update at earlier Annual Parish	

	Meeting.	
2016/21	<p>Update from District Councillor Trevor Lewis District Cllr Lewis provided annual report prior to meeting, which was circulated via e-mail. District Cllr Lewis had nothing further to add apart from a reminder of the forthcoming changes to bin collections from 6th June 2016.</p>	
2016/22	<p>Financial Matters</p> <p>a) <u>Finance and Admin Report with financial summaries for year ending 31st March 2016</u> - Report circulated prior to meeting was approved.</p> <p>b) <u>Section 1- Annual governance statement 2015/16 for approval</u> – statement approved and signed by Chair and Parish Clerk.</p> <p>c) <u>Section 2 – Accounting statements 2015/16 for approval</u> – statements approved and signed by Chair and Parish Clerk.</p> <p>d) <u>Renewal of NALC membership for discussion and review</u> – All in agreement not to renew, can be reviewed at a later date if required.</p> <p>e) <u>Insurance Renewal</u>- All in agreement to renew with alternative provider Came & Company based on a 1 year term at annual premium of £288.16.</p> <p>f) <u>To authorise and sign cheques</u> Authorised and signed cheques for the following payments:</p> <ul style="list-style-type: none"> - Parish Clerk Expenses (March @ £270.83 and April @ £49.75) = £320.58 - The Tower Mint @ £128.40 - Came & Company @ £288.16 - Burial ground donation @ £75 - Fringe Project donation @ £150 - SHCPCC ‘Free for All’ donation @ £30 - Six Youth Council donation @ £50 - Community First Responders donation @ £50 <p>g) <u>SSG Constitution</u> – Proposal of future funding of the group being split equally between the 7 Parish Councils, approximately £72 per annum per Parish Council. All agreed in principle to support proposal, allowing for funding in future precepts.</p> <p>h) <u>Parish Clerk Annual Appraisal</u> – Parish Clerk to arrange appraisal with Chair and Vice-Chair.</p> <p>i) <u>Transparency Course</u> - Parish Clerk expressed an interest to attend course, total cost of £35, proposes to be split between 3 Parish Councils. All approved.</p> <p>Parish Clerk to arrange for Cllr Orme to be removed as a bank signatory and to be replaced by Cllr Utting. Cllr Utting to obtain relevant form and pass to Parish Clerk.</p>	<p>YW</p> <p>YW/JU</p>

2016/23	<p>Planning Items</p> <p>a) <u>Planning Correspondence – Received to date 2016/0764 (Land West of Ipswich Road)</u> – As per e-mail circulated 11/05/16, Keswick and Intwood’s response to SNC all in agreement to support their stand. Parish Clerk to e-mail SNC advising to this effect.</p>	YW
2016/24	<p>Queen’s 90th Birthday Celebrations</p> <p>All agreed need to arrange for medals to be distributed w/c 06/06/16. Parish Clerk to speak to Cllr Baker re allocation of distribution.</p>	YW
2016/25	<p>Litter Pick Update</p> <p>Litter Pick taking place 18th May followed by barbeque at Church 6.30/7.00pm.</p>	
2016/26	<p>Joint Advisory Board (JAB)</p> <p>Cllr Orme provided report, key points summarised below;</p> <ul style="list-style-type: none"> - 2 tree surveys – programme of works identified. - Tesco’s ‘Bag for Life’ grant – Bid to be submitted for development activities led by Norfolk Archaeological Trust. - NAT – Big problem with bank erosion around bridge, Environment Agency advised. Negotiations opened with NAT England to allow temporary parking extension. - Volunteers – looking for members. - Will Bowden currently writing up last 10 years excavations to be published end 2017. <p>District Cllr Lewis thanked Cllr Orme for all his hard work on JAB board. Cllr Orme to be replaced by Cllr Grundy on JAB board, all agreed</p>	
2016/27	<p>High Ash Farm Scheme – Update</p> <p>Cllr Orme read out e-mail from D.Skinner dated 11/05/16 as previously circulated, advising no further updates to provide, but as promised, D.Skinner will fund the public access at High Ash Farm for at least the duration of the next environmental scheme which will take over from the current scheme at the end of 2016.</p>	
2016/28	<p>Items for the Parish Council meeting 20th July 2016</p> <ul style="list-style-type: none"> - Councillor vacancy - Declaration of Office – To be signed by Chair. - Parish Clerk Appraisal - Update - Queens 90th Birthday Celebrations – Update - Litter Pick - Update - Raking Pit – Setting date for working party (September) - Road Surface (Caistor Lane) - Update 	
2016/29	<p>Any Other Business</p> <p>a) <u>Markshall Lane Road Surface</u> – Parish Clerk to e-mail Bob Edwards (Highways Department) to establish where re-surface of road is on their programme of works.</p>	YW

	b) <u>Arrangement of Works</u> - Parish Clerk to contact S.Jackson to arrange for cut around village sign and nettles to be cut back from noticeboard positioned at bottom of Caistor Lane. c) <u>Vice-Chairman</u> - Thanks and gratitude were expressed to Cllr Orme for his contributions and efforts on the Parish Council. He will be greatly missed.	YW
2016/30	To close the meeting Meeting was closed at 9.00pm.	

Minutes prepared by Yvonne Wonnacott 13/05/16

Approved Date.....