

## **CAISTOR ST EDMUND AND BIXLEY PARISH COUNCIL**

1 Meadow Cottages, Gull Lane, Framingham Earl, Norwich, NR14 7PN

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Clerk to the Council: Mrs Yvonne Wonnacott

Chair: Mrs Diane Bainbridge

### **NOTICE OF MEETING AND SUMMONS TO ATTEND**

You are hereby summoned to attend a Parish Council Meeting of Caistor St Edmund and Bixley Parish Council at 7.00pm on Wednesday 10<sup>th</sup> September 2025 at Poringland village hall, The Street, Poringland, NR14 7JT.

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The business to be transacted is as follows:

#### **1. Chairs welcome (to include any apologies for absence for approval)**

#### **2. To receive declarations of interest**

Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the member must disclose the interest and withdraw from the meeting when the item is discussed.

#### **3. To approve a time limit for the meeting**

#### **4. To agree minutes of the Parish Council meeting held 9<sup>th</sup> July 2025**

#### **5. Matters arising from the minutes of the Parish Council meeting held 9<sup>th</sup> July 2025**

Not covered by specific items on the agenda.

#### **6. Adjournment for public participation**

Resolution to suspend the meeting to invite members of the public to speak (for a maximum of 15 minutes, unless directed by the Chair).

#### **7. County / District Council report(s)**

#### **8. Village hall**

- a. Update to include provisional start date for commencement of works and to formally note issued letter of intent.
- b. Updated Provisional Tender Award Summary - to approve which option to proceed with regards to works to be carried out and financial implications.

#### **9. Finance matters**

- a. Finance and Admin Report with financial summaries - for approval
- b. Expenditure for approval/to be noted, as per Finance and Admin Report
- c. External audit complete – to be noted
- d. Engagement of internal auditor 2025/26 – to be noted
- e. The Local Government Services Pay Agreement 2025 – to be noted
- f. Tree survey – quotations for consideration and agreement
- g. Website redevelopment proposal – for consideration
- h. Bus Shelter Grant scheme – update and further consideration
- i. NPTS (Norfolk Parish Training and Support) Autumn Essential Update Seminar – for approval.

**10. Planning**

- a. Applications received to date for consideration
- b. Decision notices received to date.

**11. Administrative updates**

- a. 2018/2232, Land North of Heath Farm, Caistor Lane - Adoption of children's play area
- b. Governance documents
  - i. Freedom of Information Model Publication Scheme – updated version for approval
- c. Four-year plan
- d. Councillor vacancy.

**12. Parish land and environmental matters**

- a. Raking Pit – update, to include boundaries and course attended.

**13. Correspondence and consultations**

- a. Invitation to join the CPRE Norfolk Anti Mega Solar Alliance
- b. Local Plan for the Broads - Regulation 19 version consultation.

**14. Date of next meeting, Parish Council meeting, 12<sup>th</sup> November 2025, and items to be considered for agenda**

*Dated: 28th August 2025*

*Parish Clerk: Yvonne Wonnacott*