

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 14th March 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.
Members of the Public: Two.

Item		Action By
2017/112	<p>Apologies for absence. Apologies were received and accepted from Stuart Sansbury (Poringland Beat Manager).</p>	
2017/113	<p>To receive declarations of interest in the following items of the Agenda. None.</p>	
2017/114	<p>To approve a time limit for the meeting. It was agreed that the meeting should aim to finish by 9.00 pm.</p>	
2017/115	<p>To approve as a correct record and sign the Minutes of the Parish Council Meeting held on 10th January 2018. The minutes of the Parish Council meeting held on 10th January 2018 (as previously circulated) were approved as correct and signed by the Chairman, Cllr Utting.</p>	
2017/116	<p>To discuss matters arising from the Minutes not on this Agenda. <u>Training</u> Cllr Woods advised outstanding training with NPTS has been booked for this month. <u>Sheila's Memorial</u> Chair requested this item to be carried forward to the next agenda. <u>Markshall Lane – Prone to Dangerous Levels of Ice</u> County Cllr Thomson advised that he would raise this matter with G.Overland (Highways) at meeting on 15/03. County Cllr Thomson to also raise item of substantial damage to Markshall bridge. <u>WiSpire</u> Cllr Woods confirmed that he had reported findings back to Church.</p>	<p>YW VT VT</p>

	<p><u>Litter Pick 2018</u> Chair advised had spoken to Church.</p>	
2017/117	<p>Update from County Councillor Vic Thomson. County Cllr Thomson provided report to meeting, key items summarised below; -</p> <ul style="list-style-type: none"> - “4 x 4” club did amazing work during the snow. - Fire Safety – ¾ of all fires attended by Norfolk Fire and Rescue Service in Eastern Region started in the kitchen. - A Vision for Norfolk in 2021 was approved by NCC on 12/02/18. Key points are early help with financial savings, services working together and targeting work where it can make most difference. – - Hales, A146/B1136 roundabout – work underway until May 2018. - Gritting Routes - https://www.norfolk.gov.uk/roads-andtransport/roads/gritting - Road Works – map for checking www.roadworks.org - Verge “furniture” – It is an offence under the Highways Act to place obstructions on the Highway. Highway verges can be checked at https://www.norfolk.gov.uk/roads-and-transport/roads/highway-boundaries-new-private-and-adopted-roads/highway-boundaries - Children’s Services – Latest OFSTED report is “good” rating and Adoption Service is now rated as “outstanding”. - Budget – After consultation bus subsidies and gritting routes were removed from County “savings” list. 	
2017/118	<p>Update from District Councillor Trevor Lewis. District Cllr Lewis provided report to meeting, key items summarised below; -</p> <ul style="list-style-type: none"> - Konnect buses apologise for standard of service, trying to re-organise to improve service levels. - South Norfolk Council (SNC) just set budget, government grants have reduced, and Council Tax has increased. Money being invested further in own property building business, interested in acquiring sites, to include employment opportunities alongside house building. - Meeting of Joint Advisory Board (JAB) next month, Norfolk Archaeological Trust looking at hosting another “Family Fun Day”. - The merging of SNC and Broadland District Council office core continues. 	
2017/119	Financial Matters	

	<ul 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 January and February @ £67.84 and £27.73 were approved. c) <u>Exempt status</u> – Resolution passed to certify Caistor St Edmund Parish Council (CSEPC) exempt, proposed Cllr Grundy, seconded Cllr Utting, all agreed. d) <u>NPTS membership renewal</u> – All approved. e) <u>SLCC membership renewal</u> – All approved. f) <u>Internal auditor</u> –All agreed to the appointment of N.Harrood. 	
2017/120	<p>Planning Items</p> <ul style="list-style-type: none"> a) <u>Correspondence received to date:</u> <ul style="list-style-type: none"> i. 2018/0500 – Cllr Grundy spoken to neighbours, generally speaking no objections. All agreed Parish Clerk to respond “We consider this application should be approved, however if permission is granted, we suggest two aesthetic conditions of approval, the suggested dark grey roof tiles and cladding would not be appropriate with surrounding properties and therefore any roof tiles or cladding should be in line with surrounding properties. ii. 2018/0466 – All agreed Parish Clerk to respond “We consider the application should be approved.” iii. 2018/2794 – District Cllr Lewis advised have redesigned layout to overcome objections. All agreed no further comments to be made. b) <u>Decision notices received to date</u> – None. 	<p>YW</p> <p>YW</p>
2017/121	<p>Street Party May 2018.</p> <p>Chair advised notice gone in Church magazine. All agreed to donation of £50. Parish Clerk to put information on website, with further details to follow.</p>	YW
2017/122	<p>General Data Protection Regulation</p> <ul style="list-style-type: none"> a) <u>Appointment of Data Protection Officer (DPO)</u> – All agreed for Parish Clerk to undertake role. b) <u>Informal Audit</u> – All agreed. c) <u>GDPR Policy</u> – All approved and agreed to adopt. d) <u>Template Privacy Notice</u> – All approved and agreed to adopt. e) <u>Amended Standing Orders</u> –All approved and agreed to adopt amended document. f) <u>Amended Risk Management Scheme / Register</u> - All approved and agreed to adopt amended document. 	

2017/123	Greater Norwich Local Plan (GNLP). Cllr Woods to amend draft response as previously circulated to include response on individual sites. Cllr Woods to submit response to GNLP by required deadline.	SW
2017/124	Draft Listed Building Application (Markshall Bridge). Chair referred to e-mail received from G.Overland (Highways) dated 16/01/18, as previously circulated. All agreed as result of practical consequences not feasible for bridge to be listed, no further action required.	
2017/125	2017/18 Community Governance Review. District Cllr Lewis advised merger should take place April 2019 to coincide with Parish Council elections. Parish Council advised have received no formal notification from SNC to date, District Cllr Lewis to contact SNC to hasten appropriate documentation.	TL
2017/126	Caistor Lane Trees. Chair referred to letter as previously circulated from NCC Community and Environmental Services to Caistor Hall, dated 12/03/18. Cllr Catchpole to pass information onto concerned parishioner.	BC
2017/127	Raking Pit Boundary Issue. Chair advised that alongside the Parish Clerk have completed an application for first registration (FR1) which has been submitted.	
2017/128	Items for the Annual Parish and Annual Parish Council meetings 9th May 2018. <ul style="list-style-type: none"> - Caistor Hall Trees - Street Party - Litter Pick - JAB Update - Sheila's Memorial - SAM2 / Parish Partnership Scheme - Raking Pit - Insurance Renewal - Community Governance Review 	
2017/129	Any Other Business <u>Planning 2014/1302</u> Cllr Grundy advised that one of the planning conditions, number 12 related to no hedges being cut down, however a hedge has been removed and replaced with a fence. Cllr Grundy to forward details to Parish Clerk so matter can be raised with SNC Planning Department. <u>Raking Pit</u> Cllr Kelly advised there are items of work that could be carried out, dependant on cost/management strategy. All agreed to invite C.Kelly to working party meeting at which this could be discussed in further detail with view of 2019/20 budget.	BG/YW
2017/130	To close the meeting. Meeting was closed at 8.50pm.	

Minutes prepared by Yvonne Wonnacott 16/03/18

Approved Date.....