

## 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 15<sup>th</sup> November 2017 at 7.15pm at Framingham Earl Community Sports Centre (FECSC).

**Present:** Cllr Jeanette Utting (JU), Cllr Brian Grundy (BG) , Cllr Paul Kelly (PK), Cllr Paul Chapman (PC), Cllr Simon Woods (SW), Cllr Anneliese Tofield (AT), County Councillor Vic Thomson (VT), Rev Rob Baker (RB) and Yvonne Wonnacott - Parish Clerk (YW).  
**Apologies:** Cllr Barry Catchpole (BC), Stuart Sansbury – Poringland Beat Manager.  
**Members of the Public:** None.

Item		Action By
2017/72	<p><b>Apologies for absence.</b>                      Apologies were received and accepted from Cllr Barry Catchpole and Stuart Sansbury (Poringland Beat Manager).</p>	
2017/73	<p><b>To receive declarations of interest in the following items of the Agenda.</b>                      None.</p>	
2017/74	<p><b>To approve a time limit for the meeting.</b>                      It was agreed that the meeting should aim to finish by 9.00 pm.</p>	
2017/75	<p><b>To approve as a correct record and sign the Minutes of the Parish Council Meeting held on 20<sup>th</sup> September 2017.</b>                      The minutes of the Parish Council meeting held on 20<sup>th</sup> September 2017 (as previously circulated) were approved as correct and signed by the Chairman, Cllr Utting.</p>	
2017/76	<p><b>To discuss matters arising from the Minutes not on this Agenda.</b>  <u>Training</u>                      Cllr Woods to contact NPTS (Norfolk Parish Training &amp; Support) to arrange a date for his outstanding training.</p>	SW
2017/77	<p><b>Update from County Councillor Vic Thomson.</b>                      Report provided prior to meeting, as circulated via e-mail. County Cllr Thomson raised some key items from his report as summarised below;</p> <ul style="list-style-type: none"> <li>- Hornsea 3, new Community Newsletter issued. DONG energy is changing its name to Ørsted. For purposes of PEIR it is suggested that there are two options the HVAC scenario (max. of 3 buildings) and the HDVC scenario (max. of 2 buildings).</li> <li>- Big Yellow Bikes come to Norwich - Ofo are bringing</li> </ul>	

	<p>bikes to hire in Norwich <a href="http://www.ofo.com">www.ofo.com</a>.</p> <ul style="list-style-type: none"> <li>- Norfolk Master Composters – The main aim of programme is to raise awareness amongst the wider public of the benefits of composting, through a network of volunteer advisors.</li> <li>- County Cllr Thomson has committed to providing Parish Council (PC) with £750 towards the SAM2 through his Local Member Highways Budget. The Chairman thanked the County Councillor for his support.</li> </ul>	
2017/78	<p><b>Update from District Councillor Trevor Lewis.</b> None provided.</p>	
2017/79	<p><b>Financial Matters</b></p> <ul style="list-style-type: none"> <li>a) <u>Finance and Admin Report with financial summaries for approval</u> - Report circulated prior to meeting was approved. All agreed to the archiving of old minutes.</li> <li>b) <u>Expenditure for approval as per Finance and Admin Report</u> – Parish Clerks expenses for September and October @ £30.25 and £34.20 were approved. Invoice from S Jackson (grass cutting) @ £100 was approved.</li> <li>c) <u>Draft Budget 2018/19</u> – Parish Clerk to amend budget removing Citizens Advice donation @ £30 and reducing grass cutting to £100 as per previous years. All agreed revised budget to include above amendments, precept @ £4,339. Precept to be signed off at January meeting.</li> <li>d) <u>Draft Parish Partnership Scheme Application (SAM2)</u> – All approved application, Parish Clerk to submit.</li> </ul>	YW
2017/80	<p><b>Planning Items</b></p> <ul style="list-style-type: none"> <li>a) <u>Correspondence received to date</u> – None.</li> <li>b) <u>Decision notices received to date</u> – Chair advised of application 2017/2150, Approval with Conditions.</li> </ul>	
2017/81	<p><b>Proposed Street Party June 2018</b> Rev Rob Baker advised looking into holding a Street Party, possible date of 9<sup>th</sup>/10<sup>th</sup> June 2018. Would need to apply for traffic order (road closed). Rev Rob Baker meeting with Parochial Church Council (PCC) next week so will discuss further. Chair, Cllr Utting to attend PCC meeting in January and Rev Rob Baker to attend PC meeting in January.</p>	JU RB
2017/82	<p><b>Draft Listed Building Application (Markshall Bridge)</b> Parish Clerk advised awaiting response from Bridges Team at CH, via Gary Overland, Highways. Defer to January PC meeting.</p>	
2017/83	<p><b>2017/18 Community Governance Review.</b> Electoral Arrangement Review Committee on 29/11/17. Parish Clerk advised need to e-mail South Norfolk Council (SNC) if intending to speak. Chairman to contact District Cllr Trevor Lewis re thoughts and report back to PC.</p>	JU
2017/84	<p><b>WiSpire Caistor Church</b> Chair referred to e-mail from Graham Ford, dated 12/10/17 as</p>	

	previously circulated. Cllr Woods to speak to BT planners to ascertain future plans for neighbourhood. Cllr Woods to speak to Graham Ford advising currently investigating other options. Parish Clerk to add item to January agenda.	SW SE YW
2017/85	<b>Caistor Lane Trees</b> Parish Clerk referred to e-mail dated 11/11/17 from Stuart Sansbury advising that Highways are in correspondence with Caistor Hall. Parish Clerk to add item to January agenda.	YW
2017/86	<b>Shelia Baker's Memorial.</b> Area has been cleared for tree. Cllr Kelly to source Hornbeam tree, money to be reimbursed by PC.	PK
2017/87	<b>Raking Pit Working Party</b> Working party cleared Raking Pit. Chair to source 3 types of bulbs, 100 of each type. Cllr Chapman advised of incident, as a result of clearance works, where tree had previously fallen a hole has been identified which needs filling in. Cllr Tofield to liaise with S.Hope re current situation with regard to safety and boundary issue and report back to PC.	JU AT
2017/88	<b>Norfolk Police UNISON</b> Chair referred to e-mail dated 19/10/17 as previously circulated.	
2017/89	<b>Meeting Dates 2018/19</b> As per Finance and Admin Report, Chair requested date of 11 <sup>th</sup> July 2018 to be moved back to 18 <sup>th</sup> July 2018. All dates agreed. Parish Clerk to make room bookings.	YW
2017/90	<b>Items for the Parish Council meeting 10<sup>th</sup> January 2018.</b> <ul style="list-style-type: none"> <li>- Precept 2018/19 – For discussion, approval and sign off.</li> <li>- WiSpire Church – update.</li> <li>- Markshall Bridge (Listed Application) – update.</li> <li>- Caistor Lane Trees – update.</li> <li>- Raking Pit – update.</li> <li>- Street Party – update.</li> <li>- Community Governance Review – update.</li> </ul>	
2017/91	<b>Any Other Business</b> Get Ready for Winter e-mail dated 08/11/17 as previously circulated. Chair to contact Rev Rob Baker to find out if article could be included in “Free for All”.	JU
2017/92	<b>To close the meeting.</b> Meeting was closed at 8.52pm.	

Minutes prepared by Yvonne Wonnacott 18/11/17

Approved ..... Date.....