

## Caistor St Edmund Parish Council

Vice Chair: 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 20<sup>th</sup> July 2016 at 7.15pm at St Edmund's Church, Caistor St Edmund.

**Present:** Cllr Jeanette Utting (JU), Cllr Paul Kelly (PK), Cllr Barry Catchpole (BC), Cllr Paul Chapman (PC), County Councillor Roger Smith (RS) and Yvonne Wonnacott - Parish Clerk (YW).

**Members of the Public:** Three

| Item    |  | Action By |
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| 2016/31 | <b>Apologies for absence</b><br>Apologies were received and accepted from Cllr Grundy.   |           |
| 2016/32 | <b>To nominate and elect the Chairman of the Parish Council</b><br>Parish Clerk to contact SLCC to establish if legally you can have two Councillors sharing the role of Chairman. Item to be carried forward to next meeting.   | YW        |
| 2016/33 | <b>To receive declarations of interest and requests for dispensations in the following items of the Agenda.</b><br>None.   |           |
| 2016/34 | <b>To approve a time limit for the meeting</b><br>It was agreed that the meeting should aim to finish by 9.00pm.   |           |
| 2016/35 | <b>To approve as a correct record and sign the Minutes of the last Parish Council Meeting held on 11<sup>th</sup> May 2016.</b><br>The minutes of the meeting held on 11 <sup>th</sup> May 2016 (previously circulated) were approved as correct and signed by acting Chairman, Cllr Utting. |           |
| 2016/36 | <b>To discuss matters arising from the Minutes not on this Agenda</b><br><u>Bank Signatories</u><br>All agreed new bank signatories to be Cllr Utting, Cllr Grundy and Cllr Chapman. Parish Clerk to contact bank to obtain mandate form for new signatories and on-line banking as agreed.  | YW        |
| 2016/37 | <b>Update from County Councillor Roger Smith</b><br>County Cllr Smith provided copy of newsletter to meeting for period 19 <sup>th</sup> April to 18 <sup>th</sup> July 2016, summarising key points. County Cllr Smith to e-mail newsletter to Parish Clerk for circulation.                | RS        |
| 2016/38 | <b>Update from District Councillor Trevor Lewis</b><br>None provided.  |           |
| 2016/39 | <b>Financial Matters</b><br>a) <u>Finance and Admin Report with financial summaries to 30<sup>th</sup> June 2016</u> - Report circulated prior to meeting was  |           |

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|         | <p>approved.</p> <p>b) <u>Expenditure for approval as per Finance and Admin Report</u><br/>– All approved. Cllr Utting to arrange signing of cheques and return to Parish Clerk.</p> <p>c) <u>Transparency Fund Application Form</u> – Approved. Parish Clerk to submit application to NALC.</p>   | <p>JU</p> <p>YW</p>  |
| 2016/40 | <p><b>Planning Items</b></p> <p>a) <u>Planning Correspondence – Received to date</u><br/><u>2016/1576 – 34 Caistor Lane</u> – Cllr Utting to try to contact neighbour and circulate neighbours views to Parish Council (PC). Agreed all Councillors to look at plans and e-mail Parish Clerk views/comments by return.<br/><u>2016/1595 – Land at Caistor Lane</u> - Cllr Chapman to contact parishioner who objected to last planning proposal to obtain their viewpoint and circulate this to PC.<br/>Agreed all Councillors to look at plans and e-mail Parish Clerk views/comments by return.</p> <p>County Cllr Smith advised for objections need to focus on key areas as follows;</p> <ul style="list-style-type: none"> <li>- Does it constitute over development?</li> <li>- Access</li> <li>- Sustainable development – Does it have credibility?</li> </ul> | <p>JU<br/>Parish<br/>Council</p> <p>PC<br/><br/>Parish<br/>Council</p> |
| 2016/41 | <p><b>Policy and Guides for Approval</b></p> <p>Both the policy and guide listed below were approved;</p> <ul style="list-style-type: none"> <li>• Code of Conduct, Interests and Dispensations Policy</li> <li>• A guide for public attending and speaking at meetings</li> </ul> <p>Agreed to review on a 3 year basis.</p>  |  |
| 2016/42 | <p><b>Queen’s 90<sup>th</sup> Birthday Celebrations</b></p> <p>Medals circulated and well received.</p>  |  |
| 2016/43 | <p><b>Traffic Concerns – Caistor Lane</b></p> <p>Parish Clerk to e-mail Beat Manager Tom Harvey advising of PC’s concerns with regard to speed on Caistor Lane coming from 60mph to 30mph, request traffic survey and invite him to next PC meeting or to meet on site with PC representatives to discuss further.<br/>Parish Clerk to contact Bob Edwards (Highways) to establish who requested traffic monitoring strips currently located near raking Pit on Caistor Lane.</p>  | <p>YW</p> <p>YW</p>  |
| 2016/44 | <p><b>Litter Pick Update</b></p> <p>Successful pick.</p>   |  |
| 2016/45 | <p><b>Councillor Vacancy</b></p> <p>Two parishioners interested, agreed to co-opt at September meeting.</p>  |  |
| 2016/46 | <p><b>Parish Council Representation 6+ Strategic Group and Good Neighbours</b></p> <p>Cllr Utting advised that Cllr Grundy is happy to continue in this role. Cllr Chapman agreed to also be a representative. All approved.</p>   |  |

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| 2016/47 | <b>Parish Clerk Appraisal &amp; Pay Review</b><br>All agreed to Parish Clerk pay increase to SCP (spinal column point) 20 effective from 01/04/16.   |    |
| 2016/48 | <b>Annual Meetings 2017</b><br>All agreed in future to hold Annual Parish Meeting and Annual Parish Council meeting on the same day in May.  |    |
| 2016/49 | <b>Noticeboard</b><br>All agreed no requirement at present moment or in near future to replace either noticeboard. Cllr Catchpole to undertake maintenance plan of both noticeboards.  | BC |
| 2016/50 | <b>Items for the Parish Council meeting 21<sup>st</sup> September 2016</b><br><ul style="list-style-type: none"> <li>- To nominate and elect Chairman</li> <li>- Co-option of Parish Councillors</li> <li>- Noticeboard – Maintenance Update</li> <li>- Raking Pit – Working Party Update</li> <li>- Traffic – Caistor Lane – Update</li> <li>- JAB - Update</li> </ul>  |    |
| 2016/51 | <b>Any Other Business</b><br><u>Raking Pit</u><br>Provisional date of working party 02/10/16<br><u>Sheila Baker's Ashes</u><br>Cllr Utting advised request had been received from former Chairman Sheila Baker's daughter to scatter Sheila's ashes at Raking Pit, this would be legal as PC owns land. All in agreement to this request. All agreed for PC to offer to provide memorial plaque and tree. Cllr Utting to liaise with daughter and finalise arrangements. | JU |
| 2016/52 | <b>To close the meeting</b><br>Meeting was closed at 8.45pm.   |    |

Minutes prepared by Yvonne Wonnacott 21/07/16

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