

Caistor St Edmund Parish Council

Chairman: Jeanette Utting

Parish Clerk: Yvonne Wonnacott

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Minutes of the Annual Parish Council Meeting of Caistor St Edmund Parish Council held on Wednesday 10th May 2017 at 7.15pm at St Edmund's Church, Caistor St Edmund.

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) and Yvonne Wonnacott - Parish Clerk (YW).
Apologies: District Councillor Trevor Lewis (TL), County Councillor Vic Thomson (VT).
Members of the Public: Five.

Item		Action By
2017/11	Apologies for absence. Apologies were received and accepted from District Councillor Trevor Lewis and County Councillor Vic Thomson.	
2017/12	To nominate and elect the Chairman of the Parish Council. Cllr Utting was proposed for the position of Chair by Cllr Grundy and this was seconded by Cllr Chapman. All other Councillors supported the proposal. Cllr Utting signed a Declaration of Acceptance of Office.	
2017/13	To nominate and elect the Vice-Chairman of the Parish Council. Cllr Grundy was proposed for the position of Vice-Chair by Cllr Kelly, and this was seconded by Cllr Utting. All other Councillors supported the proposal.	
2017/14	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.	
2017/15	To receive declarations of interest in the following items of the Agenda. None.	
2017/16	To approve a time limit for the meeting. It was agreed that the meeting should aim to finish by 8.45pm.	
2017/17	To approve as a correct record and sign the Minutes of the last Parish Council Meeting held on 15th March 2017. The minutes of the meeting held on 15 th March 2017 (previously circulated) were approved as correct and signed by the Chairman, Cllr Utting.	
2017/18	To discuss matters arising from the Minutes not on this Agenda. <u>Noticeboards</u>	

	<p>Cllr Catchpole still to undertake maintenance of second noticeboard, item to be carried forward to next meeting.</p> <p><u>Training</u> Cllr Woods training still outstanding. However agreed with NPTS that training can be undertaken during the summer.</p> <p><u>CIL Payment</u> To be deferred to next meeting.</p>	BC
2017/19	<p>Update from County Councillor Vic Thomson. Apologies received. All agreed Parish Clerk to send letter of thanks to previous County Councillor Roger Smith.</p>	YW
2017/20	<p>Update from District Councillor Trevor Lewis. Apologies received. District Cllr Lewis provided annual report prior to meeting, which was circulated via e-mail. Chair read out paragraph on “Review of South Norfolk Council Wards”.</p>	
2017/21	<p>Financial Matters</p> <p>a) <u>Finance and Admin Report with financial summaries for year ending 31st March 2017</u> - Report circulated prior to meeting was approved.</p> <p>b) <u>Section 1- Annual governance statement 2016/17 for approval</u> – statement approved and signed by Chair and Parish Clerk.</p> <p>c) <u>Section 2 – Accounting statements 2016/17 for approval</u> – statements approved and signed by Chair and Parish Clerk.</p> <p>d) <u>Insurance Renewal</u>- All in agreement to renew with existing provider Came & Company based on a 1 year term at annual premium of £294.74.</p> <p>e) <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 @ £60.15 and April @ £41.89) = £102.04 - Came & Company @ £294.74 - Burial ground donation @ £75 - Fringe Project donation @ £100 - SHCPCC ‘Free for All’ donation @ £30 - Six Youth Council donation @ £50 - High Ash Farm (permissive paths) donation @ £50 - Community First Responders donation @ £50 - Community Action Norfolk subscription @ £20 - N.J.Harrod (internal auditor) @ £30 - NPTS subscription @ £43.10 - Caistor St Edmund Parochial Church Council (room hire May and July) @ £40.00 <p>f) <u>Parish Clerk Annual Appraisal</u> – Chair to arrange date to suit all parties at end of June.</p>	JU

	g) <u>Village at War Leaflets</u> – All agreed to re-print of 100 x leaflets at cost of £40.00. Parish Clerk to arrange re-print.	YW
2017/22	Planning Items a) <u>Planning Correspondence – Received to date 2016/0764 (Land West of Ipswich Road)</u> – As per e-mail circulated 05/05/17, amendments made to original application. All agreed continue to support Keswick and Intwood and original PC response remains. No further action required.	
2017/23	2017/18 Community Governance Review. As per e-mail circulated 08/05 Framingham Earl Parish Council kindly agreed to share their draft response. All agreed good template to work from. Two members of public, currently Caistor residents, feel their address might move to Bixley, and suggested that it might be pragmatic for Caistor to consider grouping with Bixley. Chair to contact Bixley Parish Council to establish their viewpoint. Cllr Grundy to prepare draft response based on FEPC template and circulate to PC for feedback. Response to include PC achievements of Raking Pit, War Memorial and 40mph limit on Stoke Road.	JU BG
2017/24	Litter Pick Update. Litter pick taking place 24 th May. Rev Rob Baker (RB) to look into sourcing a BBQ and assistance with BBQ at event.	RB
2017/25	Raking Pit. Cllr Chapman advised working party did not take place due to unavailability of parties concerned, however basic maintenance will be undertaken as required. Cllr Catchpole advised of fallen tree, Cllr Kelly to investigate. Date set for Autumn working party of 1 st October.	PK
2017/26	Joint Advisory Board (JAB). Cllr Chapman provided report, key points summarised below; <ul style="list-style-type: none"> - River bank repairs been completed as far as possible. - A ‘donation post’ is being considered. The Norfolk Archaeological Trust (NAT) would obtain and install. Could Parish Council find a volunteer to assist with emptying? Parish Clerk to contact District Cllr Trevor Lewis to seek further clarification with regard to location, frequency of emptying and banking arrangements. - NAT plans to have finger-posts installed to deter bank climbing. - Roman Fun Day will not be taking place in 2017, however there are hopes to hold this event in 2018. 	YW
2017/27	Sheila Baker’s Ashes. Sheila’s daughter is considering options. PC to suggest a bench in memory of Sheila.	BG/PC
2017/28	Items for the Parish Council meeting 12th July 2017.	

	<ul style="list-style-type: none"> - Sheila Baker's Ashes - Raking Pit Update - Litter Pick Update - CIL Payment – For discussion - Community Emergency Plan – For discussion 	
2017/29	<p>Any Other Business</p> <p>a) <u>CPRE Norfolk Alliance Meeting</u> – As previously circulated via e-mail anyone who wishes to attend to notify Parish Clerk.</p> <p>b) <u>South Norfolk Council – Proposed re addressing of properties</u> – E-mail as previously circulated was read out by Chair to meeting.</p>	
2017/30	<p>To close the meeting. Meeting was closed at 8.35pm.</p>	

Minutes prepared by Yvonne Wonnacott 11/05/17

Approved Date.....