

## Caistor St Edmund Parish Council

Chairman: Sheila Baker

Parish Clerk: Yvonne Wonnacott

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### Minutes of the Parish Council Meeting of Caistor St Edmund Parish Council held on Wednesday 18<sup>th</sup> November at 7.15pm at Framingham Earl High School

**Present:** Cllr Sheila Baker, Chairman (SB), Cllr Jeanette Utting (JU), Cllr Barry Catchpole (BC), Cllr Paul Chapman (PC), Cllr Paul Kelly (PK), Cllr Brian Grundy (BG), County Councillor Roger Smith (RS), Yvonne Wonnacott, Parish Clerk (YW).

**Members of the Public:** PC Thomas Harvey (Poringland Safer Neighbourhood Team).

Item		Action By
2015/80	<p><b>Apologies for absence</b> Apologies were received and accepted from Cllr Nigel Orme and District Councillor Trevor Lewis.</p>	
2015/81	<p><b>To receive declarations of interest in the following items of the Agenda.</b> None.</p>	
2015/82	<p><b>To approve a time limit for the meeting</b> It was agreed that the meeting should aim to finish by 9.00pm.</p>	
2015/83	<p><b>Police Attendance – Fast moving traffic Caistor Lane</b> Due to other commitments request received from PC Thomas Harvey to move this item to earlier on in meeting, all agreed. PC Harvey referred to previous report provided, as circulated to all Councillors. Key points; <u>Speeding</u></p> <ul style="list-style-type: none"> <li>- Speed checks were conducted on Caistor Lane, 20 vehicles were sighted and their speeds checked, with words of advice issued to a small number of drivers. None of speeds sighted were excessive and there were no issues to report.</li> <li>- At present moment there is only one trained Special Constable who covers two areas spanning approximately 50 Parish Councils, meaning chances to conduct checks are limited.</li> <li>- A new team of volunteers are looking to set up a community speedwatch in Poringland.</li> <li>- In relation to the data collection exercise still awaiting the results, once again this is unfortunately only carried out by 1 member of staff so request has been added to their list and results will be forwarded to Parish Clerk upon completion.</li> </ul>	

	<p>Parish Clerk to write to Mr and Mrs Mitchell and Mrs Martins providing update.</p> <p><u>Crimes</u></p> <ul style="list-style-type: none"> <li>- No crimes have been reported on their system for Caistor St Edmund since the last report.</li> </ul> <p><u>Further Information</u></p> <p>Raised 2 points which have come to Police's attention over last two weeks;</p> <ul style="list-style-type: none"> <li>- A white male has been reported knocking on doors, holding a sign stating that he is deaf and asking people to buy artwork. Currently trying to locate the male, from the reports received there has been no indication of any deceitful activities and the male left immediately when occupants declined to purchase artwork</li> <li>- A white female has been reported as knocking on people's doors and trying to sell on behalf of a death charity. These reports were followed up with chalk marks being found on a number of properties. On this occasion the female was located by the Police and all her documents were checked with the outcome being a legitimate company, with no chalk being located on the female.</li> </ul> <p>Would request that people remain vigilant, if any person wishes to report any incidents as suspicious to report to the Norfolk Constabulary by calling 101.</p>	YW
2015/84	<p><b>To approve as a correct record and sign the Minutes of the last Parish Council Meeting held on 16<sup>th</sup> September 2015.</b></p> <p>The minutes of the meeting held on 16<sup>th</sup> September 2015 (previously circulated) were approved as correct and signed by the Chairman, Cllr Baker.</p>	
2015/85	<p><b>To discuss matters arising from the Minutes not on this Agenda</b></p> <p>None.</p>	
2015/86	<p><b>Update from County Councillor Roger Smith</b></p> <p>County Cllr Smith referred to previous circulated report, 26<sup>th</sup> October 2015. Key points summarised were;</p> <ul style="list-style-type: none"> <li>- County Council reduced its original list of service reductions and "cuts" over next 3 financial years ending 2019 to 18% of spending (in place of 25%).</li> <li>- County Council has had to halt commencement of work on Norwich Northern Distributor Road due to a legal objection by local pressure group.</li> <li>- Work continues on A47 Postwick junction improvements.</li> <li>- Uncertainty still surrounds the precise length of time of the road closure under the Norwich to London railway line bridge at Long John Hill.</li> <li>- A new "Truvelo" speed camera was installed last month</li> </ul>	

	<p>outside Framingham Earl High school</p> <ul style="list-style-type: none"> <li>- Starting 02/11 there are changes to the Anglian Bus services 87/88, Norwich to Poringland.</li> <li>- The UK Youth Parliament has announced its results of the annual “Make Your Mark” campaign.</li> </ul> <p><u>Traffic Congestion</u> The recent road traffic congestion on B1332 has been a warning sign to Network Manager, Adrian Stout, in line of forthcoming Anglian Water mains replacement scheme. If council gets any reports of unsatisfactory traffic management, to forward these reports onto Roger Smith so he can pass onto the relevant parties.</p> <p><u>Markshall Farm Flooding</u> Roger sent photos and details to Bob Edwards at Highways (SNC) who advised that this would fall under Highways England and the parishioner would need to write to them directly.</p> <p><u>Proposed Housing Development – Bixley</u> Recommended joining forces with Bixley and Poringland Parish Councils.</p> <p><u>Willow Trees Caistor Lane</u> Recommended contacting Caistor Hall to establish when works will be carried out reminding them of their legal obligation (e-mail from Bob Edwards 03/09). Parish Clerk to contact Caistor Hall.</p>	YW
2015/87	<b>Update from District Councillor Trevor Lewis</b> None provided.	
2015/88	<p><b>Financial Matters</b></p> <ul style="list-style-type: none"> <li>a) <u>Finance and Admin Report with financial summaries</u> Report circulated prior to meeting was approved.</li> <li>b) <u>To authorise and sign cheques</u> Authorised and signed cheques for the following payments: <ul style="list-style-type: none"> <li>- Parish Clerk Expenses (September @ £88.23 and October @ £104.95) = £193.18</li> <li>- Norton Anti-virus @ £64.99 (Paid to J Utting).</li> </ul> </li> <li>c) <u>Transparency Fund for Smaller Authorities – Funding Application Form</u> – As previously circulated, all approved.</li> <li>d) <u>Draft Proposed Budget 2016/17</u> – As previously circulated. All agreed that budget figure should remain same as last year with no increase at £4,087; all agreed any shortfall as per anticipated shortfall of £220 will be met through use of reserves.</li> <li>e) <u>Citizens Advice Bureau - Donation Request</u> – All agreed at present moment in time not in a position to donate. Parish Clerk to write to CAB.</li> <li>f) <u>Paper and Retention Policy – Binding of Documents</u> – Parish Clerk to check legal requirement/good practice in relation to retention of planning documents.</li> </ul>	<p>YW</p> <p>YW</p>
2015/89	<b>Markshall Lane – Update</b>	

	<p>Still awaiting road surfacing works. E-mail received from parishioner with regard to overgrown hedge between Markshall River bridge and smaller bridge going towards the crossroads on both sides of road. Concerns over safety. Parish Clerk to contact Cllr Orme to request if he can speak to relevant parties with regard to this matter.</p> <p>With regard to parishioner issue raised re potholes on Caistor Lane, Parish Clerk to write to Highways Rangers to request if this could be added to their list of works.</p>	<p>YW/NO</p> <p>YW</p>
2015/90	<p><b>Joint Advisory Board – Update</b> Cllr Baker read out report from Cllr Orme, as previously circulated. Key points summarised as follows;</p> <ul style="list-style-type: none"> <li>a) <u>SNDC Report</u> – Alison Thomas appointed as a ‘Heritage Champion’. District Cllr Lewis in talks with C Skinner to establish if SNDC can fund keeping the permissive paths open when the natural England scheme ends next year.</li> <li>b) <u>Management Report</u> – Andrew Sheppard is now SNDC officer responsible for the site.</li> <li>c) <u>Norfolk Archaeological Trust Report</u> – New interpretation boards due to be installed by end of October. Flight of steps to be removed. A Capacity Buildings Grant of £5,000 has been awarded to NAT.</li> <li>d) <u>Volunteers Report</u> – Continue to recruit new members. 8 more test pits dug at Jarrolds House and 3 Charles II farthings were found.</li> </ul>	
2015/91	<p><b>Raking Pit – Working Party</b> Agreed for works to be carried out on 17<sup>th</sup> January 2016.</p>	
2015/92	<p><b>High Ash Farm Scheme – Update (Permissive Paths)</b> Nothing further to report.</p>	
2015/93	<p><b>Planning Items</b></p> <ul style="list-style-type: none"> <li>a) <u>Planning Process – Update</u> All in agreement to continue with adopted process.</li> <li>b) <u>Planning Correspondence</u> <i>Land West of Octagon Farm, Bixley 2015/2326</i> All in agreement to support Bixley PC stance, on provision it is sensible. <i>High Ash House, 2015/2060</i> Amendment to original proposal. All in agreement response to remain as recommendation to approval. <i>Land East of White Horse Lane Trowse, 2015/2392</i> All in agreement to support Trowse PC stance.</li> <li>c) <u>Tas House 2015/1921 – Update</u> Cllr Grundy advised on SNC website no current objections from Highways. SNC have written to applicant asking if wanting to apply as a gypsy/traveller to date no response. Agreed to keep a close eye on application.</li> </ul>	

2015/94	<b>Website Update</b> Cllr Grundy raised issue of advertising website. Parish Clerk to contact "Free for All" with a view to advertising and look into putting a notice on the notice board.	YW
2015/95	<b>Roman Fun Day – Debrief</b> None received.	
2015/96	<b>Willow Trees on Caistor Lane – Update</b> Refer to item no 2015/86	
2015/97	<b>Queens 90<sup>th</sup> Birthday Celebrations</b> Agreed to carry item over to next meeting. Parish Clerk to contact Church advising Parish Council is happy to join in and support any Church event.	YW
2015/98	<b>Items for the Parish Council meeting 13<sup>th</sup> January 2016</b> <ul style="list-style-type: none"> <li>- Precept 2016/17 – Signing Off</li> <li>- Markshall Lane – Update</li> <li>- Willow Trees Caistor Lane – Update</li> <li>- High Ash Farm Scheme – Update</li> <li>- Lone Working Policy – For approval</li> <li>- Planning – Correspondence received to date</li> <li>- Queens 90<sup>th</sup> Birthday Celebrations - Ideas</li> </ul>	
2015/99	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>a) <u>Keith Walk</u> – Graham Ford no longer in a position to organise Keith Walk wanted to know if anyone from Parish Council wanted to take over. Agreed Parish Clerk to write to Graham asking if he could find a volunteer from the PCC Council or suggest advertising position through noticeboard, "Free for All" and "5+".</li> <li>b) <u>Fuel Allotment Trust</u> – Cllr Orme's 4 year term up for renewal. All in agreement to authorise another 4 year term.</li> </ul>	YW
2015/100	<b>To close the meeting</b> Meeting was closed at 9.10pm.	

Minutes prepared by Yvonne Wonnacott 21/11/15

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