

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 19th September 2018 at 7.15pm at Framingham Earl Community Sports Centre (FECSC).

Present: Cllr Jeanette Utting (JU), Cllr Simon Woods (SW), Cllr Barry Catchpole (BC), Cllr Paul Kelly (PK), Cllr Anneliese Tofield (AT), District Councillor Trevor Lewis (TL), and Yvonne Wonnacott - Parish Clerk (YW).

Apologies: Paul Chapman, Stuart Sansbury (Poringland Beat Manager).

Members of the Public: One.

Item		Action By
2018/54	Apologies for absence. Apologies were received and accepted from Cllr Chapman and Stuart Sansbury (Poringland Beat Manager).	
2018/55	To receive declarations of interest in the following items of the Agenda. None.	
2018/56	To approve a time limit for the meeting. It was agreed that the meeting should aim to finish by 9.00 pm.	
2018/57	To approve as a correct record and sign the Minutes of the Parish Council Meeting held on 18th July 2018. The minutes of the Parish Council (PC) meeting held on 18th July 2018 (as previously circulated) were approved as correct and signed by the Chairman, Cllr Utting.	
2018/58	To discuss matters arising from the Minutes not on this Agenda. None.	
2018/59	Update from County Councillor Vic Thomson. None provided.	
2018/60	Update from District Councillor Trevor Lewis. District Cllr Lewis provided brief overview of recent JAB meeting, key points summarised below; <ul style="list-style-type: none">- Wooden steps have been removed, however these are going to be replaced as people are still tending to walk up this area.- New finger posts are in.- The land around the bridge has been reinforced and seems to be holding.	

	<ul style="list-style-type: none"> - Issue of funding was raised, District Cllr Lewis to provide funding from his members grant. Question was raised as to whether PC could donate some CIL money in the future. Agreed this would be considered at a later date after the merger. - Talk about getting more volunteers onto site, possibly Probation Service and Easton & Otley College. - Family Day was successful and will probably be repeated next year - Caistor Volunteers had a successful summer including the High Ash Farm archaeological dig. - Accompanied guided tours round site was successful and will probably be repeated next year. <p>District Cllr Lewis then provided a brief report to meeting, key points summarised below;</p> <ul style="list-style-type: none"> - Well into the process of recruitment of joint Managing Director responsible for running the staff of both councils (South Norfolk and Broadland). - On 8th October there is a special Cabinet meeting tasked to look at the sites that have come forward under the new local plan (2026-2036). - Application by National Grid to build huge bank of batteries next to Mangreen substation. - Waiting to hear what is going to be proposed for the Colman’s site. <p>District Cllr Lewis advised of sign at bottom of Caistor Lane, stating “gravel down on road and speed limit”, works were completed months ago, also flooding sign in place. Parish Clerk to contact Highways to get signs removed. Parish Clerk to also contact Highways with regards to the gulleys down Caistor Lane, require clearing.</p>	<p>YW YW</p>
2018/61	<p>Financial Matters</p> <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> – The following expenses were approved: <ul style="list-style-type: none"> - Parish Clerks expenses for July and August @ £19.56 and £19.58 - Ben Burgess GroundsCare Equipment @ £1273.00 - Information Commissioner @ £40.00, direct debit payment option saving £5.00, however all agreed to pay by cheque as per other payments. 	

	<p>c) <u>Parish Clerk Hours</u> –All agreed to Parish Clerk hours being increased to 5 hours per week on a permanent basis and to be backdated to September 2018.</p> <p>d) <u>Donation request for 2019/20 from Caistor St Edmund Church</u> – Chair advised currently donate £75 to burial ground. All agreed increased donation request will be taken into consideration when setting next year’s joint budget/precept with Bixley PC.</p> <p>e) <u>War Memorial leaflets</u> – All agreed to additional order being placed this year of 120 leaflets, extra 20 added to order for Poringland Archive Group. All agreed cost of 100 leaflets to be included in next year’s budget, 2019/2020.</p>	
2018/62	<p>Planning Items</p> <p>a) <u>Correspondence received to date:</u> - None.</p> <p>b) <u>Decision notices received to date</u> – None.</p>	
2018/63	<p>Councillor Vacancy. Member of public addressed the PC expressing their interest in the position. All agreed PC to discuss outside the meeting and respond back to interested party.</p>	ALL
2018/64	<p>Seat at Crossroads – State of Repair. Cllr Tofield advised that Cllr Chapman had taken an initial look. All agreed item to be carried forward to next meeting.</p>	
2018/65	<p>Raking Pit.</p> <p>a) <u>STIHL equipment</u> – PC advised equipment not yet received. Parish Clerk to hasten delivery and arrange for delivery direct to Cllr Chapman.</p> <p>Chair referred to previously circulated individual risk assessments and generic risk assessment. All agreed to have copies of generic risk assessment laminated for use on site and then data can be transferred. District Cllr Lewis kindly agreed to laminate copies on PC’s behalf. On individual risk assessments all agreed “safety fencing” sentence to be removed and replaced with “adequate signage to be in place preventing public access to Raking Pit whilst works are being undertaken”. All agreed for Cllr Kelly to take detailed look at risk assessments and for item to be carried forward to next agenda for agreement and approval.</p> <p>Parish Clerk to draft general risk assessment for Raking Pit for consideration at next meeting.</p> <p>Cllr Kelly to liaise with Cllr Chapman with regard to PPE equipment and training, all agreed for Cllr Kelly to source PPE on the PC’s behalf.</p>	<p>YW</p> <p>YW</p> <p>PK/PC</p>

	<p>b) <u>Insurance</u> – Chair referred to Finance and Admin Report, confirmation had been obtained from insurance company that Raking Pit is covered under existing policy.</p> <p>c) <u>Update</u> - Chair to liaise with Cllr Tofield to order bulbs.</p>	JU/AT
2018/66	<p>Sheila’s Memorial. Cllr Tofield advised tree is growing well. Chair to provide photos to Parish Clerk for website. All agreed item to be carried forward to next meeting.</p>	JU/YW
2018/67	<p>Marshall Bridge – Cameras. Chair referred to previous e-mail circulated 29/07/18, advising that the Network Safety Team within the Highways department arranged for the cameras to be installed on a temporary basis to try and get a better understanding of the cause of the problem so that they can decide the best way of improving the situation.</p>	
2018/68	<p>SAM2. All agreed rota to be put in place for moving SAM2. Parish Clerk to contact Stuart Sansbury to see what statistical data they require.</p>	YW
2018/69	<p>CPRE – Norfolk Alliance Update. All agreed Parish Clerk to email District Cllr Lewis, to ask for clarification, do we need to respond to the 4 questions and if so where would we find the information? In addition request clarification as to the last paragraph of page 1 “<i>the rural area of South Norfolk, which now has less than a 5 year land supply when using the SHMA OAN</i>”?</p>	YW
2018/70	<p>Items for the Parish Council meeting 14th November 2018.</p> <ul style="list-style-type: none"> - Raking Pit – PPE update, training and risk assessments - Proposed draft budget 2019/20 - Sheila’s memorial - Seat at crossroads - Councillor vacancy - 2019/20 Caistor St Edmund Church donation request 	
2018/71	<p>Any Other Business <u>Caistor Roman Town Car Park</u> Chair referred to email received from S Sansbury with regard to hedging at front of Roman Town. Receiving lots of reports of vehicle ASB, drugs etc. occurring in car park. Could hedging be cut down to a low level to deter people? Chair to raise matter at Roman Town focus group on 21/09 and Parish Clerk to email point of contact on S Sansbury’s behalf.</p> <p><u>Roman Town Focus Group</u> Chair to attend on behalf of PC. All agreed Chair to raise following items;</p> <ul style="list-style-type: none"> - Security of the car park - Steps - Advertising banners. 	JU/YW

	<p><u>Budget/Precept 2019/2020</u> Parish Clerk advised had been in contact with SNC who confirmed that a joint precept would need to be submitted next financial year for Caistor St Edmund and Bixley. Parish Clerk has been liaising with Bixley Parish Clerk with regard to the forthcoming merger. Proposed informal meeting in November with Chair, Vice Chair and Parish Clerks of both councils to agree proposed draft budget and for Bixley PC to attend the January meeting to agree budget/precept and discuss the forthcoming merger.</p> <p><u>Markshall Road – Overgrown Hedges</u> Cllr Tofield advised this matter was discussed at the recent Six Strategic Group meeting, at which it was advised that the PC should contact the Highways Department asking them to investigate this matter and action accordingly with the landowner. Parish Clerk to contact Highways.</p>	YW
2018/72	<p>To close the meeting. Meeting was closed at 8.55pm.</p>	

Minutes prepared by Yvonne Wonnacott 20/09/18

Approved Date.....