

## 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 16<sup>th</sup> November 2016 at 7.15pm at Framingham Earl Community Sports Centre (FECSC).

**Present:** Cllr Jeanette Utting (JU), Cllr Brian Grundy (BG), Cllr Paul Kelly (PK), Cllr Barry Catchpole (BC), Cllr Paul Chapman (PC), Cllr Simon Woods (SW), District Councillor Trevor Lewis (TL) and Yvonne Wonnacott - Parish Clerk (YW).

**Members of the Public:** None

Item		Action By
2016/72	<p><b>Apologies for absence.</b> Apologies were received and accepted from County Councillor Roger Smith and Cllr Tofield.</p>	
2016/73	<p><b>To receive declarations of interest and requests for dispensations in the following items of the Agenda.</b> None.</p>	
2016/74	<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>	
2016/75	<p><b>To approve as a correct record and sign the Minutes of the last Parish Council Meeting held on 21<sup>st</sup> September 2016.</b> The minutes of the meeting held on 21<sup>st</sup> September 2016 (previously circulated) were approved as correct and signed by the Chair.</p>	
2016/76	<p><b>To discuss matters arising from the Minutes not on this Agenda.</b></p> <p><u>Bank Mandate</u> Parish Clerk advised bank mandate returned by Lloyds as signature required of former Councillor N.Orme. This has been acquired and mandate resubmitted.</p> <p><u>Noticeboards</u> Cllr Catchpole still to undertake maintenance of second noticeboard.</p> <p><u>Sheila Baker's Ashes</u> Sheila Bakers daughter will be in touch. Add to January agenda.</p> <p><u>New Councillor Training</u> Cllr Tofield has attended training and Cllr Woods is booked on course in January.</p> <p><u>2026 Public Rights of Way Work</u></p>	<p>BC</p> <p>YW</p>

	Cllr Catchpole and Cllr Woods have no further information to add. Cllr Utting received e-mail from D.Skinner, Parish Clerk to respond requesting further clarification with regard to location of footpaths and forward response to Cllr Chapman for checking.	YW/PC
2016/77	<b>Suspension of meeting for Public Participation.</b> None	
2016/78	<b>Update from County Councillor Roger Smith.</b> Apologies received from County Cllr Smith. Report received dated 24/10/16 as previously circulated.	
2016/79	<b>Update from District Councillor Trevor Lewis.</b> <u>Devolution</u> This week South Norfolk Council (SNC) decides whether it wants to continue with the devolution exercise. County Council to make its decision on 21/11/16. <u>Local Plan</u> SNC has embarked on next local plan up to 2036. First stage is to call for land owners to come forward to offer sites for development. <u>Ward Boundaries</u> The Local Boundary Commission for England has come back with revised proposals. The consultation process is currently underway (from 8 <sup>th</sup> November, closing on 5 <sup>th</sup> December 2016).	
2016/80	<b>Financial Matters.</b> a) <u>Finance and Admin Report with financial summaries to 30<sup>th</sup> September 2016</u> - Report circulated prior to meeting was approved. b) <u>Expenditure for approval as per Finance and Admin Report</u> – All approved. c) <u>Draft budget 2017/18</u> – As previously circulated. In light of possibility of automatic referendum coming into practice (2017/18) if precept increase greater than 2% compared to previous year, all agreed in principle to precept amount of £4,164 (1.9% increase), any shortfall to be made up by reserves. Final agreement of precept amount to be made at January meeting. d) <u>New Norfolk PTS Subscription Service</u> – All agreed in principle to subscribing to this service in April 2017 (when launched).	
2016/81	<b>Planning Items.</b> a) <u>Planning Correspondence – Received to date 2016/2565– Paddock Barn, Caistor Lane</u> (original consultation dated 01/11 and subsequent letter dated 15/11) – All agreed to respond to SNC as follows “We have no views or comments about this application.” Parish Clerk to respond to SNC.	YW
2016/82	<b>Governance Documentation.</b>	

	<p><u>Standing Orders</u> Parish Clerk to make an addition to section 6 “The Council consists of seven members, so three members would constitute a quorum.” All approved document with amendment.</p> <p><u>Financial Regulations</u> Parish Clerk to make an addition to section 4.4 “In addition the RFO shall provide the Council with a copy of the bank statement on a monthly basis.” All approved document with amendment.</p> <p><u>Risk Management Scheme/Register</u> All approved document.</p>	<p>YW</p> <p>YW</p>
2016/83	<p><b>Parish Clerk Laptop.</b> All agreed Parish Clerk to save all files onto memory stick and then laptop to be passed to Cllr Utting for retention and use in relation to the Fuel Allotment Trust. Cllr Utting to arrange for a refresh exercise to be undertaken.</p>	<p>YW</p> <p>JU</p>
2016/84	<p><b>Raking Pit – Working Party Update.</b> Raking Pit has been cleared so can get access all round. Bulbs have been planted. Date of 12/02/17 set for next working party. Parish Clerk to add as item on January agenda for discussion and agreement to be made if additional bulbs can be planted in February.</p>	<p>YW</p>
2016/85	<p><b>Community Infrastructure Levy (CIL) Payment.</b> Payment received of £5072.47, has to be used within 5 years of receipt. Parish Clerk to enquire with Highways cost of vehicle activated speed sign and costs to change speed limit.</p>	<p>YW</p>
2016/86	<p><b>Traffic Concerns – Caistor Lane</b> Ann Greenizan attended police open evening on Councils behalf, update as previously circulated via e-mail. All agreed to monitor situation. Parish Clerk to write to Highways to establish speed limit, is it a C road and is it 50 mph or 60 mph?</p>	<p>YW</p>
2016/87	<p><b>Correspondence received to date.</b> a) <u>Norfolk County Council “Stay Well This Winter” Campaign</u> – As previously circulated via e-mail. All noted.</p>	
2016/88	<p><b>Items for the Parish Council meeting 11<sup>th</sup> January 2017.</b></p> <ul style="list-style-type: none"> <li>- Raking Pit – Discussion re planting of additional bulbs</li> <li>- Precept 2017/18 – To be agreed</li> <li>- Traffic – Caistor Lane – Update</li> <li>- Six Strategic Meeting – Update</li> <li>- Emergency Plan (Six Strategic Group) – Update</li> <li>- Sheila Baker’s Ashes – Update.</li> </ul>	
2016/89	<p><b>Any Other Business.</b> <u>Emergency Plan (Six Strategic Group)</u> – Parish Clerk to contact SNC Emergency Planning Support Officer to raise query as to how often this document is amended/updated to ensure all information is accurate and up-to-date and the correct process for updating. All Councillors to think about additional people that</p>	<p>YW</p> <p>ALL</p>

	<p>fall into the category requiring assistance and report findings to next meeting.</p> <p><u>Eastern Rivers Community Gym Donation Request</u> – All agreed at present moment in time not in position to donate. Parish Clerk to respond to request.</p> <p><u>Meeting Dates 2017/18</u> All agreed to meeting dates as follows, Parish Clerk to contact relevant parties with regards to booking;</p> <ul style="list-style-type: none"> <li>- 10/05/17 – Annual Parish Meeting and Annual Parish Council Meeting – St Edmund’s Church</li> <li>- 12/07/17 – St Edmund’s Church</li> <li>- 20/09/17 – FECSC</li> <li>- 15/11/17 – FECSC</li> <li>- 10/01/18 – FECSC</li> <li>- 14/03/18 – FECSC</li> <li>- 09/05/18 - Annual Parish Meeting and Annual Parish Council Meeting – St Edmund’s Church.</li> </ul> <p><u>Historic England - War Memorial</u> – Notification received from Historic England advising that they have completed their initial assessment and invitation to comment, as per e-mail previously circulated. All agreed no further comment required.</p> <p><u>Anglian Bus Service No. 87</u> – Parishioner request received for the Parish Council to contact Anglian Bus to establish, because of the significant distance between designated bus stops along Stoke Road, and an inconsistent approach between drivers, the company policy with regard to where drivers will set down passengers between the designated stops. Parish Clerk to contact Anglian Bus.</p>	<p>YW</p> <p>YW</p> <p>YW</p>
2016/90	<p><b>To close the meeting</b> Meeting was closed at 8.45pm.</p>	

Minutes prepared by Yvonne Wonnacott 17/11/16

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