

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 9th May 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 Paul Chapman (PC), Cllr Anneliese Tofield (AT), County Councillor Vic Thomson (VT), District Councillor Trevor Lewis (TL), Rev Rob Baker and Yvonne Wonnacott - Parish Clerk (YW).

Apologies: Brian Grundy (BG), Stuart Sansbury – Poringland Beat Manager.

Members of the Public: None.

Item		Action By
2018/11	<p>Apologies for absence. Apologies were received and accepted from Brian Grundy and Stuart Sansbury (Poringland Beat Manager).</p>	
2018/12	<p>To nominate and elect the Chairman of the Parish Council. Cllr Utting was proposed for the position of Chair by Cllr Chapman, and this was seconded by Cllr Tofield. All other Councillors supported the proposal. Cllr Utting accepted position of Chair and signed a Declaration of Office.</p>	
2018/13	<p>To nominate and elect the Vice-Chairman of the Parish Council. Cllr Woods was proposed for position of Vice-Chair by Cllr Chapman, and this was seconded by Cllr Tofield. All other Councillors supported this proposal. Cllr Woods accepted position of Vice-Chair on the understanding for it be reviewed after 6 months.</p>	
2018/14	<p>To elect members of the Parish Council Planning Committee. All agreed all members of the PC (Parish Council) would continue to be members of the Planning Committee.</p>	
2018/15	<p>To elect Parish Council representative(s)</p> <ul style="list-style-type: none"> a) 6+ Strategic Group / 6+ Strategic Group Traffic working Party – Cllr Chapman and Cllr Tofield proposed, all agreed. b) Roman Town Joint Advisory Board – Cllr Catchpole proposed, all agreed. 	
2018/16	<p>To receive declarations of interest in the following items of the Agenda. None.</p>	
2018/17	<p>To approve a time limit for the meeting.</p>	

	It was agreed that the meeting should aim to finish by 9.00 pm.	
2018/18	<p>To approve as a correct record and sign the Minutes of the Parish Council Meeting held on 14th March 2018.</p> <p>The minutes of the PC meeting held on 14th March 2018 (as previously circulated) were approved as correct and signed by the Chairman, Cllr Utting.</p>	
2018/19	<p>To discuss matters arising from the Minutes not on this Agenda.</p> <p><u>Training</u></p> <p>Cllr Woods confirmed outstanding training had been completed.</p>	
2018/20	<p>Update from County Councillor Vic Thomson.</p> <p>County Cllr Thomson provided report to meeting, key items summarised below; -</p> <ul style="list-style-type: none"> - Potholes continue to be big problem, need to do a quick safety fix and return later, wait for some floods to go down to see full effect and try to obtain more contractors. - Roadworks: NDR about to be completed and Western link decided. Hales roundabout about to be completed. Campaign to get A47 completely dual carriageway. 3rd crossing at Great Yarmouth. Long Stratton bypass and Hempnall crossroads. - Speeding – Parish Councils are stepping up to the plate locally with Speed Watch, wheelie bin stickers and SAMs cameras. - Mobile coverage – Have just completed the most comprehensive coverage of the whole of Norfolk including coverage on roads and railways. 	
2018/21	<p>Update from District Councillor Trevor Lewis.</p> <p>District Cllr Lewis provided report prior to meeting, as previously circulated. Key items summarised below; -</p> <ul style="list-style-type: none"> - District Council Ward Boundaries – With effect from the May 2019 District Council elections, there will be 46 District Councillors in South Norfolk, the composition of the wards has changed radically. - Under the Community Governance Review the parishes of Caistor St Edmund and Bixley are to combine in May 2019. - Possible merger of the staff of South Norfolk Council (SNC) and Broadland District Council (BDC). - A change in the way the 5-year land supply shortfall is assessed has strengthened the Council’s ability to resist some of the extra planning applications. - Konect (bus services) have reduced their services, new timetable will be effective from 1st July 2018. 	

	<p>- The former Syfer plant in Arminghall has been reactivated under new ownership by the British Bed Company. Good to see local manufacturing industry flourishing.</p> <p>District Cllr Lewis advised that the PC had been successful in securing a £100 Members Ward grant for bulbs for the Raking Pit. Chair expressed the PC's thanks.</p>	
2018/22	<p>Financial Matters</p> <p>a) <u>Finance and Admin Report with financial summaries for year ending 31st March 2018 for approval</u> - report circulated prior to meeting was approved.</p> <p>b) <u>Certificate of Exemption</u> – certificate approved and signed by Parish Clerk and Chair.</p> <p>c) <u>Section 1 – Annual governance statement 2017/18</u> – statement approved and signed by Chair and Parish Clerk.</p> <p>d) <u>Section 2 – Accounting statements 2017/18</u> – statements approved and signed by Chair and Parish Clerk.</p> <p>e) <u>CIL payment re SAM2</u> – All approved CIL payment of £850 towards SAM2. Parish Clerk to ascertain whether CIL payment can be taken back if not used by a certain date. Parish Clerk to contact SNC to ascertain if CIL could be used for purchase of a strimmer for the Raking Pit. Cllr Catchpole raised question as to whether PC would be prepared to use part of CIL for donation to All Saints Centre project. Cllr Catchpole to provide brief report on project to PC prior to next meeting.</p> <p>f) <u>Insurance renewal</u> – All in agreement to renew with Came & Company using AXA as the insurance provider at total cost of £344.74.</p> <p>g) <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 @ £67.02 and April @ £28.48) = £95.50 - Came & Company @ £ 344.74 - Burial ground donation @ £75 - NCC, Fringe Project donation @ £100 - SHCPCC @'Free for All' donation @ £30 - Six Youth Council donation @ £50 - Poringland Community First Responders donation @ £50 - N.J.Harrood (internal auditor) @ £30 - Caistor St Edmund Parochial Church Council (room hire May and July) @ £40 - Westcotec Ltd (SAM2) @ £3840 <p>h) <u>Parish Clerk annual appraisal and pay review</u> – Chair advised successful appraisal carried out and proposed</p>	<p>YW</p> <p>YW</p> <p>BC</p>

	<p>Parish Clerk moves up one spinal column point from SCP 25 to SCP 26 from 1st April 2018, to be backdated. All agreed.</p> <p>i) <u>Norfolk Age UK donation request</u> – All agreed PC not in a financial position to be able to donate at present moment in time.</p> <p>j) <u>Bank signatories</u> – All agreed for Vice-Chair, Cllr Woods to be added as a bank signatory to replace former Vice-Chair, B.Grundy. Parish Clerk to obtain relevant paperwork.</p>	YW
2018/23	<p>Planning Items</p> <p>a) <u>Correspondence received to date</u> - 2018/0944, Old Hatchery Barn – All agreed Parish Clerk to respond to SNC advising that we consider the application should be approved.</p> <p>b) <u>Decision notices received to date</u> – None.</p>	YW
2018/24	<p>Councillor Vacancy.</p> <p>Vacancy arisen as result of former Vice-Chair, B.Grundy's resignation. Parish Clerk to notify SNC of vacancy and advise PC of correct procedure to follow.</p>	YW
2018/25	<p>Community Governance Review.</p> <p>Chair referred to e-mail from SNC dated 19/04/18 as previously circulated, confirming creation of new Council joining Caistor St Edmund with Bixley in May 2019.</p>	
2018/26	<p>SNC Community Action Fund Grants.</p> <p>All agreed PC is not aware of any suitable community projects at present moment in time.</p>	
2018/27	<p>Street Party.</p> <p>Chair advised Street party to take place on Sunday 20th May 1pm to 4pm. Posters have been distributed. Chair requested volunteers for help in setting up on the day from 11.00/11.30am. Chair to take pictures for website, obtaining approval first.</p>	JU
2018/28	<p>Caistor Hall Trees.</p> <p>Cllr Catchpole to speak to concerned parishioners to obtain update as to current situation.</p>	BC
2018/29	<p>Raking Pit.</p> <p><u>Working Party</u></p> <p>All agreed to working party date being brought forward to 13th October 2018 to allow police cadets to assist. Parish Clerk to contact Police to confirm arrangements.</p> <p><u>HM Land Registry</u></p> <p>Chair referred to requisition from HM land Registry as previously circulated. All agreed property value is less than £100,000 and a non-exempt charity. Parish Clerk to contact HM Land Registry with required information.</p> <p><u>Geocaching</u></p>	YW YW

	<p>All agreed happy to have geocache game piece placed at Raking Pit. Parish Clerk to respond back advising to this effect.</p> <p><u>Strimmer</u> Cllr Chapman raised item that a new strimmer is required. Cllr Chapman to research cost of strimmer and present at next meeting. As per minute ref: 2018/22(e) Parish Clerk to contact SNC re CIL payment.</p>	<p>YW</p> <p>PC</p> <p>YW</p>
2018/30	<p>Litter Pick. Chair advised date set for 23rd May, aim to end at Church at 7pm. Parish Clerk to contact SNC to request 20 x packs and establish delivery/collection options.</p>	YW
2018/31	<p>Joint Advisory Board Cllr Chapman to provide report to Parish Clerk for circulation.</p>	PC
2018/32	<p>Sheila's Memorial. Chair advised that Hornbeam tree had been planted. In the Autumn to look at placing a bench with plaque as part of memorial.</p>	
2018/33	<p>SAM2 / Parish Partnership Scheme. SAM2 is now available for delivery. Chair to liaise with B.Grundy and Westcotec to agree a suitable delivery date and time for demonstration.</p>	JU
2018/34	<p>Items for the Parish Council meeting booked for 18th July 2018.</p> <ul style="list-style-type: none"> - Sheila's Memorial - Raking Pit - Councillor Vacancy - CIL Payment 	
2018/35	<p>Any Other Business. <u>CPRE Alliance Update</u> As per e-mail dated 02/05/18, as previously circulated. All agreed no further comments to consultation. <u>Invitation to A47/A11 Consultation Launch Event</u> As per letter dated 30/04/18 as previously circulated, Chair read out details to meeting. <u>SNC Open Space SPD/Consultation</u> Parish Clerk highlighted this consultation as previously circulated. PC to be aware of potential implications with regard to new residential developments if PC decide to adopt new recreational open space or play facilities, such as equipment and annual maintenance costs. <u>Standing Orders</u> Amendments to standing orders as previously circulated, proposed Chair (Cllr Utting), seconded Cllr Catchpole, all in agreement.</p>	
2018/36	<p>To close the meeting. Meeting closed at 8.55pm.</p>	

Minutes prepared by Yvonne Wonnacott 10/05/18

Approved Date.....