

## 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 13<sup>th</sup> May at 7.15pm at St Edmund's Church, Caistor St Edmund

**Present:** Cllr Sheila Baker, Chairman 'after co-option' (SB), Cllr Nigel Orme, Vice-Chairman (NO), Cllr Paul Chapman (PC), Cllr Brian Grundy (BG), Cllr Paul Kelly (PK), Cllr Terry Loveday (TL), Cllr Jeanette Utting (JU), Yvonne Wonnacott, Parish Clerk (YW).

**Members of the Public:** 1 x Members of Public.

Item		Action By
2015/15	<b>Apologies for absence</b> Apologies were received and accepted from Cllr Barry Catchpole and County Cllr Roger Smith.	
2015/16	<b>To nominate and elect the Chairman of the Parish Council</b> Sheila Baker was co-opted as a Parish Councillor onto Caistor St Edmund Parish Council and subsequently completed a "Declaration of Acceptance of Office". Sheila Baker was proposed for the position of Chair by Cllr Orme, unanimously agreed by all Councillors present.	
2015/17	<b>To nominate and elect the Vice-Chairman of the Parish Council</b> Cllr Nigel Orme was proposed for the position of vice-Chair by Cllr Baker, and this was seconded by Cllr Grundy. All other councillors present supported the proposal.	
2015/18	<b>To elect members of the Parish Council Planning Committee</b> Unanimously agreed that all Councillors would remain members of the Planning Committee.	
2015/19	<b>To receive declarations of interest in the following items of the Agenda.</b> None.	
2015/20	<b>To agree a time limit for the meeting</b> It was agreed that the meeting should aim to finish by 9.00pm.	
2015/21	<b>To approve as a correct record and sign the Minutes of the last Parish Council Meeting held on 18<sup>th</sup> March 2015.</b> The minutes of the meeting held on 18 <sup>th</sup> March 2015 (previously circulated) were approved as correct and signed by the Vice-Chairman, Cllr Orme.	
2015/22	<b>To discuss matters arising from the Minutes not on this Agenda</b> <u>Solar Farm at Trowse</u> Yesterday Cllr Orme attended a meeting of representatives of Parish	

	<p>Councils, called by Charles Bussey to discuss the access route. Adrian Jacklin a representative from Highways was also in attendance. The Solar Farm is still appending approval. The construction traffic is to take 3 to 4 months, with between 18-22 trips per working day. The obvious route through Trowse is not viable due to parked cars and the sharp turn near The White Horse pub. Cllr Orme advised that most parties at the meeting were vocally against the proposed route; Adrian was only able to recommend to planning the technical requirements of the route. The outcome of the meeting was that Charles Bussey will re-write and resubmit the objections to Planning; the Parishes will have the opportunity to see what Charles has written and contribute towards this. Cllr Orme suggested having a look at the pinch points along the road and measuring these. Cllr Paul Kelly to undertake this. Upon receipt of objections from Charles Bussey Cllr Orme will circulate.</p> <p><u>Police attendance at PC meetings</u> Parish Council to consider areas where police support could be useful. Parish Clerk to e-mail Poringland Police Station reminding them of their acceptance of the invitation to attend the meeting on 15<sup>th</sup> July.</p> <p><u>Planning Committee Policy</u> Parish Clerk to hasten County Cllr Roger Smith with reference to the planning checklist that he agreed to provide.</p>	<p>PK NO</p> <p>YW</p>
2015/23	<p><b>Update from County Councillor Roger Smith</b> Apologies were received from Roger Smith. No report received to date.</p>	
2015/24	<p><b>Update from District Councillor Trevor Lewis</b> No report received to date.</p>	
2015/25	<p><b>Parish Council Accounts</b> Financial Report for Caistor St Edmund Parish Council for Year 2014-15, showing income and expenditure had been circulated. The internal audit had been completed with the internal auditor advising that the accounts had been prepared in a clear and precise manner with no matters being reported for the Councils attention. Formal approval of accounts and completion of Annual return undertaken, signed by Chairman, Cllr Orme and Parish Clerk. Bank reconciliation, standing orders and financial regulations signed by Cllr Orme.</p>	
2015/26	<p><b>Financial Matters</b> Authorised and signed cheques for the following payments:</p> <ul style="list-style-type: none"> <li>- Parish Clerk Expenses for April - £26.85</li> <li>- Parish Clerk Pay for April - £165.53</li> <li>- Former Parish Clerk (Jeanette Utting) Expenses - £45.62</li> <li>- AON Local Council Insurance Renewal - £425.88 (amount</li> </ul>	

	<p>same as prior year)</p> <ul style="list-style-type: none"> <li>- Burial ground donation - £75.00</li> <li>- Donation to Fringe Project - £150.00</li> <li>- Donation to SHCPCC for 'Free for All' - £30.00</li> <li>- Donation to CSEPCC for Keith Walk - £50.00</li> <li>- Donation to Six Youth Council - £50.00</li> <li>- Donation to Community First Responders - £50.00</li> <li>- NALC (annual subscription 2015/16) – £96.38</li> <li>- Community Action Norfolk (formerly Norfolk RCC) (annual subscription 2015/16) - £20.00</li> <li>- Fee for the hire of St Edmund's Church for the Parish Council meeting booked 15<sup>th</sup> July 2015 - £20.00</li> <li>- Internal Auditors Fee - £30.00</li> </ul> <p>A standing order request to Lloyds Bank for the Parish Clerks salary to be paid on a monthly basis commencing on the 1<sup>st</sup> June was signed by Cllr Orme and Cllr Grundy.</p>	
2015/27	<p><b>War Memorial</b></p> <p>Cllr Kelly advised that the small section of panel on the bottom of plinth of the War Memorial that had come loose has been put in temporarily, however Cllr Kelly will re-fix.</p> <p>A letter has been received from the Heritage Lottery Fund advising that there records have now been closed and the project has been recorded as complete.</p> <p>Cllr Grundy advised that there is an article being published in the 5+ magazine.</p>	
2015/28	<p><b>Raking Pit</b></p> <p>Cllr Orme advised that the Norfolk Wildlife Trust carried out a survey of the pond on the 21<sup>st</sup> April in which they found a population of 21 great crested newts.</p>	
2015/29	<p><b>Planning Committee Policy</b></p> <p>Covered under item number 8 in minutes.</p>	
2015/30	<p><b>Roman Fun Day</b></p> <p>Cllr Grundy attended a meeting in relation to the fun day. At which District Cllr Lewis advised that the event would be held in the south field, with the car park being reserved for exhibitors. District Cllr Lewis thanked the Parish Council for their £1,000 donation.</p>	
2015/31	<p><b>Markshall Lane – Road Surface</b></p> <p>Cllr Orme advised that he knew no more about this situation. Bob Edwards (Highways) was going to look into this. Parish Clerk to e-mail Bob Edwards to ascertain current situation.</p>	YW
2015/32	<p><b>Markshall Lane – Bridge</b></p> <p>Cllr Orme advised that the bridge still awaits repair and after looking at the documentation provided by the Parish Clerk in relation to the listing of buildings he was of the opinion that it is unlikely that the Parish Council could get the bridge listed as it did not meet any of the set requirements. Cllr Grundy seconded this opinion. Therefore at the moment this is as far as the Parish Council can go. Cllr</p>	

	Grundy advised that someone would need to check the bridge periodically for safety.	
2015/33	<b>Planning – 2014/2414 – Land South of High Ash Farm</b> Cllr Orme advised that we have not heard anymore. Applicant is David Skinner. Parish Council invited to comment by South Norfolk District Council, a vote was undertaken and unanimously all in favour of changing original response to now support the planning application. Parish Clerk to check current position and contact South Norfolk Council to demonstrate our view.	YW
2015/34	<b>Fuel Allotment Charity – procedure for filling vacancies</b> Cllr Orme advised that there was a meeting last night, 12 <sup>th</sup> May, at which it was agreed if and when spaces for trustees become available these would be publically announced, inviting applications. Talked about the need to retain discretion in the handling of applications and grants.	
2015/35	<b>Completion of return of Election Expense Forms</b> These are to be completed and returned by each Councillor by the stated return date.	
2015/36	<b>To agree dates for Parish Council meetings for the coming year</b> The following dates for meetings were agreed: 2015: 15 <sup>th</sup> July (St Edmund’s Church), 16 <sup>th</sup> September (FEHS), 18 <sup>th</sup> November (FEHS) 2016: 13 <sup>th</sup> January (FEHS), 16 <sup>th</sup> March (FEHS), 20 <sup>th</sup> April: Annual Parish Meeting (St Edmund’s Church), 11 <sup>th</sup> May: Annual Parish Council Meeting (St Edmund’s Church) These meetings are to start at 7.15pm.	
2015/37	<b>Items for the Parish Council meeting 15<sup>th</sup> July 2015</b> <ul style="list-style-type: none"> <li>- Planning Committee</li> <li>- Roman Fund Day – Debrief</li> <li>- Markshall Lane – Road Surface</li> <li>- Markshall Lane – Bridge</li> <li>- Natural England – Chris Skinner (Parish Clerk to draft letter inviting Chris Skinner to July meeting)</li> </ul>	YW
2015/38	<b>Any Other Business</b> <ol style="list-style-type: none"> <li>a) <b><u>Thank You Card</u></b> - A thank you card was received from former Parish Clerk, Jeanette Utting thanking the Parish Council for the Animal Inns voucher and that she was looking forward to working with the Council as a Parish Councillor.</li> <li>b) <b><u>Transparency Code / Website</u></b> - As raised by Parish Clerk by April 2015 smaller councils should publish minutes of formal meetings (including drafts of council, committee and sub-committee minutes no later than one month after the meeting) and full and informative agendas, not later than three clear days before the meeting to which they relate.</li> </ol> <p>By July 2015 and annually thereafter smaller councils should</p>	

	<p>publish the following;</p> <ul style="list-style-type: none"> <li>- Details of every item of spending of £100 or more</li> <li>- End of year accounts as per the Annual Return</li> <li>- Bank reconciliation statements</li> <li>- The internal audit report as per the Annual Return</li> <li>- Names of councillors, their responsibilities and which committees and outside bodies they are put onto by your council</li> <li>- List of assets (land and building)</li> </ul> <p>An e-mail was received from David Hewer of the 5+ magazine stating that due to legal reasons he cannot continue the service of having the Parish Councils minutes and agendas on the 5+ website. Agreed that the Parish Clerk would investigate the feasibility of obtaining a web site through NALC and report back to the Council.</p>	YW
2015/39	<p><b>To close the meeting</b> Meeting was closed at 8.45pm.</p>	

Minutes prepared by Yvonne Wonnacott 15/05/15

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