Caistor St Edmund Parish Council

Vice Chair: Jeanette Utting Parish Clerk: Yvonne Wonnacott Email: <u>csepc@hotmail.co.uk</u>

Minutes of the Parish Council Meeting of Caistor St Edmund Parish Council held on Wednesday 21st September 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), Cllr Anneliese Tofield (AT) and Yvonne Wonnacott - Parish Clerk (YW). **Members of the Public:** None

Item		Action By
2016/53	Apologies for absence.	
	Apologies were received and accepted from County Councillor Roger Smith.	
2016/54	To nominate and elect the Chairman of the Parish Council.	
2010/34	Jeanette Utting was proposed for position of chair by Cllr Chapman and this was seconded by Cllr Grundy. All other councillors present supported the proposal. Cllr Utting accepted position on provision that this would be reviewed in April 2017. Brian Grundy was proposed for position of Vice-Chair by Cllr Utting and this was seconded by Cllr Chapman. All other councillors supported the proposal. Cllr Grundy accepted position.	
2016/55	Co-option of Simon Woods. Simon Woods was co-opted as a Parish Councillor onto Caistor St Edmund Parish Council (CSEPC), proposed by Cllr Utting and seconded by Cllr Chapman. All other councillors present supported the proposal. Cllr Woods subsequently completed a "Declaration of Acceptance of Office". A "Disclosable Pecuniary Interest" form was given to Cllr Woods for completion within 28 days from appointment to office. Cllr Woods to return to Parish Clerk once completed.	SM
2016/56	Co-option of Anneliese Tofield. Anneliese Tofield was co-opted as a Parish Councillor onto Caistor St Edmund Parish Council (CSEPC), proposed by Cllr Utting and seconded by Cllr Chapman. All other councillors present supported the proposal. Cllr Tofield subsequently completed a "Declaration of Acceptance of Office". A "Disclosable Pecuniary Interest" form was given to Cllr Tofield for completion within 28 days from appointment to office. Cllr Tofield to return to Parish Clerk once completed.	AT
2016/57	To receive declarations of interest and requests for dispensations in the following items of the Agenda.	

	None.	
2016/58	To approve a time limit for the meeting.	
	It was agreed that the meeting should aim to finish by 9.00pm.	
2016/59	To approve as a correct record and sign the Minutes of the last	
	Parish Council Meeting held on 20 th July 2016.	
	The minutes of the meeting held on 20 th July 2016 (previously	
	circulated) were approved as correct and signed by the Chair.	
2016/60	To discuss matters arising from the Minutes not on this Agenda.	
	Bank Signatories	
	Mandate form completed and submitted to bank w/c 12/09/16.	
	Planning Items	
	2016/1576 – Cllr Utting tried to contact neighbour on several	
	occasions to no avail.	
	2016/1595 – South Norfolk Council decision was refusal on	
	05/09/16.	
	Noticeboards	
	Cllr Catchpole undertook maintenance on noticeboard at bottom of	
	Caistor Lane and in progress of undertaking maintenance of second	BC
	noticeboard.	
	Sheila Bakers Ashes	
	Cllr Utting to contact Sheila's daughter with a view to having a seat	JU
	cut out of oak log with plaque instead of a tree.	
2016/61	Suspension of meeting for Public Participation.	
2010/01	None	
2016/62	Update from County Councillor Roger Smith.	
	Report received dated 01/09/16 as previously circulated.	
2016/63	Update from District Councillor Trevor Lewis.	
2016/64	None provided.	
2016/64	Financial Matters.	
	a) <u>Finance and Admin Report with financial summaries to 31st</u>	
	<u>August 2016</u> - Report circulated prior to meeting was	YW
	approved. At November meeting Parish Clerk to provide	1
	full break down for current financial year alongside	
	proposed budget for 2017/18. Parish Clerk identified need	
	to earmark some funds/reserves for specific purposes	
	examples provided were contingency election fund and	
	contingency external auditor fund. All agreed monies	
	received from Transparency Fund grant for laptop to be	YW
	earmarked. Parish Clerk to contact SLCC to enquire about	1 11
	appropriate level of reserves.	
	b) Expenditure for approval as per Finance and Admin Report	
	– All approved.	
1	c) Information Commissioner's Office Renewal – Approved.	
	d) <u>Parish Clerk Pay Review</u> - Cllr Chapman proposed salary to	

	seconded by Cllr Catchpole. All other councillors present	T]
	supported the proposal.	
		YW
2016/65	Parish Clerk to contact NPTS re new Councillor training. Planning Items.	
2010/05	a) <u>Planning Correspondence – Received to date</u>	
	<u>2016/2060 – 18 Caistor Lane</u> – All agreed to respond to	YW
	SNC as follows "We have no views on whether proposal	
	should be approved or refused, however we are aware of the	
	objections from P.Bell and if approved would support that	
	the window is obscured and privacy is respected.	
2016/66	Policy / Procedure Guides for Approval.	
2010/00	Both the policy and procedure listed below were approved;	
	 Policy on Record Management 	
	Complaints Procedure	
2016/67	Traffic Concerns – Caistor Lane	
2010/07	Cllr Woods advised police had carried out survey on Caistor Lane.	YW
	Parish Clerk to contact PC Tom Harvey to find out results and any	
	future steps.	
2016/68	Correspondence received to date.	
	a) <u>E-mail "2026 public rights of way work"</u> – Cllr Chapman to	
	speak to Mr Pitchford, Cllr Utting to speak to Mr Skinner	BC, JU, SW
	and Cllr Woods to speak to Mr Shearing.	5 **
	b) <u>E-mail "Respect your Neighbourhood Zone" Initiative</u> – All	
	agreed not applicable to CSEPC, Parish Clerk to contact PC	YW
	Tom Harvey advising of above.	
	c) <u>Pledge to support CPRE Norfolk</u> – All agreed to support	
	CPRE in its campaign aimed at ensuring that no new sites	
	are allocated for house building in revised local plans to	
	2036 until all existing allocations in current core strategies	
	have been developed. Chair signed pledge.	
	d) <u>CAB request for donation</u> – All agreed Parish Clerk to write	YW
	to CAB advising that at present moment in time not in a	
	position to donate.	
	e) Invitation to Dedication of new Poringland War Memorial –	X/XV
	Parish Clerk to respond advising Cllr Utting, Cllr Chapman	YW
	and Cllr Catchpole will attend.	
2016/69	Items for the Parish Council meeting 16 th November 2016.	
	- Raking Pit – Working Party Update	
	- Draft Budget 2017/18	
	- Traffic – Caistor Lane – Update	
2016/70	Any Other Business.	
	<u>JAB</u> – Cllr Grundy provided an overview of JAB meeting on $\frac{21}{00}$	
	21/09/16. Next meeting April 2017. <u>Police Open Evening</u> – Parish Clerk to contact Six Group to see if	YW
	they can represent CSEPC views.	1 11
	incy can represent Colli C views.	

2016/71	To close the meeting Meeting was closed at 8.35pm.	
	few weeks.	
	planting at the Raking Pit. Cllr Tofield to plant bulbs over the next	AT
	Kelly to confirm. Cllr Utting to purchase some bulbs from Roys for	JU
	<u>Raking Pit</u> – Provisional date of working party set for 02/10/16, Cllr	PK
	included on insurance and at what level/value.	
	establish if it should be? Parish Clerk to investigate if it should be	YW
	project. Parish Clerk to check if war memorial on asset register and	YW
	add war memorial to the Historic England war memorials listing	
	<u>War Memorial</u> – Parish Clerk advised had submitted application to	
	noted for reference.	
	<u>New Wards for South Norfolk</u> – E-mail as previously circulated was	

Minutes prepared by Yvonne Wonnacott 22/09/16

Approved Date.....