

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 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. 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.	

	<p>seconded by Cllr Catchpole. All other councillors present supported the proposal.</p> <p>Parish Clerk to contact NPTS re new Councillor training.</p>	YW
2016/65	<p>Planning Items.</p> <p>a) <u>Planning Correspondence – Received to date 2016/2060 – 18 Caistor Lane</u> – All agreed to respond to 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.</p>	YW
2016/66	<p>Policy / Procedure Guides for Approval.</p> <p>Both the policy and procedure listed below were approved;</p> <ul style="list-style-type: none"> • Policy on Record Management • Complaints Procedure 	
2016/67	<p>Traffic Concerns – Caistor Lane</p> <p>Cllr Woods advised police had carried out survey on Caistor Lane. Parish Clerk to contact PC Tom Harvey to find out results and any future steps.</p>	YW
2016/68	<p>Correspondence received to date.</p> <p>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 and Cllr Woods to speak to Mr Shearing.</p> <p>b) <u>E-mail “Respect your Neighbourhood Zone” Initiative</u> – All agreed not applicable to CSEPC, Parish Clerk to contact PC Tom Harvey advising of above.</p> <p>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.</p> <p>d) <u>CAB request for donation</u> – All agreed Parish Clerk to write to CAB advising that at present moment in time not in a position to donate.</p> <p>e) <u>Invitation to Dedication of new Poringland War Memorial</u> – Parish Clerk to respond advising Cllr Utting, Cllr Chapman and Cllr Catchpole will attend.</p>	<p>BC, JU, SW</p> <p>YW</p> <p>YW</p> <p>YW</p>
2016/69	<p>Items for the Parish Council meeting 16th November 2016.</p> <ul style="list-style-type: none"> - Raking Pit – Working Party Update - Draft Budget 2017/18 - Traffic – Caistor Lane – Update 	
2016/70	<p>Any Other Business.</p> <p><u>JAB</u> – Cllr Grundy provided an overview of JAB meeting on 21/09/16. Next meeting April 2017.</p> <p><u>Police Open Evening</u> – Parish Clerk to contact Six Group to see if they can represent CSEPC views.</p>	YW

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

Minutes prepared by Yvonne Wonnacott 22/09/16

Approved Date.....