

## **CAISTOR ST EDMUND AND BIXLEY PARISH COUNCIL**

1 Meadow Cottages, Gull Lane, Framingham Earl, Norwich, NR14 7PN

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Clerk to the Council: Mrs Yvonne Wonnacott

Chair: Mrs Diane Bainbridge

### **NOTICE OF MEETING AND SUMMONS TO ATTEND**

You are hereby summoned to attend the Annual Parish Council Meeting of Caistor St Edmund and Bixley Parish Council at 7.00pm on Wednesday 6<sup>th</sup> May 2026 at Arminghall village hall, Arminghall Lane, Bixley, NR14 8SF.

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The business to be transacted is as follows:

#### **1. To elect the Chair of the Parish Council**

Chair to sign the Declaration of Acceptance of Office

#### **2. To elect the Vice-Chair of the Parish Council**

#### **3. To receive any apologies for absence for approval**

#### **4. To receive declarations of interest**

Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the member must disclose the interest and withdraw from the meeting when the item is discussed.

#### **5. To approve a time limit for the meeting**

#### **6. To agree minutes of the Parish Council (PC) meeting held 11<sup>th</sup> March 2026**

#### **7. Matters arising from the minutes of the Parish Council meeting held 11<sup>th</sup> March 2026**

Not covered by specific items on the agenda.

#### **8. Adjournment for public participation**

Resolution to suspend the meeting to invite members of the public to speak (15 minutes, time may be extended at Chair's discretion).

#### **9. Annual reports**

To include updates from County / District Councillors.

#### **10. Finance matters**

- a. Financial statement as of 31<sup>st</sup> March 2026 – to be noted
- b. Annual internal audit report – to receive and discuss any recommendations
- c. AGAR – Section 1 – Annual Governance Statement 2025/26 – for approval and sign off by Chair and Clerk
- d. AGAR – Section 2 – Accounting Statements 2025/26 – for approval and sign off by Chair
- e. Expenditure for approval/to be noted
- f. Reserves policy and earmarked reserves – to review and agree
- g. Insurance
- h. CIL (Community Infrastructure Levy) - update
- i. Savings account – transfer of additional funds for consideration.

## **11. Planning**

- a. Applications received to date for consideration
- b. Decision notices received to date.

## **12. Village hall**

- a. Fire Log Book – for discussion and agreement
- b. Hire rates – for discussion and agreement
- c. Advertising
- d. Snagging list
- e. Future projects / funding and grants
- f. General update.

## **13. Administrative updates**

- a. Councillor vacancies
- b. LGA Code of Conduct – agreement for all Councillors to adopt and adhere to
- c. Governance documents
  - i. Financial regulations
  - ii. Risk management scheme
  - iii. Bullying and harassment policy
- d. To elect representatives for the following
  - Planning Committee
  - Tree and Footpath Warden
  - Caistor Roman Town Joint Advisory Board
  - Six Strategic Group
  - Village hall sub-committee and inspections
  - Raking Pit
- e. Delegation arrangements to Parish Clerk – to review and confirm
- f. General Power of Competence – to be noted
- g. Bank signatories – to review
- h. Future sub-committees – for consideration, to include pay area
- i. 2018/2232, Land North of Heath Farm, Caistor Lane – Adoption of children’s play area.

## **14. Parish land and environmental matters**

- a. Raking Pit
  - a) Footpaths - to include correspondence from Norfolk Area Ramblers, Parish Footpath Audit
  - b) Speed Awareness Machine – future management of new machine, Arminghall Lane.

## **15. Litter pick**

## **16. Correspondence and consultations**

## **17. Date of next Parish Council meeting, 1st July 2026, commencing at 7.00pm, and items to be considered for agenda**

*Dated: 22nd April 2026*

*Parish Clerk: Yvonne Wonnacott*