

CAISTOR ST EDMUND AND BIXLEY PARISH COUNCIL

Tel: 01508 493134 Email: clerk@cseandbparishcouncil.gov.uk

Clerk to the Council: Mrs Yvonne Wonnacott

Chair: Mrs Diane Bainbridge

NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a Parish Council Meeting of Caistor St Edmund and Bixley Parish Council at 7.00pm on Wednesday 1st July 2026 at Arminghall village hall, Arminghall Lane, Bixley, NR14 8SF.

The business to be transacted is as follows:

1. Chairs welcome (to include any apologies for absence for approval)

2. 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.

3. To approve a time limit for the meeting

4. To agree minutes of the Annual Parish Council meeting held 6th May 2026

5. Matters arising from the minutes of the Annual Parish Council meeting held 6th May 2026

Not covered by specific items on the agenda.

6. Adjournment for public participation

Resolution to suspend the meeting to invite members of the public to speak (for a maximum of 15 minutes, unless directed by the Chair).

7. County / District Council report(s)

8. Finance matters

- a. Expenditure for approval/to be noted
- b. HMRC mileage rate increase – for formal adoption
- c. In bloom grant – update
- d. Norfolk County Council – Bus Shelter Grant Scheme 2026/27

9. Village hall

- a. Biodiversity Net Gain (BNG) – Potential forthcoming change to be noted
- b. Trees – removal of identified trees and proposal of future planting on AFAT (Arminghall Fuel Allotment Trust) land
- c. Refundable damage deposit – for discussion and agreement
- d. Hire fees – for hire of furniture, chairs, and tables, for discussion and agreement
- e. Management of Bookings – to consider arrangements for maintaining the bookings diary and the storage and retention of hire agreements.
- f. Management of Inspections – to consider arrangements for the completion, storage and retention of inspection sheets and associated records.
- g. Governance document(s)

- i. Fire alarm procedure
 - ii. Safety and management checklist
 - iii. Equality and accessibility policy
 - iv. Combined Lone working policy
 - v. Furniture hire agreement
- h. General update, to include informal meeting with Crown Point Estate, and Community Facilities Grant.

10. Planning

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

11. Administrative updates

- a. Parish Clerks home address - to consider and approve the removal of the Parish Clerk's home address from Parish Council documents and publications where there is no legal requirement for the address to be published or disclosed.
- b. 2018/2232, Land North of Heath Farm, Caistor Lane - Adoption of children's play area
- c. Governance documents
 - i. Financial Regulations – amendment to be noted
- d. Councillor vacancies.

12. Parish land and environmental matters

- a. Raking Pit
- b. Speed Awareness Machine (SAM), Arminghall – for review

13. Correspondence and consultations

- a. South Norfolk Community Awards

14. Date of next meeting, 9th September 2026, and items to be considered for agenda

Dated: 22nd June 2026

Parish Clerk: Yvonne Wonnacott