

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 9th September 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 Parish Council meeting held 1st July 2026

5. Matters arising from the minutes of the Parish Council meeting held 1st July 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. Community Infrastructure Levy (CIL) update
- c. External Auditor's Report and Certificate – to receive and note
- d. Notice of conclusion of audit 2025/26
- e. Introduction of new Digital AGAR Portal
- f. The Local Government Services Pay Award 2026/27 – for formal approval
- g. In bloom grant - update
- h. NPTS Autumn Seminar – Clerk online attendance for approval
- i. NCC Bus shelter grant scheme 2026/27

9. Village hall

- a. Financial update
- b. Ecotricity fixed term contract renewal
- c. Management of bookings and inspections – update
- d. Tree removal
- e. General update.

10. Planning

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

11. Administrative updates

- a. Parish Clerk job description – for approval
- b. Parish Council logo
- c. 2018/2232, Land North of Heath Farm, Caistor Lane - Adoption of children's play area
- d. Website - biodiversity
- e. Governance documents
 - i. Biodiversity policy
 - ii. IT policy
 - iii. Dignity at work policy
 - iv. Business Continuity Plan
 - v. ICO Model Publication Scheme Version 1.2 – formally note readopted
 - vi. Guide to information and schedule of charges
- f. Councillor vacancies.

12. Meeting with Crown Point Estate

13. Parish land and environmental matters

- a. Raking Pit – Trees/bushes

14. Correspondence and consultations

- a. Nature Conservation Fund grant – to be noted
- b. Greater Norwich Local Plan 2045 Scoping Consultation
- c. Parish Partnership Scheme 2027/28
- d. Chet Valley Medical Practice PPG - Community Wellness Event

15. Date of next meeting, 11th November 2026, and items to be considered for agenda

Dated: 27th August 2026

Parish Clerk: Yvonne Wonnacott