



Cantley, Limpenhoe and Southwood Parish Council

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Clerk to the Council: Mrs Melanie Eversfield

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected. A copy of the Council's Filming at Meetings Guidance is available on request.

To members of the Council,

You are hereby summoned to attend a meeting of Cantley, Limpenhoe and Southwood Parish Council on **Thursday 17th September 2020 at 7pm**, virtually via zoom for the purpose of transacting the following business:

Members of the public wishing to observe the meeting can do so by downloading Zoom and requesting the meeting credentials from the Parish Clerk

M Eversfield

**Parish Clerk
12th August 2020**

- 1) **Public Forum**
- 2) **To consider apologies for absence**
- 3) **Declaration of interest for items on the agenda and applications for dispensation**
- 4) **To confirm the minutes of the meeting held on Thursday 16th July 2020**
- 5) **Urgent items to be raised through the Chair, if any**
- 6) **Update on matters arising from minutes, if any**
- 7) **Highways and Transport**
 - a) To consider options for the Parish Partnership Bid 2021/22.
 - b) To consider highway issues for Norfolk County Council to rectify.
 - c) To receive response from Norfolk County Council regarding wildflower area on Burnt House Road and consider any further actions.
- 8) **Policies and Procedures**
 - a) To note that the Filming Policy has been reviewed and no changes were made.
 - b) To note that the Standing Orders have been reviewed and no changes were made.
 - c) To receive and approve Annual Report 2019/2020.
 - d) To consider working towards the Quality Council Foundation and Quality Award.
 - e) To note health and safety inspections for the year.
- 9) **Finance**
 - a) To receive and note accounts, budget comparison and bank reconciliation to 31st August 2020.
 - b) To consider 50% payment of £22.00 for practical budgeting for more experienced Responsible Finance Officer course.
 - c) To consider funding of tree works in Cantley Churchyard.
 - d) To consider correspondence from the Norfolk Community Foundation regarding unspent Covid grant.
 - e) To note increase of Clerk's salary scale 20 by 2.75% and back pay to 1st April of £27.75 before tax and NI to be paid on September 2020 salary.
 - f) To consider payment of the following:

i) Mrs M Eversfield	Salary & Expenses – August 2020	£187.12 (SO)
ii) HMRC	PAYE – August 2020	£45.60 (SO)
iii) Mrs M Eversfield	Salary & Expenses – September 2020	£213.82 (SO)
iv) HMRC	PAYE – September 2020	£52.50 (SO)
v) Cantley Village Hall	Hall Hire – January to March 2020	£60.00 (SO)
- 10) **Planning Matters**
 - a) To note that planning application 20201333 – Erection of 3 bay cartlodge – The Old Rectory, Church Road, Cantley, NR13 3JB was received and discussed via email due to the comment deadline. It was agreed to raise no objection.
- 11) **Various updates from Cllr Jan Davis**
 - a) Cantley Support Group
 - b) NorfolkALC Wellbeing
 - c) Cantley Village Hall
 - d) Litter Pick
 - e) Carbon Emissions Audit

12) Correspondence

- a) To receive correspondence from Broadland District Council re. Licensing Policy Review.
- b) To receive letter of thanks from Limpenhoe Village Hall.

13) Ongoing Matters

- a) To receive an update on Network Rail
- b) To receive an update on Limpenhoe Village Green

14) New Matters

- a) To receive notes and drawings from a meeting with Cantley Sugar Factory.

15) To note dates for 2021 meetings.

16) Items for Next Meeting's Agenda

17) To confirm date of next meeting: Thursday 15th October 2020 at 7.00pm at via Zoom.