

**Minutes of the Meeting of Cantley Parish Council held on  
Thursday 19<sup>th</sup> April 2018 at 7pm in Cantley Village Hall.**

**Present:** Dot Machin (Chairman)  
Steve Bennett  
Kevin Francis  
Brenda Pawsey  
Melanie Eversfield , Clerk

**Also present:** Two members of the public were in attendance

**1 Public Forum**

The Chairman welcomed all those present.

It was noted that now that Ray Smith no longer lives in the Country there is no one to cut the grass at Cantley Staithe. It was suggested that this could be incorporated in the Parish Council's grass cutting contract for the Village Pond. Dot Machin stated that this would need to be bought up at the next meeting of Cantley Staithe Trust.

A resident stated that it would be a great shame if Cantley lost the idea of a tree warden.

**2 To note that Ray Smith has resigned from the Council and the Clerk has informed Broadland District Council. Clerk**

Noted. It was agreed that the Clerk would send Ray an email officially thanking him from the Council for all of his efforts and time.

**3 Apologies**

Apologies were received and accepted from Peter Key and Norma Knight. Apologies were also received from Andrew Proctor.

**4 Declaration of Interest for items on the agenda**

None

**5 Minutes of the meeting held on 15<sup>th</sup> March 2018**

The minutes of the meeting were **agreed** as an accurate record and signed by the Chairman.

**6 Urgent Items**

There were none.

**7 Matters Arising**

**a) Greater Norwich Local Plan**

It was noted that the Clerk had submitted the Parish Council's comments to this consultation, the details of which will be published in the next newsletter. **Clerk**

**b) Limpenhoe War Memorial**

The Clerk informed all those present that she had received correspondence from Historic England stating that the War Memorial has now been listed as Grade II. The Clerk to put this in the next newsletter. **Clerk**

**c) It was noted that the signs and chevrons that had been displaced during the inclement weather are now back in their rightful place.**

## 8 Highways and Transport

### a) To consider the future of the Tree Warden role

Following some discussion with regard to the Tree Warden role and the fact that Robert Beadle has stepped down from the role it was agreed that the Clerk would contact Broadland District Council to ascertain if there are any Tree Preservation Orders within the Parish. It was also agreed that she would place details in the newsletter asking for volunteers to come forward.

**Clerk**

### b) To receive an update on the resignalling works by Network Rail

It was noted that a lot of work had been taking place over the weekend of 14<sup>th</sup>/15<sup>th</sup> April 2018.

### c) Any matters arising

It was noted that there were still a lot of potholes in the Parish but the majority of them had been marked so it looks like Norfolk County Council Highways are gradually making its way around.

## 9 Finance

### a) It was **agreed** to pay the following:-

Melanie Eversfield	Clerk's Salary – March 2018	£168.77
Melanie Eversfield	Clerk's Expenses	£ 24.12
HMRC	PAYE for Melanie – March 2018	£ 42.00
Vicky Powell	Clerk's Salary March (SO)	£191.60

### b) The grass cutting contract for Cantley Village Pond for 2018/2019 was considered.

**Clerk**

It was **agreed** that the Clerk would publish details in the newsletter asking parishioners for their views with regard to leaving it as a haven for wildlife. If residents are not happy then we can re-quote with the possibility of including Cantley Staithe in the contract.

### c) The report from the Clerk regarding support for the Parish Council in 2018/2019 was considered. It was **agreed** to sign up to Norfolk Parish Training and Support for the ensuing year at a cost of £93.47.

**Clerk**

### d) The renewal of membership to Parish Online at a cost of £36.00 was considered and APPROVED.

**Clerk**

### e) The Clerk suggested that the Parish Council consider setting up online banking and allowing the Clerk access to this for the production of bank statements only. This was considered and APPROVED.

**Clerk**

### f) The Council considered internal audit arrangements for 2017/2018 and agreed to contract this work to Mrs Anne Barnes at a cost of £50.00.

**Clerk**

## 10 Correspondence

### a) Broads Authority re. Examination stage of the Broads Local Plan. Noted.

### b) Norfolk County Council re. Roadshow Invite. Noted.

## 11 Ongoing Matters

### a) Limpenhoe Working Group Update

At present there was no further updates however, it was agreed that Steve Bennett approaches the farmer and informs him of the Parish Council's plans and seeks his feedback.

**SB**

**12. New Matters**

**a) General Data Protection Regulations**

**Clerk**

The Clerk presented a report detailing the requirements for the new General Data Protection Regulations. It was noted that the Council is the Data Controller. It was agreed that the Clerk is appointed as Data Protection Officer and subsequently changes would need to be made to her Contract of Employment and Job Description. It was noted that the Council would need to re-register with the Information Commissioner. It was also agreed that instead of setting up a separate working group all item relating to GDPR would be part of the main council agenda. All other requirements for GDPR implementation will be brought to the next Council meeting.

**13. Items for the Next Months Agenda**

Dispensation for Cantley Staithe.  
Annual Parish Council Meeting.

**14. Date of Next Meeting**

The next meeting will be Thursday 17<sup>th</sup> May 2018, 7pm at Cantley Village Hall.

The meeting closed at 7:50pm

**CHAIRMAN**