

**Minutes of the Meeting of Cantley, Limpenhoe and Southwood Parish Council
held on Thursday 18th March 2021 at 7.00pm online via Zoom**

Present: Dot Machin (Chair)
Kevin Francis
Peter Key
Steve Bennett
Brenda Pawsey
Jan Davis
Norma Knight

Also present: Melanie Eversfield, The Clerk, District Councillors Sue Prutton and Grant Nurden and one resident.

1. Public Forum

Dot welcomed all those present. There were no matters arising from the public. District Cllr Grant Nurden was thanked for his comprehensive report which was distributed with the agenda packs. Grant thanked Jan for sending him details regarding Carbon Footprint. District Cllr Sue Prutton stated that she is still working on the Manor Farm enforcement issue and hopes to have some answers to us in the coming weeks.

2. Apologies

There were none.

3. Declaration of Interest for items on the agenda

Cllr Jan Davis declared a personal interest in item 12e.

4. Minutes of the meeting held on 21st January 2021

The minutes of the meeting were **agreed** as an accurate record and signed by the Chair with amendment to the public forum where it was agreed details of Cllr Jan Davis enquiry into the District Councillors be minutes.

Clerk

5. Urgent Items to be raised through the Chair

There were none.

6. Matters Arising

a) Dog Fouling Signs – It was noted that there had been no update since the last meeting and the Clerk would continue to chase Broadland District Council.

Clerk

b) Manor Barn – District Councillor Sue Prutton stated that she had spoken with the enforcement officer at Broadland and it was noted that something should be done soon. The Clerk and Cllr Prutton to continue to apply pressure.

**Clerk /
SP**

c) Yare Grain – It was noted that some planting has taken place but some works are still outstanding. The Clerk to continue to apply pressure.

Clerk

d) District Councillors – A further update in relation to the absence of our two elected District Councillors was given and noted.

7. Highways and Transport

a) A number of outstanding items from previous meetings were highlighted as still not been done. The Clerk to chase this with NCC Highways.

Clerk

8. Finance

a) The account summary, budget comparison and bank reconciliation for the financial year ending 31st March 2020 as at 28th February 2021 was received and noted.

b) The Asset Register for 2020/2021 was reviewed and **agreed**.

Clerk

c) The appointment of an Internal Control Inspector was considered and **agreed** as Norma Knight for the ensuing year.

Clerk

d) A grant of £30.00 to Broadland Tree Network was considered and **agreed**.

Clerk

- e) The following payments were considered and **agreed** that all should be paid by Standing Order:-

Mrs M Eversfield	Salary March 2021	£201.87
HMRC	PAYE March 2021	£46.60
The ICO	Subscription	£35.00
Mrs M Eversfield	Expenses	£91.79

9. Planning

- a) It was noted that Barn End, Grimmer Lane will be submitting a full planning application in due course.

- b) FUL/2021/001 – British Sugar Plc, Cantley Sugar Factory, Station Road, Cantley, NR13 3ST – Temporary (10 years) change of use of land for topsoil conditioning.
NO OBJECTION

Clerk

10. Policies

- a) Following the review of the Financial Risk Assessment at the February meeting the Clerk had put together an Expenses Policy, Workplace Risk Assessment and Appraisal Policy. All three policies were **agreed**. It was also **agreed** that the Chair and one other councillor (in surname alphabetical order) will complete the annual appraisal with the Clerk in November.

Clerk

11. Armed Forces Covenant

- a) Correspondence from Broadland District Council regarding an Armed Forces Covenant was received. It was **agreed** that the Clerk seeks further information and brings back to the next meeting of the Parish Council.

Clerk

12. Ongoing Matters

- a) Network Rail

The Clerk read out the latest email from NCC Highways. It was **agreed** that the Clerk contacts Network Rail asking if it would be prepared to put removable bollards in place of the current bollards to allow for a contingency when Station Road is closed.

Clerk

- b) Limpenhoe Village Green

It was noted that works that were agreed at the February meeting will start soon. Matt Davies from the Fringe Project will let the Clerk know once he has dates from the contractor.

- c) Cantley Pond

The Clerk stated that the order had been made and it is hopeful the work can commence before the bird nesting season starts, if not it will be in the Autumn.

- d) Poors Land Trust

The Clerk stated that she has received further information relating to the Poors Land Trust and will therefore investigate further.

Clerk

- e) Carbon Footprint

Cllr Jan Davis gave a brief introduction to this. It was **agreed** that he would put a list of guidelines together for the council to approve at the next meeting.

JD

- f) Cantley Help

Cllr Jan Davis gave a brief update as to what has been happening which is nothing onerous at present.

13. New Matters

- a) The Chairman gave a detailed briefing as to what the future plans were for the Tennis Courts and the Beet Factory. This information was noted.

14. Items for the Next Months Agenda

Limpenhoe Village Green
Cantley Pond
Network Rail

Clerk

Carbon Footprint
Dog Fouling Signs
Manor Barns
Yare Grain
District Councillors Report
Poors Land Trust
Parish Partnership Bid

15. Date of Next Meeting

Thursday 15th April 2021 at 7.00pm virtually via zoom.

The meeting closed at 8.23pm.

CHAIR