



## MINUTES

### Cantley, Limpenhoe and Southwood Parish Council Meeting

Thursday 19<sup>th</sup> October 2023 7.00pm

**Present:** Dot Machin (Chairman), Steve Bennett, (Vice Chair), Jan Davis, Kevin Francis, Norma Knight, Peter Key

**Also Present:** Anne Tandy, Locum Clerk to the Council

**Members of the Public:** 1

1. Apologies for absence were received from Brenda Pawsey. **All Agreed.**
2. There were no declarations of interest or applications for dispensations for items on the agenda
3. **Public Forum and County and District Councillor Reports**
  - A report was presented by Cllr Jan Davis (appendix A)
  - Lack of date tags being placed in post boxes and whether the School Road post box is being emptied.
  - Are residents aware that super-fast fibre broadband is available on Burnt House Road?
4. The minutes of the meeting held on **Thursday 21<sup>st</sup> September 2023** were approved as an accurate record of the meeting.
5. Matters arising from the minutes not on the agenda: for information only
  - The website has been further updated. More work needed on the finance documents.
  - The BADCOG letter has been sent.
6. **Cantley Staithe Charitable Association**
  - a. A report was given from the Trustee meeting held directly before this meeting.
  - b. The accounts for 2022/23 were approved. Proposed by Steve Bennett and seconded by Jan Davis and will now be submitted to the Charity Commission.
  - c. Recommendations were made by the Trustees to increase the mooring fees to £560.00 for 2024/25. Proposed by Kevin Francis and seconded by Peter Key. **All agreed.**
7. **Highways and Transport**
  - a. The Parish Partnership application for a SAM2 has now been completed and agreed. The device is on order and deliver is awaited. The Church trod path requires costing before a submission for funding is agreed.
  - b. Update on matters reported to Highways:

**Manor Road**, Cantley. Several Road signs between the Village Hall to the 30mph sign have been turned round to face the opposite direction.

This problem has already been reported and action identified to resolve the issue - It is likely that the defect was identified as part of our routine scheduled inspections and already prioritised for repair. Defect has already been identified and prioritised for repair

**Station Road**, Cantley. 40 mph sign – post is broken.

This problem has already been reported and action identified to resolve the issue - It is likely that the defect was identified as part of our routine scheduled inspections and already prioritised for repair. Defect has already been identified and prioritised for repair

**Well Road**, Limpenhoe. Hedges overgrown narrowing the road and affecting visibility.

This problem has already been reported and action identified to resolve the issue - It is likely that the defect was identified as part of our routine scheduled inspections and already prioritised for repair. Road has been programmed for flail cutting. Defect has already been identified and prioritised for repair.

## 8. Planning

Nothing to report.

## 9. Limpenhoe Church and Village Hall and Cantley Church and Village Hall

- a. A request from the PCC for a donation towards grass cutting and grounds maintenance at the 3 centres was considered. The total cost of grounds maintenance as evidenced by the PCC for 2022/23 was £795.60. It was proposed by Peter Key and seconded by Steve Bennett to provide a donation for £795.60. **All agreed.**
- b. A request was considered from the Friends of Limpenhoe Village Hall for a donation towards the memorial daffodil walk at Limpenhoe Church. Norma Knight is to check if this has been received by the PCC and report back to the next meeting.
- c. A request from the Limpenhoe Village Hall Committee for a donation towards maintenance at the Hall was considered. They have made an application for a 50% Pride in Place grant for new picnic tables and also have to replace/repair some windows. It was proposed by Dot Machin to make a one-off grant of £500.00, this was seconded by Peter Key. **All agreed.**
- d. An update was given by the Cantley Village Hall Committee regarding the building rebuild. The latest funding bid has failed. They are now considering applications to the National Lottery Community Fund and Pride in Place grant funding. Work continues on fundraising and there is still an appetite to achieve the project.

## 10. Limpenhoe Village Green

Signage to be installed at Limpenhoe Village Green has been quoted as £17.50 +VAT per sign.

Proposed by Jan Davis and Norma Knight. **All agreed.** Once delivered the installation of posts will be quoted.

## 11. Budget 2024/2025

No other funding for any short or medium term projects were proposed but agreed that the budget should make provision for earmarked funds to cover donations for each community facility for 2024/25. A draft to be prepared for the next meeting any late project proposals can be added then.

## 12. Finance

- a. A bank reconciliation has been completed up to 30 June 2023 and the balance of the accounts is £20,717.56.
- b. The following were approved for payment:

Date	Recipient	Description	Amount
19/10/2023	Anne Tandy	Locum Clerk Service	£430.00
19/10/2023	NPTS	Autumn Seminar – 50%	£27.00

## 13. Correspondence

- Email from Norfolk Police regarding GPS tractor thefts- crime prevention leaflet
- Wellbeing Newsletter from NALC - Help with safety, health and nature
- Website email from Your Health Norfolk looking to promote the new 12-week weight loss programme
- Email from SN&BDC - Town & Parish Council Forum Monday 9th October 2023 NOTES
- Email from NALC advising of upcoming events
- Email from NALC - Chief Executive's Bulletin
- Email from Norfolk ALC - Reduced Price Trees, Workers Act 2023, Scribe Lite and Training

## 14. Items for Next Meeting's Agenda on **Thursday 16<sup>th</sup> November 2023** at 7.00pm at Cantley Village Hall.

- Daffodil Walk
- Staithe allocation process
- Staithe maintenance expenditure
- Further details of the application to change the footpaths at the factory to be reported back.

## 15. To consider a proposal to exclude the public under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the public due to the confidential nature of the item to be discussed – personnel matters.

- a. The appointment of Anne Tandy as Clerk to the Parish Council was proposed by Steve and seconded by Norma. The terms of employment were set out in the contract of employment which was signed by the Chairman.

Meeting ended at: 20:32

Signed:

Date:

## Appendix A

### Broadland District Councillors Report for Cantley, Limpenhoe & Southwood Parish Council Meeting – 19 October 2023

Broadland District Council (BDC) is represented on several different outside bodies and a recent review indicated BDC was getting good value from its work with partners.

Main Council agreed on 5/10/23 to register the council with the Regulator for Social Housing as a Registered Provider of social housing in anticipation of purchasing additional housing for temporary accommodation.

Progress has been made on plans to improve long term housing availability to meet future housing needs and to develop a revised housing management strategy.

The BDC Housing Standards Enforcement Policy has been reviewed.

The Council has:

- reviewed and updated its Risk Management Policy
- agreed to adopt an Anti-Fraud and Anti-Corruption strategy and has amended the Contract Procedure Rules.
- agreed to appoint an independent person to the Audit Committee.

The Members Ward Grant scheme has been reviewed to ensure that all funding meets the requirements. Organisations receiving grants will be offered promotional material to clarify that BDC has provided funding for their project.

A meeting was held on 10 October to firm up business arrangements for the Joint Venture Environmental Credits Scheme. Norfolk Environmental Credits Ltd (NEC) is a company limited by guarantee formed by the local authorities affected by the need to prevent additional nutrient pollution of the Broads and Wensum Special Areas of Conservation. The local authorities currently in the scheme include Broadland, South Norfolk, Breckland and North Norfolk. NEC will buy environmental mitigation and sell environmental credits to provide a portfolio of projects to help mitigate the impact of nutrient enrichment arising from additional housing development which has constrained house building in the district since March 2022.

A further letter will be sent from District Council leaders to the Secretary of State for Levelling Up, Housing and Communities re the proposed County Devolution deal to raise outstanding matters of concern which will have an impact on the district councils.

In July 2022 BDC engaged in a Peer Review with the Local Government Association to help look at its focus for the future. A small team of experts came to observe and engage with the work the council does and provided a report with recommendations. A final follow up meeting was held on 13 October to assess progress.

A new telephony contract is now in place with the new system due to be up and running from 1<sup>st</sup> November.

A new officer has been employed to deal with flytipping in the district. The aim is to gather detailed information and act to prevent and pursue incidents of flytipping and protect the environment. Parish councils and residents can assist by reporting flytipping incidents giving the correct details to enable these to be followed up, to act as witnesses where relevant and harness neighbourhood watch schemes if possible. For more information contact Russell Watkins at [Russell.Watkins@southnorfolkandbroadland.gov.uk](mailto:Russell.Watkins@southnorfolkandbroadland.gov.uk)

There are a range of Community Funding options for projects in Broadland. Details are on the website. If specific funding is needed and the grants listed may not seem relevant, do contact the communities team who may be able to help.

<https://www.southnorfolkandbroadland.gov.uk/communities/community-funding-2/1>

Nominations are now open for the Broadland District Council Business Awards. Businesses can nominate themselves in 10 categories including: Business Growth, Innovation, Employer of the year, Environmental impact, Excellence in Advanced Manufacturing, Excellence in Insurance, Financial and Professional Services, Food and Drink Producer of the year, New business, Small Business of the Year and Tourism Business of the year.

Residents are invited to vote for their Favourite Retailer of the Year and Pub of the Year. The closing date is 15/12/23. <https://www.southnorfolkandbroadland.gov.uk/news/article/353/nominations-now-open-for-business-awards>

A Keep It Going Grant of £300 from BDC has been approved to cover some of the costs of the Lingwood and Strumpshaw Parish Magazine. 1520 copies are printed and delivered free of charge to all residents in Lingwood, Strumpshaw, Buckenham, Hassingham and South Burlingham to raise awareness of what is going on locally.

The Broadland Landowner Tree Planting Grant is available again this tree planting season Nov 2023 to March 2024. <https://www.southnorfolkandbroadland.gov.uk/environmental-quality-1/broadland-landowner-tree-planting-grant> Grants of up to approximately £1000 per applicant are available for local hedge and tree planting projects. This equates to up to 120m of hedgerow or 600 trees. Landowner grants will provide 100% of funding required for trees and guards in approved applications, however labour costs are not covered by grants. Applications for projects which have the involvement of parish councils and/or tree wardens will be prioritised. The minimum size for a project is 25m or 125 trees. For projects below this size applications can be made for subsidised tree packs from Norfolk County Council – see following paragraph.

Norfolk County Council are making 40,000 trees available at reduced cost for any residents, landowners, community groups and schools. Tree packs will be available from collection points across the county including Norwich (County Hall and Broadland Country Park), Acle, Long Stratton, Watton, Fakenham and King's Lynn. Applications are now open and packs will be ready for the planting season between December 2023 - February 2024.

<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/campaigns/1-million-trees-for-norfolk/get-involved/subsidised-tree-pack-scheme>

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming 19/10/23)