

## ANNUAL PARISH COUNCIL MEETING MINUTES

Cantley, Limpenhoe and Southwood Parish Council

Thursday 16<sup>th</sup> May 2024 @ 7.30pm at Cantley Village Hall, NR13 3JB

**Present:** Dot Machin (Chair), Jan Davis, Peter Key, Norma Knight

**Also Present:** Anne Tandy, Clerk and RFO

### Members of the Public: 2

1. It was proposed by Norma Knight to nominate Dot Machin as Parish Council Chairman. Seconded by Jan Davis. All agreed. The declaration of acceptance of office was duly signed.
2. It was proposed by Norma Knight to nominate Steve Bennett, in his absence, as Parish Council Vice Chairman. Seconded by Peter Key. All agreed.
3. Apologies for absence were received from Brenda Pawsey, Kevin Francis, and Steve Bennett. All Agreed.
4. There were no declarations of interest in items on the agenda or requests for dispensations.
5. The minutes of the minutes of the Parish Council meeting held on 18<sup>th</sup> April 2024 were approved as an accurate record of the meeting.
6. The meeting was adjourned for public forum and reports from the District Councillor
  - A resident reported that the rewilded verges on Burnt House Road are not being managed properly and the nettles and brambles are overgrowing the pathways. It is becoming hazardous to pedestrians and cyclists and the route is used to the Primary School. The pavement is also damaged at the crossing point. It was also reported that the visibility on the bend coming into the village is reduced due to overgrown verges. Photographs to be emailed to the Clerk in order to report to NCC Highways.
  - District Councillors Report – Appendix A. It was also reported that a meeting has taken place with the Railway Level Crossing Manager to discuss the crossing. Measure to improve the safety are still being looked at.
7. Matters arising from the minutes not on the agenda: for information only
  - a. To overgrown tree on Burnt House Road has been reported and remedied. The suspected water leak in the same location has been reported to Anglia Water who report they have been out the resolved the issue.
8. **Planning**
  - a. **20241227** – Hall Farm, Limpenhoe  
Solar PV development (approx. 150 No) will be installed on a single building, total system capacity will be 76.5kWp on the Southwest facing pitch.

Comments: No objections.

- b. **BA/2023/0445/FUL** – British Sugar Factory. The approval of the application to replace the old coal-fired boiler and replace with a more ecological system was noted.

9. It was proposed by Peter Key that, whilst the Council meets the eligibility criteria for the General Power of Competence, it would not be adopted at this stage. Seconded by Norma Knight. All agreed.

10. The appointment of Councillors to the following Council Roles were agreed:

- a. Limpenhoe Village Green – Jan Davis
- b. Internal Control – Norma Knight
- c. SAM2 – Steve Bennett
- d. Bank signatories and online authorisers – Dot Machin, Peter Key, Brenda Pawsey
- e. Representative on Norfolk Climate Change Partnership - Net Zero Communities – Brenda Pawsey and Jan Davis.

11. The appointment of councillors to outside bodies were noted:

- a. Cantley Village Hall – Jan Davis
- b. Limpenhoe Village Hall – Brenda Pawsey
- c. Cantley Community Trust – Dot Machin, Steve Bennett

## 12. Highways and Transport

- a. Matters to report to Highways:
  - i. Overgrown hedges on Station Road have been reported by a resident. NCC Highways and British Sugar to be advised for action.
- b. The SAM2 reports for April and May 2024 were presented. It was noted that the speeds on Station Road are still very high and the reports will be forwarded to Norfolk Police for their information.

## 13. Limpenhoe Village Green

A resolution to approve the initial legal fees of £72.50 per hour in order to establish land ownership was not moved. Instead it was agreed the first step will be to locate relevant documentation and send with a letter to the claimant.

## 14. 80<sup>th</sup> D Day Anniversary Celebrations – 6 June 2024

- a. Limpenhoe Village Hall updated that plans considered by the Committee will no longer be going ahead.
- b. Cantley Village Hall are going ahead to tie in with the WWII topic being taught to Y6 pupils at the primary school. Veterans are coming along to share the history of the events. Militaria memorabilia will be on display and refreshments will be served.

## 15. Policies

The Internal Control Policy was considered and agreed for adoption. All agreed.

## 16. Finance

- a. The bank reconciliation to April 2024 was received. The current balance is: £22,857.86 including all reserves.
- b. It was confirmed that the first instalment of the Paish Precept for 2024-25 of £5,500.00 has been received.

- c. An update on the progress of signatories signing up to the online banking system was given. All forms have been received from the bank and will be duly signed and returned.
- d. The following payments were proposed by Norma Knight and seconded by Peter Key. All agreed.

Date	Recipient	Description	Amount
31/05/2024	Anne Tandy	Salary – for May 2024	£361.18
31/05/2024	Anne Tandy	Additional hours – 9 hours for year end audit and 17 hours for Cantley Staithe Charity for February – April 2024.	£433.42
16/05/2024	Anne Tandy	Expenses – WAH and travel	£48.50
16/05/2024	Anne Tandy	Expenses – stationery and Staithe costs minus overpayment of £5.86 in 2023-24	£56.43
11/05/2024	Hugo Fox	Website Hosting – Direct Debit	£9.99 +VAT

## 17. Correspondence

- British Sugar update 2024 - Environmental projects
- The Tree Council - Broadsheet Issue 230 - May 2024
- BADCOG May 2024 Newsletter
- Invite to the Town & Parish Council Forum Wed 8th May
- Email from Cllr Eleanor Laming - Speeding - Motion to Norfolk County Council
- Email from Galliford Try - A47 Blofield to North Burlingham - B1140 & The Windle Central Reservation Closures - *it was considered that this has been sent too late to enable many people to attend.*

## 18. Items for the Parish Council Meeting's Agenda on **Thursday 20<sup>th</sup> June 2024** at 7.30pm at Cantley Village Hall.

- a. Internal Audit Report
- b. Annual Governance and Accountability Report
- c. Limpenhoe Village Green.

Meeting ended at 20:41

## Appendix A

### Broadland District Councillors Report for Cantley, Limpenhoe & Southwood Parish Council Meeting – 16 May 2024

BDC has approved plans to expand the One Team social prescribing services to cover all of Broadland's GP prescribing services. The cost of this will be borne by external partners and this is a valuable service which helps to promote the health and wellbeing of residents.

BDC has approved new positions in the Economic Growth team to help deliver the council's environmental agenda.

BDC Cabinet (23/4/24): The council has increased its stock of temporary accommodation and has become a Registered Provider of housing. A new company called Broadland Living has been set up, which should in time provide affordable housing for residents following a bid to the government Local Authority Housing Fund. New housing documents have been created as required including a Tenancy Strategy, Tenancy Policies, Temporary Accommodation policy and a Procedure for conducting Internal Reviews of Homeless Decisions. Updates to the overall housing strategy and main policy have been carried out.

The Park and Ride has been extended until at least Summer 2024, when a wider review and re-tendering of the whole Park and Ride service will be undertaken. The Postwick service stops at Norwich Rail Station and Castle Meadow on its route into the city. Buses run every 20 minutes from 7.20 am. Tickets cost £3 for an adult for all day travel, with additional passengers in the group paying £1. Concessions £2. Children under 5 travel for free. Please use and support this service if you can.

Cllr Davis and Cllr Laming attended the BDC Chairman's Civic Reception on 18/4/24.

Brundall is the chosen ward in Broadland for the Fast Followers Net Zero Climate Change project. There are 7 communities involved in Norfolk and a launch event is being held on 21 May at the University of East Anglia's Enterprise Centre to take forward the next stage of the project. The Project Manager, Jonathan Ward, will introduce the consultants assisting with the engagement and research part of the programme.

The ambition of Norfolk Net Zero Communities is to make it easier for residents to:

- Make changes to properties so they are more energy efficient.
- Use greener ways to travel.
- Create and access renewable energy.

The seven Net Zero Communities will help to:

- Provide greater understanding on the barriers that residents face in making these changes.
- Identify and produce recommendations for local authorities to minimise any barriers.
- Identify actions to enable greater uptake of measures.

BDC recognised Earth Day with a range of events at the Horizon Centre from 22 – 26 April.

Cllr Davis attended a training session on how to run a World Cafe on 8 May, with a view to using the technique for more effective community engagement and consultation. For more information see: <https://theworldcafe.com/key-concepts-resources/world-cafe-method/>

Cllr Davis has been following up on plans to develop a local air quality strategy and monitor air quality in the district with improved equipment.

Norfolk Environmental Credits Ltd is now trading credits to offset pollution of major waterways in the district. Some credits will apply to conversion of septic tanks to Package Treatment Plants which is being rolled out in the district. Specific geographical areas are being targeted to begin with. The credits have been made available for some large developments and now smaller scale builders are being given higher priority.

<https://www.norfolkenvironmentalcredits.co.uk/>

A Nature Recovery area project set up by Harleston town council offers a model to encourage small nature recovery projects in local areas. Town and Parish councils can get involved in this together with schools and other organisations in their own area.

<https://harleston-tc.gov.uk/nature-recovery-area/>

This is being supported by both district councils and Norfolk County Council. The Green Infrastructure officer at South Norfolk and Broadland can provide help and advice:

[helen.sibley@southnorfolkandbroadland.gov.uk](mailto:helen.sibley@southnorfolkandbroadland.gov.uk)

A new Community Planning Projects officer, Julie Ringer, has been appointed to support communities to identify ambitions and influence future growth of the local area. These aims are often defined in locally-produced plans or strategies, such as neighbourhood plans.

Advice can be provided on all forms of community planning activity and how to identify or deliver projects to support these ambitions: [julie.ringer@southnorfolkandbroadland.gov.uk](mailto:julie.ringer@southnorfolkandbroadland.gov.uk)

Parish and Town councils will be provided soon with a toolkit from BDC to help them to recruit volunteers in areas where there are vacancies on the councils.

There are more funding opportunities coming up for communities including:

- Acre Village Hall Fund
- Community Ownership Fund
- Funding for Rural Community Green Spaces

Contact the BDC Communities Team for more information: [communities@southnorfolkandbroadland.gov.uk](mailto:communities@southnorfolkandbroadland.gov.uk)

A new Housing Allocations Policy has been developed which will be used to guide the process of housing people in the district. The new policy will go out for a 4-week consultation. All are welcome to make comments and the closing date is 6 June 2024

See: [Broadland District Council Housing Allocations Policy Survey \(surveymonkey.com\)](https://www.southnorfolkandbroadland.gov.uk/downloads/download/1175/broadland-district-council-housing-allocations-policy-survey)

The Broadland District Council Strategic Plan for 2024-2028 identifies key priorities, aims and activities for the next 4 years. This is supported by a separate document, the Delivery Plan, which gives more detail on the planned programme of work for 2024-26 and comes into effect from April 2024. These documents can now be viewed on the website:

Strategic Plan:

<https://www.southnorfolkandbroadland.gov.uk/downloads/download/1175/broadland-district-councils-strategic-plan-2024-2028>

Delivery Plan:

<https://www.southnorfolkandbroadland.gov.uk/downloads/download/1176/broadland-district-councils-delivery-plan-2024-2026>

Cllr Davis met with National Highways managers at a coffee morning arranged at short notice at Lingwood Village Hall on Friday 10<sup>th</sup> May. Many concerns have been raised by residents at the increase in volume and speed of traffic through local villages, particularly Brundall, Strumpshaw and Lingwood, due to the road and central reservation closures related to the A47 works. Cllr Davis raised the following points with National Highways and the contractor, Galliford Try:

- Review the closures, diversions and signage given the construction phase has not yet started.
- National Highways (NH) to liaise more closely with Norfolk County Council (NCC) Highways regarding the road diversions.
- Urge NCC Highways to provide better signage and reminders to limit speed on narrow, unfamiliar, rural roads.
- NH to anticipate any changes well in advance and provide more timely warning to the public and local parish councils of changes.

- NH to provide more notice to residents and local parish councils on future consultation meetings. NH said a notification of the Lingwood coffee morning was sent to all local parish councils a week in advance of the drop-in.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming on 16/5/24