

**Minutes of the Meeting of Cantley Parish Council held on
Thursday 20th April 2017 at 7pm in Cantley Village Hall.**

Present: Dot Machin (Vice Chair)
Steve Bennett
Peter Key
Brenda Pawsey
Catherine Moore, Clerk

Also present: Four members of the public were in attendance.

1. Election of Chairman

Dot Machin was elected as Chairman, proposed by Peter Key, seconded by Brenda Pawsey, all in favour. The statutory declaration of acceptance of office was signed.

2. Public Forum

A member of the public noted that the Cantley Fete would be held on 15th July 2017. A member of the public asked for an update on the roadworks complaint. It was confirmed that the site had been inspected after the contractors left, and an enforcement notice was issued for debris left on site.

Brenda Pawsey reported that following the recent storms a tree had been cut up on the side of Hall Road, and that the remaining branches were in a dangerous position. The Clerk was asked to report this to Norfolk County Council.

Clerk

3. Apologies

Apologies were received and accepted from Norma Knight.

4. Declaration of interest for items on the agenda

There were no declarations of interest.

5. Minutes of the meeting held on 16th March 2017

The minutes of the meeting were agreed as an accurate record, proposed by Peter Key, seconded by Brenda Pawsey, all in favour.

6. Co-option of Councillor

The Council received an application for co-option from Ray Smith. It was **agreed** to co-opt Ray Smith, proposed by Steve Bennett, seconded by Dot Machin, all in favour. The meeting was suspended to allow Ray to sign the statutory declaration of acceptance of office. The meeting was resumed and Ray joined the meeting.

7. Urgent Items

None.

8. Matters Arising

i. Appointment to Limpenhoe Village Green Working Group

It was **agreed** to appoint Steve Bennett and Brenda Pawsey to the Working Group, proposed by Dot Machin, seconded by Peter Key, all in favour.

ii. Working Group Meeting

It was **agreed** that the Group would meet on Saturday 20th April 2017 at 10am, from Limpenhoe Village Hall.

9. Highways and Transport

Brenda Pawsey reported that the potholes around the parish had been filled.

10. Finance

It was **agreed** to pay the following, proposed by Brenda Pawsey, seconded by Peter Key, all in favour:

| | | | |
|----|---------------------------|--------------------------------|---------|
| a) | Catherine Moore | Clerk's Salary March 2017 (SO) | £165.00 |
| b) | HMRC | PAYE – March 2017 | £41.60 |
| c) | Catherine Moore | Expenses | £10.00 |
| d) | Parish Online | Annual Subscription | £33.30 |
| e) | Suffolk ALC | LCAS Fee | £60.00 |
| f) | Poringland Parish Council | Newsletter Printing | £7.68 |
| g) | Norfolk ALC | Annual Subscription | £158.93 |

h) Fourth Quarter Budget Comparison

The fourth quarter budget comparison was presented. It was noted that there were free reserves of £6,347.83, an increase on the previous year due to the £1,600 land swap reimbursement, and a £1,588 underspend on the budget due to the land swap not taking place. It was **agreed** that £1,600 would be earmarked for the Limpenhoe Village Green project, proposed by Dot Machin, seconded by Brenda Pawsey, all in favour.

11. Correspondence

The correspondence was noted.

12. Planning

a) Decisions

- i) BA/2017/0056/FUL British Sugar Factory, Station Road, Cantley: The installation of a dry lime filtration facility (DLP station). **APPROVED**

13. Ongoing Matters

- a) None.

14. New Matters

a) Health and Safety Inspections

Brenda Pawsey reported that the Limpenhoe items had been checked and there were no new matters.

Dot Machin reported that the Cantley items had been checked. The Clerk was asked to raise the following matters:

- Report to Norfolk County Council that the triangle of grass in School Lane needed cutting. **Clerk**
- Get prices to paint the seat at Cantley Pond. **Clerk**
- Ask Norse to prune the tree at Cantley Pond, giving it a crown lift. **Clerk**
- Request that Norfolk County Council cut back the brambles around the grit bin in School Lane. **Clerk**

15. Ongoing Matters

a) Asset Register

The asset register was reviewed, with no changes made.

16. Items for Next Month's Agenda

- None.

Exclusion of the Press and Public

Due to the sensitive nature of the matters to be discussed, it was agreed to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 for item 17 – Recruitment of Parish Clerk, proposed by Dot Machin, seconded by Steve Bennett, all in favour.

17. Recruitment of Parish Clerk

It was **agreed** to appoint Vicky Powell to the post of Parish Clerk, proposed by Peter Key, seconded by Brenda Pawsey, all in favour. References were received and accepted, and the contract was agreed.

18. Date of Next Meeting

The next meeting would be Thursday 18th May 2017, 7pm at Cantley Village Hall.

The meeting closed at 7.45pm.

CHAIRMAN