



# Cantley, Limpenhoe and Southwood Parish Council

19 Willow Close, Brundall, Norfolk, NR13 5PZ

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Clerk to the Council: Mrs Melanie Eversfield

**Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected. A copy of the Council's Filming at Meetings Guidance is available on request.**

## To members of the Council,

You are hereby summoned to attend an ANNUAL meeting of Cantley, Limpenhoe and Southwood Parish Council at **Cantley Village Hall, Thursday 16<sup>th</sup> May 2019, 7pm** for the purpose of transacting the following business:

*M Eversfield*

Parish Clerk  
10<sup>th</sup> May 2019

- 1) Election of Chairman
- 2) Election of Vice Chairman
- 3) Public Forum
- 4) To consider apologies for absence
- 5) To confirm that all councillors have signed the Declaration of Acceptance of Office.
- 6) Declaration of interest for items on the agenda and applications for dispensation
- 7) To confirm the minutes of the meeting held on Thursday 18<sup>th</sup> May 2019
- 8) Urgent items to be raised through the Chair, if any
- 9) Update on matters arising from minutes, if any
  - a) Handyman / Grounds Maintenance
  - b) Closure of Church Road crossing
- 10) Highways and Transport, if any
  - a) All potholes have been prepared ready for re-filling.
- 11) Policies and Procedures.
  - a) To note that the General Data Protection Policy has been reviewed and that no changes were made.
  - b) To note that the Financial Regulations have been reviewed and that no changes were made.
- 12) Finance
  - a) To receive and note accounts, budget comparison and bank reconciliation to 30<sup>th</sup> April 2019.
  - b) To note receipt of part precept £5,067.00.
  - c) To receive and consider internal auditors report.
  - d) To consider payment of the following

i) Mrs M Eversfield	Salary & Expenses – May 2019	£190.01 SO
ii) HMRC	PAYE – May 2019	£44.60
iii) Anne Barnes	Internal Audit for 2018/2019	£60.00
- 13) Planning
  - a) 20190731 – 9 Self Build/Custom Build Dwellings – Hillcrest, 33 Church Road, Cantley, NR13 3 SN.
- 14) Ongoing Matters, if any.
  - a) Fencing of Limpenhoe Village Green
- 15) New Matters
  - a) Litter Pick in the Parish
- 16) Correspondence
  - a) Broads Authority – Local Plan Report April 2019 – Emailed on 1<sup>st</sup> May 2019.
  - b) Broadland District Council – Two Councils One Team – Emailed on 1<sup>st</sup> May 2019.
  - c) Broads Authority – Broads Briefing April 2019 – Emailed on 1<sup>st</sup> May 2019.
- 17) Items for Next Month's Agenda
- 18) To confirm date of next meetings: Thursday 13<sup>th</sup> June 2019 at 7.00pm at Cantley Village Hall