

**Minutes of the Meeting of Cantley, Limpenhoe and Southwood Parish Council  
held on Thursday 19<sup>th</sup> July 2018 at 7pm in Cantley Village Hall.**

**Present:** Dot Machin (Chairman)  
Steve Bennett  
Kevin Francis  
Peter Key  
Norma Knight  
Brenda Pawsey  
Michael Smith  
Melanie Eversfield, Clerk

**Also present:** Three members of the public were in attendance

**1 Public Forum**

There was none.

**2 To confirm that Michael Smith has completed the statutory Declaration of Acceptance of Office forms**

Confirmed and noted.

**3 Apologies**

Apologies were received from Andrew Proctor.

**4 Declaration of Interest for items on the agenda**

There were none.

**5 Minutes of the meeting held on 21<sup>st</sup> June 2018**

The minutes of the meeting were **agreed** as an accurate record and signed by the Chairman.

**6 Urgent Items to be raised through the Chair**

There were none.

**7 Matters Arising**

**a) Church Road-Annexe**

The Clerk stated that she had received a response from Broadland District Council Planning Investigation Officer and also the Head of Planning stating that they will be investigating the Parish Council's concerns.

**b) Tree Warden**

The Clerk stated that she has received an email from a local resident who is interested in volunteering for the tree warden position and she had put him in touch with Robert Beadle to discuss the position further.

**8 Highways and Transport**

**a) Road Signs and Markings at the Sugar Beet Factory**

It was noted that the road signs and markings as you come out of the Factory are fading and a tree over hangs one of the stop signs. It was **agreed** that the Clerk writes to the Factory about this.

**Clerk**

**b) Letter from Highways England**

It was noted that the Clerk had received a letter from Highways England regarding the A47 to North Burlingham improvements and the surveys which will be taking place. It was **agreed** to place this in the newsletter for parishioners' information.

**Clerk**

**c) Malthouse Lane**

It was noted that outside the electricity sub-station on Malthouse Lane the area was becoming very overgrown and also there were two vehicles that have been parked in this area for some time. It was **agreed** that the Clerk informs the relevant authorities to deal with this.

**Clerk**

## **9 Finance**

- a) The Clerk produced accounts to 17<sup>th</sup> July 2018. It was **agreed** to pay the following:-
- |                    |                            |         |
|--------------------|----------------------------|---------|
| Melanie Eversfield | Clerk's Salary – June 2018 | £171.41 |
| Melanie Eversfield | Expenses – June 2018       | £ 8.04  |
| HMRC               | PAYE – June 2018           | £ 36.43 |
- b) The annual subscription to East Norfolk Transport Users Association (ENTUA) at a cost of £5.00 was considered and agreed.
- c) The contract renewal for with Norse for the Cantley Village Pond was discussed. It was **agreed** to look for a local contractor via notices and the newsletter.

**Clerk**

## **10 Correspondence**

- a) Norfolk County Council re. Parish Partnership Scheme 2019/2020. **Agreed** that ideas be sought from parishioners in the next newsletter, details of which to be bought back to the Parish Council in the near future.
- b) Norfolk County Council re. Norfolk Minerals and Waste Local Plan Review. Noted.
- c) Cantley & Horning Schools Federation re. Federation Consultation. **Agreed** that a letter of support be sent.

**Clerk**

**Clerk**

## **11 Planning**

- a) There were no new planning applications to consider.

## **12 Ongoing Matters**

- a) Limpenhoe Working Group Update  
At present there was no further updates.

## **13 New Matters**

There were none.

## **14 Policies and Procedures**

- a) The Annual Report for 2017/2018 was considered and approved.
- b) It was confirmed that the following policies had been reviewed with no amendments: Press and Media, Equality, Complaints, Filming at Council Meetings, Health and Safety and Risk Assessments.
- c) It was confirmed that the following policies had been reviewed with amendments to reflect General Data Protection Regulations: - Standing Orders and Risk Policy.

## **15 Items for the Next Months Agenda**

There were none at present.

## **16 Date of Next Meeting**

The next meeting will be Tuesday 18<sup>th</sup> September 2018, 7pm at Cantley Village Hall.

## **17 To resolve to pass a formal resolution (under the Public Bodies and Admissions to Meetings Act 1960) to exclude the press and public for the remaining agenda items.**

Agreed.

## **18 To receive and consider an update with regard to maternity leave cover and Locum Clerk.**

The Clerk stated that she had finalised meeting dates with both Village Halls and

**Clerk**

Catherine and would circulate the change in meeting dates to councillors and will post them on the Parish Council website. It was agreed that a meeting with the Chairman, Vice-Chairman, the Clerk and Catherine would take place to discuss handover and current workloads etc.

**19 To receive and consider an update on the Cantley Staithe Trust**

Following a lengthy discussion it was agreed that the Parish Council become Sole Trustees of Cantley Staithe Trust. The Clerk to liaise with current members of the trust with regard to handover dates and deadlines etc.

**Clerk**

The meeting closed at 8.00pm

**CHAIRMAN**