

**Minutes of the Meeting of Cantley, Limpenhoe and Southwood Parish Council  
held on Thursday 17<sup>th</sup> May 2018 at 7pm in Cantley Village Hall.**

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

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

**1 Election of Chairman**

Dot Machin was proposed, seconded and duly elected as Chairman for the ensuing year. She signed the Declaration of Acceptance of Office.

**2 Election of Vice Chairman**

Steve Bennett was proposed, seconded and duly elected as Vice Chairman for the ensuing year.

**3 Public Forum**

A resident expressed concern with regard to possible breach of planning conditions at a property in Church Road, Cantley. The Clerk to seek advice from the Planning department at Broadland District Council.

**Clerk**

The Chairman stated that there had been a burglary in the Parish this past week as well as one in Brundall. The offenders are stealing garden equipment.

**4 Apologies**

Apologies were received from Andrew Proctor. No apologies were received from Brenda Pawsey.

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

The Clerk had received declarations of interest from Dot Machin, as Trustee of the Cantley Staithe Trust. It was **agreed** to allow Dot to be involved to discussions with regard to the Staithe for a period of 12 months.

**6 Minutes of the meeting held on 19<sup>th</sup> April 2018**

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

**7 Urgent Items**

There were none.

**8 Matters Arising**

**a) Councillor Vacancy**

The Clerk stated that a by-election had not been requested and therefore the Council can co-opt to fill the current vacancy. Notices have been prepared for the notice boards.

**9 Highways and Transport**

**a) Community Speedwatch- Beighton**

It was noted that the large signs had been displayed in Beighton stating that there was community speedwatch taking place but there was no visible sign of any volunteers. The Clerk to look into this.

**Clerk**

## 10 Finance

a) It was **agreed** to pay the following:-

Melanie Eversfield	Clerk's Salary – April 2018	£171.61
HMRC	PAYE for Melanie – April 2018	£ 42.80
HMRC	PAYE for V Powell – June 17-Mar 18	£265.97
Norfolk PTS	Subscription	£ 93.47
Cantley Village Hall	Hall Hire	£ 20.00
Parish Online	Subscription	£ 36.00
Anne Barnes	Internal Auditor for 2017/2018	£ 60.00
Zurich Municipal	Insurance for 2018/2019	£206.08
FOCUS	S137 Donation	£100.00

b) It was noted that 50% of the 2018/2019 precept of £4,673.50 has been received.

c) The Internal Auditors report for 2017/2018 was received and APPROVED.

d) The Annual Governance Statement for 2017/2018 was received and APPROVED.

e) The Annual Accounting Statement for 2017/2018 was received and APPROVED.

## 11 Correspondence

a) Broadland District Council re. Gambling Policy Review. Noted.

b) Norfolk County Council re. Norwich Western Link public consultation. Noted.

## 12 Planning

The Clerk stated that she had received notification from Broadland District Council regarding street numbering for the Change of Use of Former Agricultural Building to Residential Dwelling, Adj. The Grange, Grange Road, Cantley. It states that the new building will be called 'The Stables'. There were no objections. **Clerk**

## 13 Ongoing Matters

a) Limpenhoe Working Group Update

At present there was no further updates however, it was noted that Steve Bennett is still to approach the farmer and informs him of the Parish Council's plans and seeks his feedback. **SB**

## 14. New Matters

a) Newsletter Distribution

A discussion took place with regard to the distribution of the newsletter. It was agreed that the Clerk contacts various companies to ascertain costs for distribution. **Clerk**

## 15 General Data Protection Regulations

a) It was noted that additions relating to GDPR have been made to Standing Orders and Risk Policy.

b) The draft GDPR policy was considered and adopted.

c) It was noted that production of privacy notices and an information audit are outstanding. **Clerk**

## 16. Items for the Next Months Agenda

Dispensation for Cantley Staithe.

Newsletter distribution.

## 17. Date of Next Meeting

The next meeting will be Thursday 21<sup>st</sup> June 2018, 7pm at Cantley Village Hall.

The meeting closed at 7:30pm

**CHAIRMAN**