

**Minutes of the Meeting of Cantley Parish Council held on
Thursday 18th January 2018 at 7pm in Cantley Village Hall.**

Present: Dot Machin (Chairman)
Peter Key
Steve Bennett
Brenda Pawsey
Norma Knight
Ray Smith
Vicky Powell, Clerk

Also present: One member of the public was in attendance

1 Public Forum

Dot Machin noted that the Staithe Charitable Trust were offering the opportunity for free water activity courses at Whitlingham Adventure Centre. It was agreed to add an item to the next Parish newsletter. **Clerk**

2 Apologies

Apologies were received and accepted from Kevin Francis.

3. Declaration of Interest for items on the agenda

None received

4. Minutes of the meeting held on 21st December 2017

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

5. Urgent Items

None received

6. Matters Arising

a) Fouling – Hobbs Lane

Following several incidences where human excrement had been found in Hobbs Lane, Brenda Pawsey confirmed that she had walked along the route and had not come across anything apart from a few incidences of litter. The lane was being used on a regular basis by dog walkers. It was **agreed** to monitor the situation and any further incidences should be reported to the Parish Council.

b) Traffic Bollards – Peregrine Close

The Clerk confirmed that NCC Highways would add cleaning the bollards to their work programme in the area.

7. Highways and Transport

Brenda Pawsey noted that there was a pothole on Church Road, outside the Oaks Farmyard gate. It was **agreed** that the clerk would report the incident to NCC Highways. It was noted that the potholes in Southwood were yet to be repaired. The Clerk would chase. **Clerk**

8. Finance

a) It was **agreed** to pay the following, proposed by Norma Knight, seconded by Ray Smith, all in favour.

Vicky Powell	Clerk's Salary November (SO)	£191.60
Cantley Village Hall	Hall Hire (September/October)	£ 20.00

9. Correspondence

a) Norwich, Yarmouth & Lowestoft re-signaling railway works

The Clerk noted that she had received an update from Network Rail on the next phase of railway upgrade works. There would be a temporary closure of the level crossing to vehicles and pedestrians at Cantley Station from Saturday 03 March until Monday 05 March 2018, between approximately 23:00 04:00. Dot Machin reminded those present of the public drop in sessions being held by Network Rail on 31st January at Cantley Village Hall

b) Limpenhoe War Memorial – Historic England

The Clerk noted that Historic England were considering adding the Limpenhoe War Memorial to the List of Buildings of Special Architectural or Historic Interest, as part of their centenary of the First World War. The Clerk had been approached for clarification as to its ownership. It was noted that the memorial was not owned by the Parish Council and it was **agreed** that the Clerk would write to Revd Martin Greenland to ascertain ownership.

Clerk

10. Planning

a) None received.

11. Ongoing Matters

The Clerk reported that the Limpenhoe Village Green working group had last met in November. The group had completed a draft risk assessment template. The Clerk noted that the template was an initial starting point to help identify potential risks and a more in-depth assessment would be required at a later date.

LWG

12. New Matters

a) General Data Protection Regulation (GDPR)

The Clerk reported that data protection law would significantly change on 25 May 2018, with the introduction of the GDPR. The Data Protection Act 1998 currently governs the protection of personal data, however the introduction of GDPR will impose new obligations on local councils to the way in which they store and distribute information, and give more rights to individuals. Compliance with GDPR is likely to have resource implications. The Clerk noted that she was awaiting further clarification on the regulation and would report back to Council at a future date.

Clerk

13. Items for the Next Months Agenda

None

14. 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 15 – Recruitment of Parish Clerk, proposed by Ray Smith, seconded by Norma Knight, all in favour.

15. Recruitment of Parish Clerk

a) Receive and Shortlist Applications

One application had been received and it was **agreed** to interview the applicant.

b) Interview Panel

It was **agreed** that as only one application had been received an informal interview would take place prior to the commencement of the February Parish Council meeting.

Clerk

- c) Interview Date and Venue
Thursday 15th February, Cantley Village Hall.

16. Date of Next Meeting

The next meeting will be Thursday 15th February 2018, 7pm at Cantley Village Hall.
The meeting will be followed by a meeting of the Limpenhoe Village Green Working Group.

The meeting closed at 7:35pm

CHAIRMAN