

## MINUTES

Cantley, Limpenhoe and Southwood Parish Council  
Thursday 21<sup>st</sup> December 2023 7.00pm at Cantley Village Hall

**Present:** Dot Machin (Chairman), Steve Bennett (Vice Chairman), Jan Davis, Kevin Francis, Peter Key, Norma Knight, Brenda Pawsey

**Also Present:** Anne Tandy, Locum Clerk

**Members of the Public:** 2

1. The meeting was opened and there were no apologies for absence.
2. There were no declarations of interest or applications for dispensations for items on the agenda
3. Public Forum and County and District Councillor Reports:
  - a. Cllr Jan Davis presented a report which can be read at Appendix A.
  - b. A member of the public reported that the switch off of analogue phones may be delayed due to issues with the roll out of the digital version. The district Councillor continue to press Broadland about the matter.
4. The minutes of the meeting held on Thursday 16<sup>th</sup> November 2023 were presented and agreed as an accurate record of the meeting. Proposed by Kevin and seconded by Jan. All agreed.
5. To report matters arising from the minutes not on the agenda: for information only
  - Langley Road tree plaque has been ordered.
  - Diversion of water on School Road to the village pond is likely to need planning permission on the advice of BDC but an enquiry is currently with the Broads Authority to confirm.
6. **Planning**
  - a. Paul Harvey, Safety and Health Business Partner at British Sugar Limited attended to discuss the footpath rerouting at the factory. This is being proposed as a safety measure to formalise the already diverted route away from factory access road to the riverside edge. As part of this application work will be completed to improve the condition of the path ensuring it is more accessible. The changes to the staithe path will be removed from the application and no changes will be made.
  - b. The following planning applications were considered:
    - 2023/3545** – Limpenhoe Village Hall, NR13 3JB. Proposal: Replace existing wood windows to east and north elevations of main hall with UPVC double glazed sash style windows with top opening sections.  
**Comments:** No objections.
    - 2023/3626** - The Bungalow Station Road, NR13 3SQ. Proposal: Proposed annexe  
**Comments:** No objections
    - BA/2023/0445/FUL** - Cantley Sugar Factory, Station Road, Cantley, Norfolk. Proposal: Replacement of coal-fired boiler and installation of plant items associated with Combined Heat and Power Plant to include 1x turbine, 1x steam generator, 1x compressor station and 1 package boiler inc. stack.

Comments: No documentation is available on the planning portal so this will be moved to the next agenda.

**2023/3689** - Location: Thatch Farm Barn Manor Road Cantley NR13 3JH. Proposal: Variation of condition 2 of 20210464 - amended plans

Comments: no objections.

## **7. Cantley Staithe Charitable Association**

- a. An update from the Staithe Working Group meeting on 30 November 2023 was presented.
- b. Communication has been received from some of the Staithe hirers regarding the fee increase. A response outlining the reasons behind this will be sent, by the Clerk, in reply.

## **8. Highways and Transport**

- a. An update was given on the Parish Partnership application for a trod path through the Church grounds. It was confirmed that this had been submitted and the Diocese who reported that the changes were minor and no application was needed by them. The Parochial Church Council are meeting in February 2024 to consider the proposal.
- b. Update on matters reported to Highways:
  - Potholes at Oak Farm Lane, Southwood have been repaired.
  - The overgrown hedge at School Lane could not be identified by Highways but it is reported that this has already been completed.
  - The matters at Grimms Lane were reported but not response has been received so far. The Clerk asked for photographs to be submitted so they can support the complaint.
  - The broken sign at Manor Road has been reported to BDC and is scheduled for repair
  - It was asked if the meetings held three times a year with the Highway Engineer could be reinstated. The Clerk will make enquiries.

## **9. D-Day 80<sup>th</sup> Anniversary – 6<sup>th</sup> June 2024**

Brenda provided an update on enquiries into how this is being marked across the villages and what the Council can do contribute. Limpenhoe are planning an event but no firm details are available at this time. Nationally the suggestion is for beacons to be lit. Matter to be brought back to the February meeting for an update.

## **10. Limpenhoe Village Green**

The cost of installing signage at Limpenhoe Village Green at a cost of £145.00 was approved. Proposed by Brenda and seconded by Steve. All agreed.

## **11. Winter Pressures Grant - Broadland District Council**

No causes in the village could be identified at this time but the matter can be revisited at the next meeting.

## **12. Pride in Place Clean up and Bloom initiative – Broadland District Council**

The application for a grant of £300 to be used for improvement of the Village Staithe area was approved. **All agreed.**

## **13. Budget 2024/2025**

- a. The draft budget was considered. Proposed by Brenda and seconded by Steve for approval. All agreed.
- b. The reserves balances for 2023/24 was noted. It was suggested that the surplus budget and remainder of the CIL money totalling £5,000.00 be earmarked for the Cantley Village Hall rebuild fund. Proposed by Steve and seconded by Norma. All agreed.
- c. The Precept request for 2024/25 of £11,000 was proposed by Jan and seconded by Norma. All agreed.

- d. The appointment of Tina Newby as Internal Auditor for 2022/23 accounts at a cost of £80.00 was proposed and agreed.

#### 14. Finance

- a. The bank reconciliation up to November 2023 was received and noted.
- b. The cost of renewing the Parish Insurance at a cost of £744.26 purchased under Clerks emergency powers, was ratified.
- c. The purchase of a mobile phone to be dedicated to the administration of the Council at a cost of £24.00 +VAT was agreed.
- d. The following payments were proposed by Norma and seconded by Peter. All agreed.

Date	Recipient	Description	Amount
29/12/2023	Anne Tandy	Salary – for December 2023	£361.81
21/12/2023	Anne Tandy	Expenses – WAH and travel	£51.50
11/12/2023	HugoFox	Website Hosting – Direct Debit	£9.99 + VAT
01/12/2023	CIM Ltd	Village Green Signs	£35.00 +VAT
01/12/2023	Gallagher & Son	Annual Insurance	£744.26
21/12/2023	Tesco Mobile	Parish Mobile Phone	£30.00
21/12/2023	Anne Tandy	Stationery expenses – Postage stamps and dividers	£8.69
21/12/2023	FOCUS	Donation	£200.00
21/12/2023	The Tree Council	Donation	£25.00
21/12/2023	CPRE	Donation	£35.00

#### 15. Correspondence

- NALC – Chief Executives Bulletin x3
- Norfolk Climate Change Partnership - Net Zero Communities - fast followers project. *Jan as a member of the group to report back to the Council on any relevant initiatives. Dot to attend Cluster meetings where possible. Jan to present an overview to the Council at the next meeting.*
- Broadland DC - Town & Parish Summit Notes and Presentation from 9<sup>th</sup> November 2023
- Tree Council Broadsheet 225
- Cllr Eleanor Laming – Postwick Park and Ride updates. *The Council wished to recognise the great work Cllr Laming has carried out in promoting this service.*
- Norfolk County Council - Norwich Western Link Project Update

#### 16. Items for Next Meeting's Agenda on **Thursday 18<sup>th</sup> January 2024** at 7.00pm at Cantley Village Hall.

- Norfolk Climate Change Partnership
- Planning – British Sugar Factory replacement boiler application.

Meeting concluded at: 20:34

## Appendix A

### Broadland District Councillors Report for Cantley, Limpenhoe & Southwood Parish Council Meeting – 21 December 2023

[A Winter Pressures grant has been launched to support residents. Funding is for a maximum of £1500 per group and can be used for projects such as supporting warm spaces, providing hampers/gifts for vulnerable households, purchasing warmth providing equipment for those in need. Projects need to be engaged with other local support and the Help Hub. For more information and an application form: <https://www.southnorfolkandbroadland.gov.uk/communities/winter-pressures-grant/1>](https://www.southnorfolkandbroadland.gov.uk/communities/winter-pressures-grant/1)

The Norfolk Climate Change Partnership has been awarded £300,000 from Innovate UK to spend over 2 years to promote Norfolk Net Zero Communities. A Net Zero Innovation and Delivery Officer is already in post. BDC has proposed Brundall Ward for the pilot scheme in the district. The project, called Fast Followers, aims to deliver net zero activities via community engagement. Meetings are being held with the parish councils in Brundall Ward to decide how to take the project forward.

There is still funding available up to £1000 under the Members Ward Grant scheme to support community projects and activities. Please see Jan or Eleanor to apply.

Round 3 of the Pride in Place Community Grant scheme is now open for applications which need to be submitted by 31 January 2024. Assessments for these will take place in February 2024 and spending has to be completed between April and December 2024.

£340,402 is available in total for BDC projects in Round 3.

Revenue funding can address specific challenges or promote an opportunity, Feasibility funding can help improve understanding of local needs and develop community/green infrastructure projects, and Capital funding is to support new or improved community facilities. Match funding is needed for capital project applications.

For more information please contact Andy Sexton, Pride in Place Relationships Manager

[andy.sexton@southnorfolkandbroadland.gov.uk](mailto:andy.sexton@southnorfolkandbroadland.gov.uk)

Broadland District Council and South Norfolk Council have helped over 200 businesses secure grants totalling almost £700,000, through the Business Builder programme.

A new Help Hub van will be launched in Spring 2024. It will bring council Help Hub services to residents in areas to offer frontline support where services are requested most. Advice on benefits, debt welfare, isolation, anti-social behaviour and domestic abuse will be available.

Broadland District Council and South Norfolk Council have received the RSPCA Gold PawPrint Award for its stray dog service for the fourth year in a row. Animal Warden Services deliver the stray dog service and work as a partner to help reunite owners and their dogs.

In line with the Elections Act 2022, electors can now apply for most types of absent vote (postal votes and proxy votes) online or through a paper application. As from 31/10/23 a postal vote can be in place for a maximum period of up to 3 years.

The Emergency Planning team at BDC can provide information and guidance to parish councils on preparing their Community emergency plans. Contact: [simon.faraday-drake@broadland.gov.uk](mailto:simon.faraday-drake@broadland.gov.uk)

BDC has secured funding from the government Innovation and Capacity Fund. This has been partly used to provide a new web page giving information on Nationally Significant Infrastructure Projects (NSIP's) which will be continually updated.

<https://www.southnorfolkandbroadland.gov.uk/planning>

BDC has approved the Council Tax Assistance scheme for 2024/2025. No changes proposed.

The discretionary housing payment and council tax discretionary relief policies were reviewed and approved. These are to relieve hardship and there has been an increase of demand for these funds. The key principles of the policies have remained the same.

BDC will be using funding from the UK Shared Prosperity Fund to provide employment support in the district and encourage the take up of apprenticeships and work. Placements funding will also be used to help develop a skills hub focusing on the retrofit sector of the construction industry.

Cabinet has agreed to award a three year contract for hybrid mail provision via a print service. This will reduce production and print costs for the council.

Main Council has agreed that a new vehicle-related Public Space Protection Order should be put in place for a period of 3 years. It will apply at all times and across the whole of the district. This follows a period of public consultation which ran from 1/8/23 to 29/9/23.

The new Broadland Community Grant Scheme panel met on 7 December. There was insufficient funding to meet all requests, and some were granted partial funding. The successful applications were: Improvement to a play surface area in Freethorpe (£1718), Shed for Hellesdon Allotment association (£5154), Reephams Festival equipment (£12,028), Sprowston Community Garden (£1500), Sprowston Senior Citizens Club lighting (£600), Taverham Village Hall heating and WiFi system (£15000), Yare Boat Club facilities (£14,000).

A Clean up and Bloom grants scheme is open to community groups to fund spending on improving and cleaning up their area. E.g. money could be spent on plants for landscaping and litter picking. Up to £300 can be applied for via a simple application process.

<https://www.southnorfolkandbroadland.gov.uk/news/article/385/helping-communities-bloom>

A motion was presented to Main Council on 14 December asking the Council to Declare Support for the Climate and Ecology (CE) Bill. The CE Bill is a private members bill currently before the House of Commons which aims to align current UK environmental policy with the need to halt and reverse nature loss by 2030. Council voted to support the motion.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming 19/12/23)