

**Minutes of the Meeting of Cantley, Limpenhoe and Southwood Parish Council
held on Thursday 19th March 2020 at 7.15pm in Limpenhoe Village Hall.**

Present: Dot Machin (Chair)
Steve Bennett
Jan Davis
Kevin Francis
Peter Key
Melanie Eversfield, The Clerk

Also present: 2 members of the public were in attendance

1. Public Forum

A resident stated that the required paperwork for the TPO at 4 Oak Tree Close has been dealt with via Broadland District Council and has been approved.

2. Apologies

Apologies were received and accepted from Norma Knight and Brenda Pawsey.

3. Declaration of Interest for items on the agenda

There were none.

4. Minutes of the meeting held on 20th February 2020

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

5. Urgent Items to be raised through the Chair

There were none.

6. Matters Arising

a) Tree Survey Quotes for Limpenhoe Village Green and Cantley Pond

It was noted that this item would be deferred to the next Council Meeting.

b) Feedback from the Local Authority Cluster Meeting held in January

It was noted that this item would be deferred to the next Council Meeting.

c) Feedback from Cllr Jan Davis regarding litter pick

It was noted that this item would be deferred to the next Council Meeting.

d) Feedback from the multi parish meeting with Jerome Mayhew MP on 6th March 2020

It was noted that this item would be deferred to the next Council Meeting.

7. Highways and Transport

a) It was **agreed** to defer feedback from the public meeting with Highways England regarding the dualling of the A47 at Blofield Courthouse on Monday 24th February to the next meeting of the Parish Council. **Clerk**

b) It was agreed to defer feedback from the public meeting with Network Rail and associated bodies on 5th March to the next meeting of the Parish Council. **Clerk**

8. Policies and Procedures

a) It was noted that the Asset Register has been reviewed. The addition of the defibrillator, screen, projector and filing cabinet were **approved**. **Clerk**

9. Finance

a) The account summary, budget comparison and bank reconciliation for the financial year ending 31st March 2020 as at 27th February was received and noted.

b) It was noted that Cllr Norma Knight had inspected the Parish Council Accounts for 2019/2020.

c) It was **agreed** to appoint Cllr Norma Knight as Internal Control Inspector for 2020/2021.

d) The following payments were considered and **agreed**:- **Clerk**

Mrs M Eversfield	Salary & Expenses March 2020 (SO)	£182.33
HMRC	PAYE March 2020	£45.60

- 10. Planning**
a) 20200101 – Erection of seven grain silos and seven pre-store silos (amendment to position of previously approved grain silos) – Yaregrain PLC, Manor Road, Cantley, NR13 3JG. **Clerk**
NO OBJECTION in principle however the mature hedging that was part of the planning conditions to a previous planning application has still not happened and the Parish Council would like to see this enforced.
- 11. New Matters, if any**
a) It was **agreed** that the Clerk sets up a Facebook page for the Parish Council. **Clerk**
b) In light of the current Covid-19 pandemic the Clerk had circulated to councillors a scheme of delegation, attached to the official minutes, so that she can ensure the council continues to run as smoothly as it can during this pandemic in case we cannot meet in person. The scheme of delegation was **agreed**. **Clerk**
Cllr Jan Davis gave a briefing on how in this instance the Community Resilience Plan can be implemented. It was **agreed** that an isolation card be hand delivered to each household in the Parish seeking volunteers and also identifying the vulnerable at this current time. Cllr Jan Davis to implement this. **JD**
- 12. Items for the Next Months Agenda**
All matters deferred from this meeting and also any decisions that have been made via email during the Covid-19 pandemic. **Clerk**
- 15. Date of Next Meeting**
As we have been advised not to hold meetings in public it was agreed to cancel all meetings for April. The meeting on Thursday 21st May to start at 6pm to allow for the Annual Parish Meeting to take place before 1st June. The Clerk to continue to monitor the situation and make alternative arrangements if need be. **Clerk**

The meeting closed at 7.50pm.

CHAIR