

MEETING MINUTES

Cantley, Limpenhoe and Southwood Parish Council

Thursday 21st November 2024

Present: Dot Machin (Chair), Steve Bennett (Vice Chair), Kevin Francis, Peter Key, Norma Knight

Also Present: Anne Tandy, Clerk and RFO

Members of the Public: 1

1. Welcome and apologies for absence received from Jan Davis and Brenda Pawsey. All agreed.
2. There were no declarations of interest or requests for dispensations
3. The minutes of the Parish Council meeting held on 17th October 2024 were agreed as an accurate record of the meeting and duly signed by the Chair.
4. The meeting was adjourned for public forum and reports from the County and District Councillors.
 - a. The District Councillors Report was presented (appendix A)
5. A report was given on matters arising from the minutes not on the agenda: for information only
 - a. Pride in Place Grant – update on the tree planting at the Staithe. The invoice has been received for payment and then delivery will be arranged.
 - b. Feedback regarding the A47 Construction visit. A very worthwhile and informative event.
6. **Staithe Charity**
 - a. Progress on the Charity Commission application was given by the Clerk.
 - b. The business plan prepared by the Clerk to accompany the application was noted.
 - c. The following policies were considered for adoption. All were agreed.
 - i. Terms and Conditions
 - ii. Selection Criteria
 - iii. Financial Regulations and Controls
 - iv. Conflict of Interests Policy
 - v. Reserves Policy
 - d. Preferred dates for Trustee training with Community Action Norfolk were proposed as Thursdays in January and February 2025. The Clerk will check availability with CAN and circulate the dates.
7. **Cantley Village Hall Committee**

The management committee have requested a grant from the Council in the sum of £130,000 - £150,000 towards the cost of clinical rooms in the proposed new village hall. The expectation is for this to be funded by the Council taking out a PWLB loan to be repaid over 50-60 years through the precept. Further enquiries are being made to ensure the legality of the Council taking this course of action and assessing the financial impact on parishioners. A public consultation would need to take place before any decision could be made if the Council felt it was an appropriate course of action to follow after receiving full advice from the Clerk. It

was resolved that the Clerk will make enquiries with advisory bodies and look into the financial burden this would place on the precept and report back to the Council at the next meeting.

8. Limpenhoe Village Green

Discussion took place as to how to resolve issues with land ownership at Limpenhoe Village Green. The Open Spaces Society are supporting with this. The Clerk is to contact them to review current position and what options are available moving forward.

9. Highways and Transport

- a. An update on matters reported to Highways was given.
- b. The SAM2 report for October 2024 was noted.

10. Net Zero Communities.

Brenda or Jan did not attend so this item is adjourned to the next meeting.

11. Upgraded Email Domain

It was proposed that the Council's email address is changed to a .gov.uk domain in line with guidance from the Joint Panel on Accountability and Governance. Two quotes were provided and it was proposed by Kevin Frances and seconded by Steve Bennett to adopt the new domain name. It was proposed by Norma Knight and seconded by Dot Machin to use Parish Online which will also include a new website. This will provide slightly more functionality than the current website. The cost will be £315.00 +VATpa but an application for a £100.00 government grant will be made to reduce the first year to £215.00 +VAT.

12. Budget 2025/26

- a. It was proposed by Steve Bennett and seconded by Peter Key to approve the budget for 2025/26. All agreed.

13. Finance

- a. The bank reconciliation to 31 October 2024 was noted. The current balance totals: £20,803.60.
- b. It was resolved to ratify the payment of the Council's Annual Insurance at a cost of £757.34 with 80% being paid by the Staithe Charity. All agreed.
- c. It was resolved to ratify the subscription of £45.00 to the Open Space Society. All agreed.
- d. A further year's subscription to the Broads Society at a cost of £16.00 was approved.
- e. The nationally agreed NJC pay award for 2023-24 was noted and that the contractual adjustments have been applied to employee pay.
- f. It was proposed by Norma Knight and seconded by Steve Bennett to approve the following payments. All agreed.

Voucher	Date	Description	Supplier	Account name	Net	VAT	Total
72	21/11/2024	Limpenhoe October 2024	Limpenhoe Village Hall	Hall Hire	15.00	0.00	15.00
73	21/11/2024	20% Council 80% Staithe	Gallagher Insurance	Insurance	757.34	0.00	757.34
74	11/11/2024		Hugo Fox	Website	9.99	2.00	11.99
75	21/11/2024	Back pay April 2024	Anne Tandy (Clerk)	Hosting	***	0.00	***
76	28/11/2024	November 2024	Anne Tandy (Clerk)	Clerks Salary	***	0.00	***
77	21/11/2024		Anne Tandy (Clerk)	Clerks Salary	49.99	10.00	59.99
78	21/11/2024	Home working/Travel	Anne Tandy (Clerk)	Microsoft 365	48.50	0.00	48.50
79	21/11/2024	Legal fees re: Staithe Charity	nplaw	Clerks Expenses	453.50	84.10	537.60
80	21/11/2024	Silver Birch Tree	Black Row Nurseries	Pride in Place Grant	300.00	0.00	300.00

14. Correspondence

- Upcoming Temporary Closure of Limpenhoe Road/ Cantley Road/ Church Road due to fibre network installation works (my ref NTRO8603)

- Broads Society Magazine October 2024
- A47 Blofield to North Burlingham - Parish Council Invite to Start of Works Event 7/11/24
- BADCOG Newsletter November 2024
- Broadland and South Norfolk Business Awards 2025 - Nominations are now open
- Broadsheet Issue 236 - November 2024
- Annual Street Count Broadland 2024
- Norfolk Armed Forces Covenant 2025 Commemoration Fund

15. Meeting Dates 2025

The dates for all meetings next year were agreed.

16. Items for the Parish Council Meeting's Agenda on **Thursday 19th December 2024** at 7.00pm at **Cantley Village Hall**.

Limpenhoe Village Green
Cantley Village Hall
Precept setting

17. It was resolved to consider excluding the public under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the public due to the confidential nature of the item to be discussed – personnel matters. All agreed.

The completion of the Clerk's appraisal was noted and it was stated that it had been a very positive report. Matters arising from the appraisal regarding carrying over annual leave, proposed training at a cost of £48.00 and amending contracted hours were discussed and approved.

Meeting ended 20:58

Signed

Date

Appendix A

Broadland District Councillors Report for Cantley, Limpenhoe & Southwood Parish Council Meeting – 21 November 2024

BDC provides support and advice for new and growing businesses in the district. If you are associated with a business and would like to receive business news and information from the council, subscribe to the newsletter here: <https://www.southnorfolkandbroadland.gov.uk/business/starting-new-business>

The BDC Emergency Planning department has asked communities to consider preparing for winter by considering the risks and reviewing the current plans and networks in place. BDC is part of the Norfolk Resilience Forum. For more information on developing a plan, visit the website or contact Simon.Faraday-Drake@southnorfolkandbroadland.gov.uk
<https://www.southnorfolkandbroadland.gov.uk/communities/community-resilience>

On 16/10/24 Cllr Laming attended the Norfolk and Waveney Integrated Care System Conference at the Kings Centre which considered health and social care provision in the area.

At the BDC Main Council meeting on 17/10/24:

The council adopted a Revised Complaints Policy

The Reedham Neighbourhood Plan was adopted

It was agreed that Broadland Growth Limited (BGL) will be retained by BDC as a wholly owned company. BGL has completed 2 small housing developments in the past, one at Carrowbreck Meadow (14 homes) and one in Great Plumstead (22 homes)

The Annual Report of the Audit Committee (2023/24) was approved

A motion was passed to sign up to the Youth Advisory Board Pledge to “provide accessible, inclusive, safe play environments that challenge, excite, stimulate and promote the interaction of all young people of all abilities”, noting that full compliance with the pledge will require a staged implementation and may be restricted due to resources.

<https://www.map.uk.net/here-you/changing-world/everyone-has-right-play>

A motion was passed to oppose the government’s proposal to remove the Winter Fuel Payment from pensioners who do not claim Pension Credit or are on other benefits recognising the disproportionate impact this will have on our vulnerable residents, particularly those in rural communities like Broadland, and to write to the Secretary of State for Housing, Communities and Local Government and the Chancellor of the Exchequer, to ask that Winter Fuel Payments are reinstated to protect vulnerable pensioners.

Nominations are now open for the BDC Business Awards, sponsored by Birketts. Businesses can nominate themselves in any one of 10 categories which include: Business Growth, Business Innovation, Employer of the Year, Environmental Impact, Excellence in Advanced Manufacturing and Engineering, Excellence in Insurance, Financial and Professional Services, Food and Drink Producer of the Year, New Business, Small Business of the Year and Tourism Business of the Year. Nominations close on 13/12/24. Winners will be announced on 19/3/24. Residents are also invited to vote for their favourite Retailer of the Year and Pub of the Year. By voting they will automatically be entered into a prize draw to have a chance of winning £100 of shopping and pub vouchers.

<https://www.southnorfolkandbroadland.gov.uk/business/broadland-and-south-norfolk-business-awards>

Cllr Laming attended the BDC Community at Heart Awards evening on 24 October 2024 and learned about some truly inspirational people and projects who go above and beyond to support others. Elizabeth Cameron from Strumpshaw won the Lifetime Achievement Award for 50 years of community work - huge congratulations! and there were amazing nominees and winners from all across the district. The event was sponsored and supported by Clarion Housing, Clarion Futures, Veolia, HSBC, Richard Wills Training Associates, Loads4Less, McKibbin Management Consultants, Citrus Security Shredding and Royal Norwich Golf Club.

<https://www.southnorfolkandbroadland.gov.uk/communities/community-heart-awards-2024>

Cllr Jan Davis and Cllr Eleanor Laming attended the official opening of the Brundall Sports Hub on 26 October which has a state of the art 3G pitch. Brundall Parish Council and other partner organisations put in a huge amount of work to reach this stage and it was funded by the Greater Norwich Growth Board and the Premier League Football Foundation.

<https://www.southnorfolkandbroadland.gov.uk/news/brundall-sports-hub-opening-ceremony>

The Net Zero Communities Project in Brundall Ward is progressing well. Conversations within the ward have identified the main issues of interest to people focus on energy efficiency, clean heat and power and transport. The next phase will involve creating local case studies, conducting a survey to reach families and younger people who have had less input so far, and the provision of clearer energy advice to residents.

On 5 November BDC Cabinet agreed to accept government funding of £8.85m for Local Nutrient Mitigation to address nutrient pollution in the Broads and Wensum catchment areas. This will help to enable plans for some housing developments to move forward.

Cllr Jan Davis and Cllr Jess Royal (Lingwood & Burlingham) attended the A47 “Start of Works” event held by National Highways and the contractor, Galliford Try, at their South Walsham Road office base. A number of parish councillors also attended from the local area. Presentations were given explaining the work being carried out followed by a site visit to where the flyovers at each end of the dualling are to be built. The need for adequate and correct signage for road diversions was stressed as was the need for National Highways to liaise closely with NCC Highways on future road diversions. Several other issues were raised regarding minimising the impact of the works on local villages.

Cllr Laming and Cllr Jess Royal (Burlingham Ward) attended the Licensing Service on 11 November for Rev Jane Morris St Peter’s Church, Lingwood for the Lingwood benefice

Cllr Davis and Cllr Laming attended the Armistice Day Service on 11 November at The Shard in Brundall, and also the Remembrance Day Service held on 10 November at St Laurence Church in Brundall

Cllr Davis attended the Town and Parish Council Summit at the Horizon Centre on 13 November. The next Town and Parish Council Forum will be held on Tuesday 7 January at 1.00 pm.

The Police and Crime Commissioner, Sarah Taylor, gave a presentation on 12 November to the BDC Overview and Scrutiny Committee on her role. Any members of the public can contact her about policing issues. For more information the link is:

<https://www.norfolk-pcc.gov.uk/>

BDC Officers are working closely with Housing Associations to share appropriate information and ensure service provision is of high quality. New tenant satisfaction measures have been introduced as a measure of performance.

BDC are working on improving customer experience, to ensure that every contact with the council meets the needs of residents.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming on 18/11/24)