

**Minutes of the Annual Meeting of Cantley, Limpenhoe and Southwood Parish
Council held on Thursday 16th May 2019 at 7.00pm in Cantley Village Hall.**

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

Also present: 5 members of the public were in attendance

1. Election of Chairman

It was proposed, seconded and unanimously agreed that Dot Machin be appointed Chairman for the ensuing year. Dot signed the Declaration of Acceptance of Office.

2. Election of Vice Chairman

It was proposed, seconded and unanimously agreed that Steve Bennett be appointed Chairman for the ensuing year. Steve signed the Declaration of Acceptance of Office.

3. Public Forum

Dot stated that a resident had complained about not receiving the latest Parish newsletter. It was noted that all newsletters had been delivered.
It was reported that the chicane at the end of Oak Tree Close is still outstanding. The Clerk to chase with NCC Highways.

Clerk

4. Apologies

Apologies for absence were received from Peter Key and Brenda Pawsey.

5. To confirm that all councillors have signed the Declaration of Acceptance of Office

Noted.

6. Declaration of Interest for items on the agenda

There were none.

7. Minutes of the meeting held on 18th April 2019

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

8. Urgent Items to be raised through the Chair

None.

9. Matters Arising

a) Handyman / Grounds Maintenance

The Clerk reported that she had spoken with the local handyman and he was happy to give the Parish Council a quote but would appreciate a site meeting of the areas in question before he quotes. It was **agreed** that Steve Bennett would contact the handyman to arrange a site meeting.

SB

b) Closure of Church Road Crossing

It was **agreed** that we needed written reassurance from Network Rail that the fence is moveable if the Station Road crossing is not accessible.

Clerk

10. Highways and Transport

a) It was noted that all potholes marked for attention have been re-filled.

b) The Clerk stated that the Parish will be receiving a visit by NCC Highway Rangers shortly. If there is anything that Councillors feel needs attention to let the Clerk know.

Clerk

11. Policies and Procedures

- a) It was noted that the General Data Protection Policy had been reviewed and no changes were made.
- b) It was noted that the Financial Regulations had been reviewed and no changes were made.

12. Finance

- a) The account summary, budget comparison and bank reconciliation for the financial year ending 31st March 2020 as at 30th April 2019 was received and noted.
- b) It was noted that 50% of this years' precept for the sum of £5,067.00 had been received.
- c) The Internal Auditor's Report for 2018/2019 was received and as there were no recommendations it was noted.
- d) The following payments were consider and **agreed**:-

Clerk

Mrs M Eversfield	Salary & Expenses May 2019 (SO)	£190.01
HMRC	PAYE May 2019	£44.60
Anne Barnes	Internal Auditor for 2018/2019	£60.00
Cantley Church	Annual Grass Cutting Grant	£150.00
Norfolk Parish Training & Support	Training	£44.00

13. Planning

- a) 20190731 – 9 self build/custom build dwellings – Hillcrest, 33 Church Road, Cantley, NR13 3SN.

Clerk

The Parish Council feels that the proposals contained therein are an overdevelopment of the site. It has concerns that there will be too many houses servicing a shared drive. As the proposal is to have self-build properties will there still be one contractor or will there be nine? Never the less a considerate contractor scheme must be considered whereby there is a noise, site safety and traffic management plan in place. Also, if there are nine self-build contractors there are concerns over the amount of time this builds will take. There are concerns regarding the access and egress of the site as well.

It is noted that there are problems with sewerage and flooding at the bottom of the site.

What plan will be put into place to deal with this?

Although there is a Tree Preservation Order on all trees on site the Council are concerned that if the trees are taken out completely then this development will overlook neighbouring properties. With regard to the TPO the Council fully respects the environmental aspects of this for the wildlife however it also needs to represent the neighbouring properties of the site and therefore the trees MUST be maintained.

The Council suggests an informed view of the historical aspect of the site is sought as it believes the site to be an archaeological site. This is also a wildlife site and there is a need to retain the wildlife corridor.

14. Ongoing Matters

- a) Fencing of Limpenhoe Village Green

Clerk

It was **agreed** that the Clerk would contact Norfolk Parish Training and Support and the Broads Authority to seek advice about the fencing of a village green. The outcomes of this to be bought back to the Council for further consideration.

15. New Matters

- a) Litter Pick in the Parish

JD

It was agreed that Jan Davis would look into and co-ordinate a Litter Pick in the Parish. He would gather his findings and would a report together for the next Council meeting.

16. Correspondence

- a) The Broads Authority Local Plan report for April 2019 was received and noted.
- b) Broadland District Council's Two Councils One Team update was received and noted.
- c) The Broads Authority Broads Briefing for April 2019 was received and noted.
- d) A thank you note from FOCUS for the £200.00 grant was received and noted.

17. Items for the Next Months Agenda

Clerk

Future projects

Village Hall
Litter Picking
Village Hall PC Representative

18. Date of Next Meeting

The next meeting would be Thursday 13th June 2019, 7pm at Cantley Village Hall.

The meeting closed at 8.30pm.

CHAIR