Minutes of the Meeting of Cantley, Limpenhoe and Southwood Parish Council held on Thursday 16th July 2020 at 7.00pm online via Zoom

Present: Dot Machin (Chair)
Jan Davis
Kevin Francis

Also present: Melanie Eversfield, The Clerk

1. Public Forum

The Chairman stated that the legal obligation to hold an annual meeting of the Parish Council whereby the Chairman and Vice-Chairman are elected for the ensuing year in May was disbanded by Central Government during the current pandemic and therefore the current Chair and Vice-Chair will remain in position until May 2021.

2. Apologies

Apologies were received and accepted from Norma Knight and Brenda Pawsey. No apologies were received from Peter Key and Steve Bennett.

3. Declaration of Interest for items on the agenda

There were none.

4. Minutes of the meeting held on 19th March 2020

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

5. To receive and approve Clerk's report detailing actions that have been taken between 20th March 2020 and 30th June 2020.

The report was approved and attached to the official minutes. The Clerk was thanked for her work behind the scenes over the past few months.

6. Urgent Items to be raised through the Chair

There were none.

7. Matters Arising

a) Jan Davis gave a detailed briefing on what has been taking place behind the scenes with regard to the Cantley Help Scheme during the pandemic. This is attached to the official minutes. Jan was thanked for all of his efforts over the past few months in supporting the Parish.

8. Highways and Transport

a) It was noted that there is an area of wildflowers by the footpath on Burnt House Road heading towards the Primary School that has been cut. It was **agreed** that the Clerk investigates who has cut this and reports back to the Council. **Clerk**

9. Policies and Procedures

a) It was noted that the General Data Protection Policy has been reviewed and no changes were made.

b) It was noted that the Complaints Policy has been reviewed and no changes were made.

c) It was noted that the Freedom of Information Policy has been reviewed and minor amendments were made.

10. Finance

a) The account summary, budget comparison and bank reconciliation for the financial year ending 31st March 2020 as at 30th June 2020 was received and noted.

b) The list of payments made between 20th March and 30th June 2020 were received and **approved**. These are attached to the official minutes.

c)

d) The Internal Auditor's report for 2019/2020 was received and noted. The Clerk was thanked for her efforts in ensuring the accounts had a full bill of health.

e) It was **agreed** that the Council can exempt itself from External Audit.

f) The Annual Governance Statement was received and **agreed**.

g) The Annual Accounting Statement was received and **agreed**. **Clerk**

The following payments were consider and **agreed** that all should be paid by Standing Order:-

Mrs M Eversfield	Salary & Expenses July 2020	£187.12
HMRC	PAYE July 2020	£45.60
Mrs Anne Barnes	Internal Audit for 2019/2020	£66.00
Cantley Church	Grass Cutting Grant	£550.00
Cantley Village Hall	Grass Cutting Grant	£685.00
Limpenhoe Church	Grass Cutting Grant	£400.00
Limpenhoe Village Hall	Grass Cutting Grant	£245.00
FOCUS	Annual Grant/Subscription	£200.00
ENTUA	Annual Subscription	£5.00

11. Ongoing Matters

a) Network Rail

The Chairman gave a brief update of where we were with the proposed closure of the railway line. After much discussion with various bodies and officers a compromise has been reached. Instead of a closure from Friday 14th August to Monday 24th August it will now be closed from Wednesday 19th August at 22.00 hours to Monday 24th August at 05.00 hours. The Council felt that this was a sensible compromise given the fact that it has been acknowledged that the work needs to take place.

b) Limpenhoe Village Green

The Clerk stated that a draft plan of the site has been given to her by Matt Davies of the Norwich Fringe Project but it raised some questions. She is awaiting quotes from Matt for the works suggested and will give him a deadline of 1st September so that the Parish Council can consider the project as a whole at the September meeting. **Clerk**

12. New Matters, if any

a) The Poors Land Trust **Clerk**

The Chairman and Clerk gave a brief report in relation to the above Trust. It would seem that the administration of the Trust has diminished over the years due to passing of officers and such like. It was **agreed** that the Clerk investigates the history of this and brings a detailed report back to the Parish Council for consideration.

13. Items for the Next Months Agenda

NorfolkALC Wellbeing and Community Resilience Feedback from Jan Davis. **Clerk**

14. Date of Next Meeting

Thursday 17th September 2020 at 7.00pm at Cantley Village Hall or virtually via zoom dependent upon latest government restrictions relating to Covid-19. **Clerk**

The meeting closed at 8.20pm.

CHAIR