Minutes of the Meeting of Cantley, Limpenhoe and Southwood Parish Council held on Thursday 17th September 2020 at 7.00pm online via Zoom

Present: Dot Machin (Chair)
Jan Davis (*who arrived later in the meeting after item 10*)
Kevin Francis
Peter Key
Steve Bennett
Brenda Pawsey

Also present: Melanie Eversfield, The Clerk

1. Public Forum
Nothing was raised under public forum

2. Apologies
Apologies were received and accepted from Norma Knight.

3. Declaration of Interest for items on the agenda
There were none.

4. Minutes of the meeting held on 16th July 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

a) It was highlighted that the vessel 'Vagabond', which used to be the Thai Restaurant in Riverside, Norwich has been moored at Cantley on the free moorings for a while now. The Clerk to make contact with the Broads Authority seeking information on the future of the vessel. **Clerk**

6. Matters Arising
There were none.

7. Highways and Transport

a) Correspondence from Norfolk County Council regarding Parish Partnership Bids for 2021/2022 was received. It was **agreed** that if councillors had any suggestions they are to bring these back to the October Parish Council Meeting.

b) The list of highway issues that we had previously asked NCC Highways to resolve was reviewed. The Clerk to send all outstanding items to NCC Highways asking for its prompt attention. **Clerk**

c) A response from Norfolk County Council regarding the cutting of the wildflower area on Burnt House Road was received and noted. It was **agreed** that the Clerk would put a note in the next newsletter reminding residents not to cut the wildflower verges. **Clerk**

8. Policies and Procedures

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

b) It was noted that the Standing Orders have been reviewed and no changes were made.

c) The Annual Report for 2019/2020 was received and **approved**.

d) The Council considered and **agreed** to work towards the Quality Council Foundation and Quality award. **Clerk**

e) It was noted that some of the health and safety inspections had been completed and that the Clerk would deal with any issues. Councillor Francis to complete the outstanding inspection and let the Clerk have the paperwork so that she can deal with any issues. **Clerk / KF**

9. Finance

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

b) The Council **agreed** to fund 50% training costs for the Clerk to attend practical budgeting for more experienced Responsible Finance Officers at a cost of £22.00. **Clerk**

c) The Council considered and **agreed** to fund tree works in Cantley Churchyard to the sum of £650.00 inclusive of VAT. **Clerk**

d) Correspondence from Norfolk Community Foundation regarding any unspent Covid grant was considered. It was **agreed** that we would hold onto £600 and send back £400. **Clerk**

e) It was noted that the Clerk's salary scale 20 has increased by 2.75% and back pay to 1st April of £27.75 before tax and NI is to be paid in September 2020 salary.

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

Mrs M Eversfield	Salary & Expenses August 2020	£187.12
HMRC	PAYE August 2020	£45.60
Mrs M Eversfield	Salary & Expenses September 2020	£213.82
HMRC	PAYE September 2020	£52.50
Cantley Village Hall	Hall Hire – January to March	£60.00

10. Planning Matters

a) It was noted that planning application 20201333 – Erection of 3 bay cartlodge – The Old Rectory, Church Road, Cantley, NR13 3JB had been received and discussed via email due to the comment deadline. It was **agreed** to raise no objection.

11. Various updates from Cllr Jan Davis

a) Cllr Davis gave a brief update on the Cantley Support Group which is attached to the official minutes.

b) Cllr Davis gave a brief update on the NorfolkALC Wellbeing which is attached to the official minutes.

c) Cllr Davis gave a brief update on Cantley Village Hall which is attached to the official minutes. It was **agreed** that the village hall could use the £6,000 grant money from the Parish Council to focus on replacing the village hall floor. **Clerk**

d) Cllr Davis gave a brief update on a litter pick for the Parish which is attached to the official minutes.

e) Cllr Davis gave a brief report on the Carbon Emissions Audit which is attached to the official minutes. It was agreed that councillors Bennett and Davis meet with Cantley Sugar and report back to the council when it is convenient. **SB / JD**

12. Correspondence

a) Correspondence was received from Broadland District Council regarding the Licensing Policy Review and was noted.

b) A letter of thanks for the £6,000 donation was received from Limpenhoe Village Hall and noted. It was agreed that the remaining monies could be ring fenced for future maintenance. **Clerk**

13. Ongoing Matters

a) <u>Network Rail</u>

The Clerk had distributed an update on the recent works by Network Rail. It was **agreed** that the Clerk finds out what the plan is to finalise the project. It was also **agreed** to pursue the closure of Church Road crossing once again. **Clerk**

b) <u>Limpenhoe Village Green</u>

The Clerk had distributed the draft plan and quote for initial works as drawn up by Matt Davies of the Norwich Fringe Project. It was **agreed** that the Clerk would deal liaise with the adj. landowner in regard to our plans, establish site boundaries and ownerships, establish that the road to the site is an adopted highway and seek advice on what planning permission would be required for installing a circular path and some car parking spaces. She will bring her findings back to the October Parish Council Meeting. **Clerk**

14. New Matters, if any

a) <u>Cantley Sugar Factory</u>

The Chairman gave a brief report and distributed paperwork from the meeting that some councillors had had with Cantley Sugar Factory. It was **agreed** that the Clerk is to respond to Ian Redhead at the factory, stating that the Parish Council is in agreement with the notes he had sent to us and that we would await official consultation before any comment is made. **Clerk**

15 Dates for 2021

Thursday 21st January 2021 at 7.00pm
Thursday 18th February 2021 at 7.00pm
Thursday 18th March 2021 at 7.00pm
Thursday 1st April 2021 at 7.00pm – Annual Parish Meeting
Thursday 15th April 2021 at 7.00pm
Thursday 20th May 2021 at 7.00pm – Annual Parish Council Meeting
Thursday 17th June 2021 at 7.00pm
Thursday 15th July 2021 at 7.00pm
Thursday 16th September 2021 at 7.00pm
Thursday 21st October 2021 at 7.00pm
Thursday 18th November 2021 at 7.00pm
Thursday 16th December 2021 at 7.00pm

16 Items for the Next Months Agenda

The Poors Land Trust **Clerk**
Parish Partnership Bid 2021/2022
Limpenhoe Village Green
Cantley Pond

17. Date of Next Meeting

Thursday 15th October 2020 at 7.00pm virtually via zoom.

The meeting closed at 8.10pm.

CHAIR