

Parish Council Meeting Minutes

Thursday 17th July 2025 7.30pm at Cantley Village Hall

Present: Dot Machin (Chair), Steve Bennett (Vice Chair), Jan Davis, Kevin Francis, Brenda Pawsey.

Also Present: Anne Tandy Clerk and RFO.

Members of the Public: 2 (1 left after public forum)

1. Apologies for absence were received from Norma Knight and Peter Key due to work commitments.
2. Jan Davis declared a conflict of interest in item 6 as a Trustee of the Village Hall Committee. There were no requests for dispensations.
3. The minutes of the Parish Council meeting held on 19th June 2025 were reviewed and it was resolved to approve them as an accurate record of the meeting. All agreed.
4. **Public Open Forum and reports from the County and District Councillors**
 - a. The District Councillor's report was presented; a copy is available on the Council's website.
 - b. The Chair of the Village Hall Committee addressed the Council regarding the village hall rebuild project. The request for a Public Work and Loans Board loan from the Council has been moved to the contingency sector of the funding plan. It was requested for the Council consider what and how they would like to be communicated regarding the project going forward. With the reversal in pursuing funding through the precept, it was felt that no additional communication was needed. The up-to-date cost of the project has increased to £1.6 million. The first phase of erecting the structure of the main hall is £600,000 and this is the current focus. The next phase would look at what can realistically be funded. The Secretary of State has been contacted to ascertain if some of the medical offer in the project could be funded as part of a pilot for the new Neighbourhood Health Centre's, recently proposed by the Government.
5. There were no matters arising from the minutes not on the agenda.
6. **Cantley Village Hall**

A request from the Village Hall Committee to carry out a joint consultation with the Council at the Cantley Summer Fun Day was discussed. As the required involvement of the Council has now changed, it was agreed that Council input is not necessary at this stage.
7. **Staithe Charity**

An update on the progress of the Charity Commission application was given by the Clerk. There are issues with the land registration and leases which have been raised by Community Action Norfolk and investigated by nplaw. The area of land regarded as 'staithe' and designated as 'Village Green' does not appear to have a lease on it, so does not fall under the remit of the Council and therefore the charity. As such this calls into question the Council's/Charity's authority to maintain the land and insure it. The Clerk is pursuing further clarity on this matter with British Sugar and will update Council at the next meeting.

8. Highways and Transport

- a. An update on matters reported to Highways was given.
 - Signage for a road closure on Cantley Cock PH crossroads has not been removed and it was felt that generally roadsides are in need of a tidy throughout the area, after multiple rounds of works and closures.
 - White lines from Southwood Hall are not clear for priority to Grove Road.
 - It was also agreed that road closure signs don't give sufficient information to local residents as to exactly where the closures are and what can still be accessed. This is to be reported back to Highways.
- b. The SAM2 report for June 2025 was noted.

9. Community Emergency Plan

A review of the plan was considered and it was proposed that Jan Davis carries out a review and discuss the role of Deputy Co-ordinator being filled by a local resident. Most of the updates required are contact details. The revised version will be presented at the next meeting.

10. Asset of Community Value

The Clerk has established with Broadland District Council that the Primary School is not able to be nominated for an ACV. It was discussed that Limpenhoe Village Hall might be an option and Brenda will speak to the Committee first. Other options include the Cantley Cock and The Reedcutter PH's and recreation land owned by British Sugar. It was agreed that further discussions need to take place with those involved and the matter will be reviewed in six months time.

11. Armed Forces Covenant

Consideration was given to signing up to the Armed Forces covenant. It was agreed that Council will go ahead with this. The covenant was duly signed.

12. Cantley Village Pond

The purchase of a VE Day Commemorative bench using CIL funding at a cost of £684.00 +VAT was discussed and whilst the Council would still very much like to make this purchase, a suitable location could not be agreed. The existing bench at the pond appears very underused and maintenance of the pond and surrounding land needs to be undertaken to improve it's accessibility. The Clerk is to contact Community Pay Back to gauge if this is work they could carry out.

13. Civility and Respect Pledge

Consideration was given to signing up to the Civility and Respect Pledge. It was resolved that Council will go ahead with this.

14. Policies

- a. The IT Policy was reviewed and agreed for adoption.

15. Finance

- a. The bank reconciliation to 30th June 2025 was reviewed and the total balance of both accounts was noted as: £ 18,522.40
- b. The 1st quarter budget report to June 2025 was presented and noted.
- c. The Clerk's attendance at the NPTS Autumn Seminar at a cost of £22.40 (40%) was agreed.

d. The following payments for July 2025 were proposed for payment. All agreed.

Voucher	Date	Description	Supplier	Account name	Net	VAT	Total
157	19/07/2025		Lloyds Bank	Bank Service Charge	-4.25	0.00	-4.25
158	17/07/2025	Legal Fees – nplaw	nplaw	Cantley Staithe	-61.20	-12.24	-73.44
159	17/07/2025	EOM	Cantley Village Hall	Hall Hire	-8.00	0.00	-8.00
160	17/07/2025	Full Council	Cantley Village Hall	Hall Hire	-16.00	0.00	-16.00
161	17/07/2025	Legal Fees	Simper Law	Limpenhoe Village Green	-210.50	-42.10	-252.60
162	17/07/2025	WAH/Travel	Anne Tandy (Clerk)	Clerk's Expenses	-48.50	0.00	-48.50
163	28/07/2025		Anne Tandy (Clerk)	Clerks Salary	***	***	***

16. Correspondence

- Norfolk Local Access Forum Officer – Join the Norfolk Local Access Forum
- Cantley Village Hall – Key Relationship Management & Data Management
- Children's Services Norfolk County Council – Statutory Public Notice Consultation on the proposal to formally amalgamate Cantley Primary School and Freethorpe Community Primary School from 1 September 2025
- Broadland Community Awards 2025 – Nominations OPEN!
- Open Spaces Society – June Newsletter
- Norfolk County Council – Norwich Western Link project update x2
- Tree Council – Broadsheet Issue 244 July 2025
- BADCOG July 2025 Newsletter
- Broadland District Council – Free Climate Change and Sustainability workshops
- East Anglia TWO Offshore Windfarm – Upcoming access point installation and associated road closures notification.

17. Items for the Parish Council Meeting's Agenda on **Thursday 18th September 2025** at 7.30pm at **Cantley Village Hall**

- Community Emergency Plan

18. To consider a resolution to exclude 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 – legal matters.

- a. An update on matters relating to Limpenhoe Village Green was heard and it was agreed to commence the next steps suggested by the legal adviser.

All Business having been completed the meeting closed at 21:34