

Parish Council Meeting Minutes

Thursday 18th September 2025 7.30pm at Cantley Village Hall

Present: Dot Machin (Chair), Steve Bennett (Vice Chair), Kevin Francis, Peter Key, Brenda Pawsey

Also Present: Anne Tandy, Parish Clerk and RFO.

Members of the public: 1

1. Welcome and apologies for absence received from Norma Knight and Jan Davis who is attending a Broadland District Council committee meeting.
2. There were no declarations of interest in items on the agenda or requests for dispensations
3. The minutes of the Parish Council meeting held on 17th July 2025 were approved as an accurate record of the meeting. All agreed.
4. **Public Open Forum**
Reports received from the County and District Councillors were presented.
5. **Matters Arising**
There were no matters arising from the previous minutes that are not on the agenda.
6. **Limpenhoe Village Hall**
A request from the village hall committee for a grant to help with funding CCTV at the hall, following an incident of vandalism, was considered. It was proposed that an application be made via the Council's Grant Policy to include all relevant policy documentation required by law with the installation of CCTV.
7. **Staithe Charity**
An update on the progress with the Charity Commission application was presented by the Clerk. A missing lease agreement has been provided by British Sugar which has been forwarded to nplaw and Community Action Norfolk for review. Feedback is awaited.
8. **Highways and Transport**
 - a. An update on matters reported to Highways. Feedback was given following a meeting with Tom Cox from Highways.
 - b. The SAM2 reports for July and August 2025 were noted.
9. **Community Resilience Plan**
An updated version of the plan was presented for review. One amendment was requested relating to the Cantley Poor's Charity listing before it is published. A GDPR permission letter to be sent to all those listed with personal details to confirm permission to display the plan on the Council website. All agreed.
10. **Church Grass Cutting**
A request for information from the Parochial Church Council was considered. They had asked for an indication of how much the grass cutting grant will be for each church this year and how soon payment

can be made. It was suggested that presentation of a quote for the contract for the year would be acceptable in allowing the Council to consider their contribution.

11. Limpenhoe Village Hall

A duplicate agenda item. See item 6 above.

12. 2nd Brundall Scout Group

A request had been received from the group for a donation from CIL money towards the refurbishment of their facilities. Whilst Council considered this to be a worthwhile cause, the Council does not receive any significant amounts of CIL money so feel unable to make a contribution at this time.

13. Budget 2026-27

It was considered what projects should be included in the next years budget calculations. White gates on Manor Road and a possible concrete pad at the village sign for a new memorial bench have been put forward.

14. Social Media

It was proposed that the Council sets up a Facebook profile to share information with residents. After much discussion it was agreed that the Clerk should go ahead and set this up and run the page on behalf of the Council. A Social Media Policy will be drawn up for consideration at the next Council meeting.

15. Policies for Review

The following policies were all considered and agreed.

- a. Community Engagement Policy
- b. Complaints Policy
- c. Expenses Policy
- d. Health and Safety
- e. Recording at Council Meetings Policy
- f. Staff Appraisal Policy
- g. Training Policy

16. The following budgeted donations were considered and approved:

- a. Broads Society in the sum of £16.00. Using powers under the Local Government Act 1972 s.144. All agreed.
- b. East Norfolk Transport Users Associated (ENTUA) in the sum of £5.00. Using powers under the Local Government and Rating Act 1997 s.26-29. All agreed.
- c. Campaign for the Protection of Rural England in the sum of £35.00. Using the Local Government Act 1972 s.137. All agreed.
- d. Broadland Tree Council in the sum of £25.00. Using the powers under the Public Health Act 1875 s.164 (Local Government Act 1972, sch. 14 para. 27). All agreed.

17. Finance

- a. The bank reconciliation to 31st August 2025 was noted. The total balance for all accounts was £16,752.46
- b. The payment for installation of the dog waste bin in Limpenhoe at a cost of £40.00 was ratified.
- c. The NJC pay settlement for 2025/26 and calculated back pay was noted.
- d. The following payments for September 2025 were approved:

Voucher	Date	Description	Supplier	Ref.	Net	VAT	Total
171	18/09/2025	July 2025	Cantley Village Hall	0725	-16.00	0.00	-16.00
172	18/09/2025	NPTS Autumn Seminar - 40%	NPTS	21768	-22.40	-4.48	-26.88

18. Correspondence

- Broadland District Council Licensing Act 2003: Statement of Policy Review
- Broadland Tree Network – Broadsheet issue 245 August 2025
- Broadland District Council - 2025 Community Biodiversity Awards
- Broadland District Council - Free Climate Change and Sustainability workshops
- Norfolk County Council - Changes to bus services: 70A, 72A, 73A
- CPRE – Newsletter
- Strumpshaw Parish Council - Neighbourhood Plan (Revised) - Reg. 16 consultation by Broadland District Council
- Broadland District Council - Free Mental Health Awareness Training for the Community – Reedham
- Broads Briefing August 2025
- Norfolk County Council - Norfolk Community Biodiversity Awards 2025- deadline Friday 5th September
- BADCOG Newsletter September 2025
- Tree Council Broadsheet issue 246 – September 2025
- Open Spaces Society August Updates
- Introduction from the new Community Engagement Officer at Broadland District Council
- Norfolk Police – Op Radium Promotion
- Broads Authority – Consultation open – Local Plan for the Broads – Regulation 19 version.
- Broadland Futures Initiative Newsletter Edition 16
- Community Action Norfolk's 10th AGM Invite

19. Items for the Parish Council Meeting's Agenda on **Thursday 16th October 2025** at 7.00pm at **Limpenhoe Village Hall**

20. 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.

An update on matters relating to Limpenhoe Village Green was presented.

All Business having been completed the meeting was closed at: 20:37

Signed