



Parish Council Meeting Minutes

Thursday 20th November 2025 at 7.00pm

Present: Steve Bennett (Chair), Jan Davis, Peter Key

Also Present: Anne Tandy, Clerk to the Council

Members of the Public: 1

1. Welcome and apologies for absence received from Kevin Francis, Norma Knight, Brenda Pawsey and Dot Machin for personal reasons.
2. There were no declarations of interest in items on the agenda or any requests for dispensations
3. The minutes of the Parish Council meeting held on 16th October 2025 were reviewed and proposed as an accurate record of the meeting. All agreed.
4. Public Open Forum and reports from the County and District Councillors
A report was presented by Jan Davis District Councillor
5. There were no matters arising from the minutes not on the agenda.
6. **Planning**
 - a. To consider a proposal from Taylor Wimpey for a development of 300 homes on land to the Northeast of Station Road, Cantley and what the Council's next steps should be. The Council are unhappy with this proposal as it will more than double the size of Cantley and there are concerns about the lack of infrastructure. However, with this in mind the Council considered that in order to achieve the best outcomes for the community, a neighbourhood plan would be needed. Therefore, the next steps will be to explore drawing up a neighbourhood plan. The Clerk to look into costs and funding. Councillors to start researching other parishes plans to gain an idea of what can be achieved.
 - b. No new planning applications were received following publication of the agenda.
7. **Staithe Charity**

An update on the progress with the Charity Commission application was given. Elizabeth Holdings' legal advisors are working on the issues around the easement.
8. **Cantley Village Pond**

It was proposed that an application for the Future for Nature Fund be submitted. A site meeting with TCV had been very positive and the project will involve clearing the debris from the pond and surrounding area, ditch management to alleviate flooding issues for nearby residents, a planting programme to improve the health of the pond and installation of a new bench. The cost of this will be within the limits of the fund so no Council funds will be needed at this time. All agreed.
9. **Highways and Transport**
 - a. An update on matters reported to Highways was given. A pothole was reported on Grimmer Lane.
 - b. The SAM2 report for October 2025 was noted.

10. Defibrillator

- a. The Council discussed the request from Freethorpe First Responders to take over responsibility for the village's defibrillator with a bursary of £1,000 to cover future running costs starting on 1st January 2026. The Clerk has confirmed that the defibrillator in question is the one located at Cantley Village Hall. Therefore, the Council proposed that the Village Hall Committee consider taking on the management of the device along with the bursary fund. All agreed.
- b. Councillors were encouraged to attend the CPR training at Reedham Village Hall on 22 November at 12.00noon.

11. Budget 2026-27

- a. It was proposed to submit an application to the Parish Partnership Scheme for white gates to be installed on Manor Road and a bench plinth in front of the village sign. All agreed.
- b. The budget for 2026/27 was reviewed. The final budget and precept will be agreed at the next meeting once the tax base figures have been received from the District Council.

12. Consultations

- a. It was proposed that the following comments are submitted to the Broadland District [Council Design Code consultation](#):
 - Solar Panels should be compulsory on all new buildings domestic and commercial.
 - High efficiency insulated housing. Near passive energy efficient housing.
 - Recycling grey water for flushing toilets.
 - Adequate provision made for the siting of multiple bins for ease of collection.
- b. It was proposed that the same comments are submitted to the Public Consultation on the [Joint Draft Supplementary Planning Documents](#). Also to be included is:
 - Private contract management schemes to manage new development infrastructure such as private roads, sewage and sewage treatment, green and open spaces, street lighting, etc should be avoided.

13. Finance

- a. The bank reconciliation to 31st October 2025 was agreed. The total balance of all accounts including reserves is: £22,351.62.
- b. The renewal of the insurance policy for 2025/26 at a cost of £770.83 was agreed.
- c. The setting up a direct debit with HMRC for PAYE payments was agreed.
- d. The Microsoft 365 Renewal of £67.99 +VAT was agreed.
- e. The purchase of a new laptop at a cost of £290.83 +VAT was ratified.
- f. The renewal of the membership with the Open Spaces Society at a cost of £45.00 was agreed.
- g. The following payments were approved for November 2025:

| Voucher | Date | Description | Supplier | Account name | Net | VAT | Total |
|---------|------------|---------------------|------------------------|------------------|----------|--------|--------|
| 188 | 20/11/2025 | Limpenhoe VH | Limpenhoe Village Hall | Hall Hire | -35.00 | 0.00 | -35.00 |
| 189 | 20/11/2025 | WAH/Travel | Anne Tandy (Clerk) | Clerk's Expenses | -52.78 | 0.00 | -52.78 |
| 191 | 20/11/2025 | Annual Renewal | Microsoft | Microsoft 365 | -70.82 | -14.17 | -84.99 |
| 192 | 20/11/2025 | Ink Cartridge - 40% | Anne Tandy (Clerk) | Stationery | -28.20 | 0.00 | -28.20 |
| 193 | 28/11/2025 | November 2025 | Anne Tandy (Clerk) | Clerks Salary | Redacted | Under | GDPR |

14. Correspondence

- Broadland District Council – Winter Pressure Grants 2025-26
- Campaign for the Protection of Rural England – Newsletter
- BADCOG Newsletter

- Broadland District and South Norfolk – Business Awards 2026. Nominations now open.
- Open Spaces Society Newsletter
- Invitation to the Broads Society AGM 22 November 2025
- Broadland District Council Rough Sleeper Count November 2025

15. Items for the Parish Council Meeting’s Agenda on Thursday 18th December 2025 at 7.00pm at Cantley Village Hall.

16. 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 and employment matters.

- a. An update on matters relating to Limpenhoe Village Green were heard and next steps were agreed.
- b. The completion of the Clerk’s Annual Appraisal was noted.

Meeting closed at 21:05

Signed