



Parish Council Meeting Minutes

Thursday 21st May 2026 at 7.30pm

Cantley Village Hall

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

Also Present: Anne Tandy, Clerk to the Council, Justine Thomas, County Councillor

Members of the public: 1

1. Election of Parish Council Chair

It was proposed by Steve Bennett to re-elect Dot Machin as Chair. Seconded by Peter Key. All agreed. The declaration of acceptance of office was signed.

2. Election of Parish Council Vice Chair

It was proposed by Peter Key to re-elect Steven Bennett as Vice Chair. Seconded by Dot Machin. All agreed. The declaration of acceptance of office was signed.

3. Welcome and receive apologies for absence from Jan Davis for work commitments.

4. There were no declarations of interest in items on the agenda or requests for dispensations

5. The minutes of the Parish Council meeting held on 16th April 2026 were proposed as an accurate record meeting of the meeting. All agreed.

6. Public Open Forum and reports from the County and District Councillors

- A short presentation was given by Shaun Vincent, Abzag Consultancy.

7. Matters arising from the minutes not on the agenda: for information only

8. The appointment of Councillors to Council Roles was agreed as follows:

- Limpenhoe Village Green – Dot Machin
- Internal Control – Steve Bennett
- SAM2 – Steve Bennett
- Bank signatories and online authorisers – Peter Key and Dot Machin
- Representative on Norfolk Climate Change Partnership - Net Zero Communities – Jan Davis

9. The appointment of councillors to outside bodies was agreed as follows:

- Cantley Village Hall - Vacant
- Limpenhoe Village Hall – Brenda Pawsey
- Cantley Community Trust – Dot Machin and Steve Bennett

10. Neighbourhood Plan

- An update on the Neighbourhood Plan was given by Dot Machin. Good progress is being made and the appointment of a planning consultant will allow it to gather pace. Three tenders have now been received from Planning Consultants. It was therefore resolved to move this item to the confidential section of the meeting due to their contractual nature.

11. Planning

No planning applications were received following publication of the agenda.

12. Staithe Charity

An update on the progress with the Charity Commission application was heard. The solicitors are now in touch with each other and a review meeting has been booked with Community Action Norfolk on 18th June 2026.

13. Cantley Village Hall

The draft transfer document from nplaw was considered and it was proposed that this can now be agreed.

14. Highways and Transport

- a. An update was given on matters reported to Highways.
- b. The SAM2 report was noted
- c. Consideration was given to the Norfolk County Council Bus Shelter Grant Scheme 2026/27. It was proposed that the required location is not big enough to install one.

15. Policies

- a. The Recording at Meetings Policy was reviewed and agreed.
- b. The Press and Media Policy was reviewed and agreed.
- c. The adoption of a Scheme of Delegation was agreed.

16. Audit

- a. The Internal Auditors report and recommendations were received and noted. A response will be sent to the Internal Auditor.
- b. The Annual Governance Statement in the 2025/26 Annual Governance & Accountability Return (AGAR) was reviewed and agreed. It was duly signed by the Clerk and the Chair.
- c. Submission of the Certificate of Exemption for 2025/26 was considered. It was agreed that all criteria have been met and the certificate was signed.
- d. The Statement of Accounts in the 2025/26 AGAR were reviewed, and it was proposed that these be agreed. The document was then signed by the Chair.

17. Finance

- a. The bank reconciliation to 30th April 2026 was agreed. The balance of all accounts including reserves and the first instalment of the precept (including the budget for the Neighbourhood Plan was: £30,109.72.
- b. The following payments for May 2026 were approved:

Voucher	Date	Supplier	Account name	Net	VAT	Total
252	11/05/2026	Lloyds Bank plc	Bank Interest	5.46	0.00	5.46
258	20/05/2026	Lloyds Bank	Bank Service Charge	-4.25	0.00	-4.25
259	21/05/2026	Sue Lake	Audit Fees	-75.00	0.00	-75.00
260	21/05/2026	Cantley Village Hall	Hall Hire	-16.00	0.00	-16.00
261	28/05/2026	Anne Tandy (Clerk)	Clerks Salary	Redacted	Under	GDPR
262	21/05/2026	Anne Tandy (Clerk)	Stationery	-9.73	0.00	-9.73
263	21/05/2026	Anne Tandy (Clerk)	Clerks Expenses	-48.50	0.00	-48.50
264	21/05/2026	Cantley Village Hall	Neighbourhood Plan	-12.00	0.00	-12.00
265	21/05/2026	Cantley Village Hall	Hall Hire	-16.00	0.00	-16.00
266	21/05/2026	NCC Highways	PPS – white gates	-335.73	0.00	-335.73
267	21/05/2025	NCC Highways	PPS – Bench	-1,327.93	0.00	-1,327.93

18. Correspondence

- Broadland District Council - Town and Parish Forum Agenda 14 April 2026
- Tree Council – Events National Hedgerow Week
- Broads Authority – Broads Review Plan
- Broads Society – Newsletter Broadly Speaking
- Galliford Try – A47 Closures April/May 2026
- Tree Council – Connect Children with Nature
- Parish Online – Newsletter #66
- Campaign for the Protection of Rural England – Future Rural today
- BADCOG – May 2026 Newsletter
- Community Action Norfolk – Empowering Communities Newsletter
- Open Spaces Society – April Updates
- Campaign for the Protection of Rural England – Join the campaign for the Countryside
- Broadland District Council – Update to Streetnaming and Numbering Legislation
- Norfolk Parish Training and Support – Chairmanship Training
- Campaign for the Protection of Rural England – Latest update on our Countryside.

19. Items for the Parish Council Meeting Agenda on Thursday 18th June 2026 at 7.30pm at Cantley Village Hall.

20. A proposal 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 matter – was agreed:

- a. An update on matters relating to land at Limpenhoe Village Green was heard and next steps agreed.
- b. The three planning consultant tenders were reviewed and scored. It was agreed that one be eliminated. Council require more information from the remaining two, which the Clerk will obtain for the next meeting.