

Parish Council Meeting Minutes

Thursday 18th June 2026 at 7.30pm

Cantley Village Hall

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

Also Present: Anne Tandy, Clerk to the Council; Jan Davis, District Councillor

Members of the public: 2

1. Welcome. There were no apologies for absence.
2. There were no declarations of interest in items on the agenda or requests for dispensations
3. The minutes of the Annual Parish Council meeting held on 21st May 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:
Jan Davis, District Councillor gave his report.
5. Matters arising from the minutes not on the agenda: for information only
 - The Conservation Volunteers will be working at Cantley Pond on Monday 22nd June.
6. **Cantley Village Hall**
An update was given regarding the deed transfer for Cantley Village Hall. The document has been finalised and is almost ready for signature. Nplaw will be arranging for all the documents to be signed in the next week or two.
7. **Staithe Charity**
An update on the progress of the Charity Commission application was heard. Nplaw are now finalising the paperwork and Community Action Norfolk have the application ready to submit once the lease paperwork is ready. Some amendments may be needed to the application given the time elapsed since they were originally drawn up.
8. **Neighbourhood Plan**
An update from the Neighbourhood Plan Working Group was given. Not much to report currently. The Greater Norwich Local Plan has reopened the call for sites for 2045. No meeting will be held in June and work will start once a planning consultant has been appointed. The next meeting will involve looking at the community questionnaire which will need some input from the planning consultant. Some of the parish profile data will need further breakdowns to demonstrate the differing age groups. Footpaths need to be reviewed and consider the scope for cycleways.
9. **Highways and Transport**
 - a. Matters reported to Highways include the poor drainage on the bend of Manor Road next to Burnt House Road. A response from Highways reported that work will be scheduled to “lower the level of the 3 grips, clear the ditch and to expose the outfall for the gully.”

It was reported that Burnt House Road grass verge looks lovely and is a joy to the village.
Four crossways: traffic coming from Freethorpe is not stopping at the junction. Road markings are very worn and the silt build up is obscuring the markings.

- b. The SAM2 report for May 2026 was presented. An improvement of speed over 40mph was noted.

10. Finance

- a. The bank reconciliation to 31st May 2026 was agreed. The balance of all accounts, including reserves was £28,605.57. In order to maximise interest on the funds, a lower working balance is being held in the current account and a transfer of £10,000.00 was made into the savings account.
- b. A subscription to Parish Online to support the work of the Neighbourhood Plan Working Group at a cost of £80.00 +VAT was considered. All agreed.
- c. The cost of secure disposal of the Clerk's old laptop in line with GDPR rules at a cost of £50.00 +VAT was agreed.
- d. The following payments for June 2026 were approved.

Voucher	Date	Description	Supplier	Account name	Net	VAT	Total
271	18/06/2026	Neighbourhood Plan April and July	Limpenhoe Village Hall	Hall Hire	-30.00	0.00	-30.00
272	18/06/2026		Cantley Village Hall	Hall Hire	-16.00	0.00	-16.00
273	18/06/2026	Neighbourhood Plan May 2026	Cantley Village Hall	Hall Hire	-16.00	0.00	-16.00
274	18/06/2026	Village Gateways	Parish Partnership	Parish Partnership	-1,835.73	0.00	-1,835.73
275	18/06/2026	Deed Transfer	nplaw	Cantley Village Hall	-135.15	-27.03	-162.18
276	18/06/2026	Deed Transfer	nplaw	Cantley Village Hall	-717.00	-143.40	-860.40
277	18/06/2026	June 2026	Anne Tandy (Clerk)	Clerk Expenses	-87.75	0.00	-87.75
278	28/06/2026	June 2026	Anne Tandy (Clerk)	Clerks Salary	Redacted	Under	GDPR

11. Correspondence

- Broads Society Platinum Anniversary Cruise
- Broadland District Council – New Chair elected.
- The Tree Council – Community Tree Planting grants now live!
- Broadland District Council – Town and Parish Council Forum Invite
- Campaign for the Protection of Rural England – Update on our Countryside
- Broads Society – Broadly Speaking Latest News
- Norfolk Parish Training and Support – Training opportunities you won't want to miss!
- Open Spaces Society – AGM 2026 Invite
- Broadland District Council – Publication of parish councillors home address and register of interests.
- Campaign for the Protection of Rural England – Nominations for the CPRE Centenary National Awards

12. Items for the Parish Council Meeting's Agenda on **Thursday 16th July 2026** at 7.30pm at **Limpenhoe Village Hall**.

13. To consider 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 and contractual matters:

- a. An update regarding land at Limpenhoe Village Green was given. No response has been received from latest correspondence but further time will be allowed and reviewed again at the next meeting.
- b. The appointment of a Planning Consultant for the Cantley Limpenhoe and Southwood Neighbourhood Plan was considered following further information from the final two tenders. Having considered this information it was proposed to appoint Places4People Planning Consultancy as the approved planning consultant. The total cost with extras will be £13,247.00 +VAT, in accordance with the submitted proposal dated May 2026. Majority agreement. The Clerk was authorised to finalise contractual arrangements.

Meeting concluded at: 20:59

Signed

Dated: