

## Parish Council Meeting Minutes

### Thursday 19<sup>th</sup> February 2026

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

**Also Present:** Anne Tandy, Clerk to the Council

**Members of the public:** 5

1. Welcome and apologies for absence received from Jan Davis who is attending a Broadland District Council Meeting. The resignation of Norma Knight was reported.
2. There were no declarations of interest in items on the agenda or requests for dispensations.
3. The minutes of the Parish Council meetings held on 18<sup>th</sup> December 2025 and 15<sup>th</sup> January 2026 were reviewed and proposed as an accurate record of the meeting. All agreed.
4. **Public Open Forum**
  - A report had been received from the District Councillors
  - The issue of potholes was raised around the parish.
  - Cantley Village Hall Committee Chair attended to answer any questions about item 6 on the agenda.
  - Questions asked regarding the Neighbourhood Plan Working Group.
5. **Matters arising from the minutes not on the agenda:** for information only  
Cantley pond update. The grant has been agreed and the funds will be transferred by Broadland District Council to the Parish Council. Matters relating to land ownership continue to be resolved.
6. **Cantley Village Hall**  
A request from the committee to sign a Deed of Release and Transfer for the village hall and land has been received. A request has been made to nplaw for a costing to review the Transfer and this is awaited.
7. **Neighbourhood Plan**
  - a. Feedback from the first Neighbourhood Plan Working Group (NPWG) was given by Dot Machin.
  - b. The Terms of Reference of the NPWG were approved.
  - c. The logo proposed by the working group was approved.
  - d. The designated area as recommended by the NPWG was considered. The area covered is recommended as Cantley, Limpenhoe and Southwood which aligns with the Council's vision. It was proposed that this be taken forward. All agreed. Formal application will be made to Broadland District Council
8. **Planning**
  - a. The planning application [2026/0126](#) Land at Thatch Farm, Manor Road, Cantley was considered. No objections were made.
  - b. There were no planning applications received following publication of the agenda.
9. **Staithe Charity**  
An update on the progress with the Charity Commission application was heard. A site meeting is being arranged with British Sugar to resolve land lease matters.

## 10. Highways and Transport

- a. An update on matters reported to Highways was heard. Many potholes have been reported and once the sugar beet campaign is over, a request will be made for these to be assessed and repaired as necessary.
- b. The SAM2 report for December 2025 was presented.

## 11. Policies

The Asset Register for 2026 was reviewed. It was pointed out that the new dog waste bin needs to be added and then it is agreed.

## 12. Finance

- a. The bank reconciliation to 31<sup>st</sup> January 2026 was agreed. The total balance of all accounts including reserves was: £12,440.43.
- b. The Clerk's attendance at the NPTS Spring Seminar at a cost of £28.00 +VAT (50%) was agreed.
- c. The contribution towards the Clerk's SLCC membership of £80.00 (40%) was agreed.
- d. The following payments for February 2026 were proposed and agreed.

Voucher	Date	Ref.	Supplier	Account name	Net	VAT	Total
214	28/02/2026	Standing Order	Anne Tandy (Clerk)	Clerks Salary	Redacted	Under	GDPR
215	19/02/2026	BACs	Rachel Leggett & Associates	Training	-125.51	0.00	-125.51
216	19/02/2026	BACs	Cantley Village Hall	Cantley Village Hall	-16.00	0.00	-16.00
217	19/02/2026	BACs	Anne Tandy (Clerk)	Clerk's Expenses	-70.10	0.00	-70.10
219	19/02/2026	BACs	Amazon	Stationery	-5.97	-1.19	-7.16
220	19/02/2026	BACs	Argos	Stationery	-15.83	-3.17	-19.00
221	19/02/2026	BACs	Simper Law	Limpenhoe Village Green	-581.00	-116.20	-697.20
222	25/02/2026	Direct Debit	Information Commissioner	The Information Commissioner	-52.00	0.00	-52.00
223	17/02/2026	BACs	Cantley Village Hall	Hall Hire	-24.00	0.00	-24.00
224	19/02/2026	BACs	Community Action Norfolk	Subscription	-50.00	0.00	-50.00

## 13. Correspondence

- Consultation on the Broads Authority Landscape and Character Assessment Supplementary Planning Document.
- Campaign for the Protection of Rural England
- Dedication Service of Acle and District Royal British Legion Branch Standard
- Broadland District Council Support Request: Tobacco and Vapes Business Contact Details
- Lingwood Duathlon – Notice of 4<sup>th</sup> Lingwood Duathlon event Sunday 22<sup>nd</sup> March 2026.
- Broads Society – Invitation to the February Society Supper
- The Tree Council – Communities get planting and growing across the Country!
- Broadland District Council – Town and Parish Forum 10<sup>th</sup> February 2026
- Review of the Great Norwich Local Plan – Call for Sites
- Broads Society – Newsletter
- Campaign for the Protection of Rural England – A once in a decade chance to help shape national planning policy.

## 14. Items for the Parish Council Meeting's Agenda on **Thursday 19<sup>th</sup> March at 7.00pm** at **Cantley Village Hall**.

- Neighbourhood Plan – Consultant appointment.

## 15. 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 matter:

- a. Land at Limpenhoe Village Green. Next steps were agreed.

Meeting closed 20:19

Signed .....Dated: .....