

**Minutes of the Meeting of Cantley Parish Council held on  
Thursday 18<sup>th</sup> May 2017 at 7pm in Cantley Village Hall.**

**Present:** Dot Machin (Chairman)  
Steve Bennett  
Peter Key  
Norma Knight  
Ray Smith  
Catherine Moore, Clerk  
Vicky Powell, Clerk Designate

**1. Election of Chairman**

Dot Machin was elected as Chairman, proposed by Norma Knight, seconded by Peter Key, all in favour. The statutory declaration of acceptance of office was signed.

**2. Election of Vice Chairman**

Steve Bennett was elected as Vice Chairman, proposed by Dot Machin, seconded by Norma Knight, all in favour.

**3. Public Forum**

The intended demolition of the non-standard construction property on Church Road had raised concerns with regard to the risk of asbestos. Steve Bennett had spoken to the Environmental Health Officer at BDC and was advised that the Council should contact the Health and Safety Executive (HSE). It was agreed that Steve Bennett would liaise with the properties owners and for the Clerk to contact HSE.

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Dot Machin noted that there had been an increase in the amount of dog fouling along the riverbank, especially during busy mooring times. Whilst there were dog bins located along the footpath it was felt that an additional bin was required close to the mooring at the Reedcutters Inn.

**Clerk**

**4. Apologies**

Apologies were received and accepted from Brenda Pawsey

**5. Declaration of Interest for items on the agenda**

The Clerk had received declarations of interest from Dot Machin and Ray Smith, as Trustees of the Cantley Staithe Trust. It was **agreed** to allow both Dot and Ray to be involved to discussions with regard to the State for a period of 12 months. Peter Key declared an interest in item 13 as the applicant for planning application 2017/0628.

**6. Minutes of the meeting held on 20<sup>th</sup> April 2017**

The minutes of the meeting were **agreed** as an accurate record, proposed by Steve Bennett, seconded by Peter Key, all in favour.

**7. Co-option of Councillor**

Peter Key reported that Kevin Frances had shown an interest in being co-opted onto the Council. It was agreed that Kevin should apply to the Council in writing for consideration at the June meeting.

**8. Urgent Items**

None received.

## 9. Matters Arising

### i. Report of the Limpenhoe Village Green Working Group

Minutes of the Working Group meeting held on 29<sup>th</sup> April were available. Steve Bennett was elected as Chairman. The Clerk reported that Mr Dunthorne had been made aware of the Parish Council's intentions for the site, but she had not received a response to her letter. The Clerk had given a small presentation outlining a similar project that Tasburgh Parish Council had undertaken to develop a piece of wasteland into useable recreation space. It had been agreed that the working group would determine a way forward and produce a project plan. Julia King, former Clerk at Tasburgh would be approached to give an understanding of the project, with the possibility of a site visit. The Clerk reported that she had informed Limpenhoe Village Hall, Hobbs Lane 'Voles' group and Norfolk Wildlife Trust of the project. The next meeting of the working group would be held on Thursday 15<sup>th</sup> June, 6pm, Cantley Village Hall.

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## 10. Highways and Transport

None received.

## 11. Finance

It was **agreed** to pay the following, proposed by Steve Bennett, seconded by Norma Knight, all in favour. The Clerk noted that her salary had been paid in arrears and was now up to date.

|    |                           |                                       |          |
|----|---------------------------|---------------------------------------|----------|
| a) | Catherine Moore           | Clerk's Salary April & May (SO)       | £337.10  |
| b) | HMRC                      | PAYE – April & May 2017               | £84.40   |
| c) | Catherine Moore           | Expenses                              | £18.00   |
| d) | Mrs A Barnes              | Internal Audit                        | £40.00   |
| e) | Zurich Municipal          | Insurance                             | £206.08  |
| f) | NORSE Eastern Ltd         | Crown Lift weeping Willow             | £66.00   |
| g) | Norfolk County Council    | Land Swap Legal Fees                  | £600.00  |
| h) | Norfolk County Council    | Vehicle Activated Sign (Funded by BS) | £6149.20 |
| i) | Limpenhoe PCC             | Grass Cutting Grant                   | £400.00  |
| j) | Cantley PCC               | Grass Cutting Grant                   | £400.00  |
| k) | Cantley Village Hall      | Grass Cutting Grant                   | £685.00  |
| l) | Limpenhoe Village Hall    | Grass Cutting Grant                   | £245.00  |
| m) | ENTUA                     | Subscription                          | £5.00    |
| n) | NORSE Eastern Ltd         | Pond Maintenance                      | £110.16  |
| o) | Limpenhoe Village Hall    | Hall Hire                             | £60.00   |
| p) | Poringland Parish Council | Annual Report Printing                | £12.60   |

### q) **Receive Internal Audit Report**

The internal audit report was noted.

### r) **Annual Governance Statement**

The Annual Governance Statement was **agreed**, proposed by Steve Bennett, seconded by Norma Knight, all in favour.

### s) **Annual Accounting Statement**

The Annual Accounting Statement was **agreed**, proposed by Ray Smith, seconded by Peter Key, all in favour.

## 12. Correspondence

Correspondence had been received from Broadland District Council regarding a review of the way in which the authority consults Parish and Town Councils on

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planning applications. A move towards electronic consultations was planned over the next 12 months. The Clerk reported that South Norfolk District Council had recently implemented a similar initiative, but had provided funding for a projector to enable members of the public to view plans at Council meetings. After discussions regarding the clarity of online plans and the equipment needed to display them, it was agreed that the Parish Council would decline to accept electronic consultations until they were in a position to access them electronically during meetings. It was agreed that the Clerk would respond to Broadland.

**13. Planning**

**a) Decisions**

- i) 2017/0628/FULL Oakhurst, Oaks Farm Lane, Southwood: Part two storey & first floor side extensions; single storey rear extension. **APPROVED**

**14. Ongoing Matters**

**a) Review Standing Orders and Financial Regulations**

Amendments to the Standing Orders and Financial Regulations were **agreed**, proposed by Steve Bennett, seconded Ray Smith.

**b) Review Model Publication Scheme**

Slight amendments to the costs outlined in the Model Publication Scheme were **agreed**, proposed by Norma Knight, seconded by Peter Key.

**15. New Matters**

**a) The Local Council Award Scheme Application (LCAS)**

Feedback had been received from NALC with regard to the Council's application for the Local Council Award Scheme, Foundation Award. The Clerk reported that she had made the recommended amendments. Once confirmation had been received NALC would be in a position to make the award.

**b) Newsletter Editor**

After discussions it was agreed that Dot Machin would continue the role of editor. Vicky Powell reported that she did not have the resources available at home to print the newsletter. Norma Knight noted that the Council had previously used the photocopier at British Sugar, however a Councillor would be required to 'babysit' the photocopier. The Clerk would contact the Manager at British Sugar for clarification. Printing facilities were also available at Poringland Parish Council at a cost of £6.40 per edition if required.

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**c) Items for the next Newsletter**

The Cantley Fun Day would be taking place on 15 July 2017.

**16. Items for the Next Months Agenda**

None

**17. Date of Next Meeting**

The next meeting would be Thursday 15<sup>th</sup> June 2017, 7pm at Cantley Village Hall.

The meeting closed at 8:05pm

**CHAIRMAN**