



## MEETING MINUTES

Cantley, Limpenhoe and Southwood Parish Council

Thursday 15th February 2024 @ 7.30pm at Cantley Village Hall

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

**Also Present:** Anne Tandy, Clerk and RFO

### Members of the Public:

1. Apologies for absence were received from Norma Knight and agreed.
2. There were no declarations of interest or applications for dispensations for items on the agenda
3. Public Forum and County and District Councillor Reports
  - a. District Councillors report was presented by Jan Davis (Appendix A)
  - b. County Councillor report was presented (Appendix B)
  - c. Public participation: The Church has been used twice this month for funerals. The Next Door app reported that a canine club is looking to be started at the village hall.
4. The Minutes of the meeting held on Thursday 18<sup>th</sup> January 2024 were approved as an accurate record of the meeting.
5. To report matters arising from the minutes not on the agenda: for information only  
Next Ward Cluster Meeting to be hosted by Cantley. Enquiries with Cantley VH have confirmed that the 28 May 2024 is available for the meeting. The Clerk will contact all the necessary Councils with the details.
6. **Planning**  
To consider the following planning applications:
  - a. **BA/2023/0445/FUL** - Cantley Sugar Factory, Station Road, Cantley, Norfolk. Proposal: Replacement of coal-fired boiler and installation of plant items associated with Combined Heat and Power Plant to include 1x turbine, 1x steam generator, 1x compressor station and 1 package boiler inc. stack.  
**Comments:** This is supported as it will be doing away with a coal boiler and coal delivery lorries.
  - b. **2024/0190** – Vermont Freethorpe Road Limpenhoe Norfolk NR13 3HZ. Proposal: Demolition of existing conservatory and erection of single storey rear extension  
**Comments:** No objections or comments.

## **7. Net Zero Project**

Jan Davis gave a presentation on this project which is part of the Norfolk Climate Change Partnership. This project is about supporting communities and households to become more environmentally friendly. It was proposed by Jan to be part of the programme. This was agreed but as a small Council if resources became too stretched the involvement may have to be withdrawn. Brenda agreed to take the lead on this. More information can be found at: <https://www.norfolkclimatechange.co.uk/>

## **8. Cantley Staithe Charitable Association**

- a. The purchase of signage and hardware at a cost of £50.00 was referred back to the Trustees for consideration.

## **9. Highways and Transport**

- a. The Parish Partnership application for a trod path through Cantley Churchyard has been approved by the PCC.
- b. Update on matters reported to Highways. The Manor Road sign has been replaced. The missing chevrons have been reported and work to improve drainage and visibility at Grimmer Lane has been commenced. There was an additional matter reported of gulleys needing clearing at Cantley Road, Limpenhoe. The Clerk will advise NCC Highways of this.
- c. The installation of Broads Authority signage at village gateways was approved by the Council and the replacement of village entry signs have been reported to Highways. A proposal was agreed to have the Broads Authority gateway signage installed.
- d. The SAM2 report was noted and an improvement in speed is apparent. There are range issues with the Burnt House Road location which picks up traffic in the 40mph section which does not traverse towards the sign. The Clerk will take advice from Westcotec.

## **10. 80<sup>th</sup> D Day Anniversary Celebrations – 6 June 2024**

Update on plans. Limpenhoe are planning a fish BBQ for the event. They are not looking to link with Cantley but also not compete. Plans are also taking shape in Cantley to hold something in the afternoon for the primary school children. The PTA are getting involved. Cantley VH will be looking to be involved in these plans. Funds budgeted for the celebrations will be considered for distribution once more details of the events are available.

## **11. Policy Review**

- a. The Councillor Code of Conduct was reviewed and adopted. Proposed by Jan and seconded by Brenda.
- b. The Financial Regulations were reviewed and adopted. Proposed by Steve seconded by Jan.

## **12. Finance**

- a. The bank reconciliation to January 2024 was noted. The balance is £18,355.40.
- b. The appointment of a Councillor as Internal Control was considered. The regulations suggest that this should not be one of the signatories. As Norma, as a signatory, has traditionally held this role the matter will be deferred for discussion to the next meeting.
- c. Update on the progress of signatories signing up to the online banking system. Dot has completed her application. Clerk to resend the link for sign up to the other signatories.

- d. It was agreed for the Clerk to attend the NPTS Spring Seminar for at a cost of £27.50. This is a contribution of 50% split with the Clerk's other parish of employment.
- e. To approve the following payments. Proposed by Kevin and seconded by Peter.

Date	Recipient	Description	Amount
29/02/2024	Anne Tandy	Salary – for February 2024	£361.81
15/02/2024	Anne Tandy	Expenses – WAH and travel	£36.80
11/02/2024	HugoFox	Website Hosting – Direct Debit	£9.99 + VAT
15/02/2024	CAN	Subscription	£50.00
15/02/2024	NPTS	Spring Seminar	£27.00
15/02/2024	P Saunders	Post and sign installation at Limpenhoe Village Green	£145.00

### 13. Correspondence

- The Tree Council – Broadsheet 227 February 2024
- Broadland District Council - Town and Parish Council Forum Notes from Tue 6th Feb

### 14. Items for Next Meeting's Agenda on **Thursday 21<sup>st</sup> March 2024** at 7.00pm at Limpenhoe Village Hall.

- a. D.Day Anniversary celebrations
- b. Online Banking progress
- c. Replacement of posts and signs at Limpenhoe Village Green
- d. Appointment of an Internal Control

Meeting closed at: 20.57

## **Broadland District Councillors Report for Cantley, Limpenhoe & Southwood Parish Council Meeting – 15 February 2024**

Air source heat pumps have now been installed to replace the old gas boilers at the Horizon Centre Council offices. This means the offices are no longer heated by gas and this will save approximately 50 tonnes of carbon a year and cut running costs by about £600,000/yr.

The Inspectors report on the Greater Norwich Local Plan, covering this area, is expected in mid-February. Local Plans are critical documents setting the development framework for an area. A Local Plan:

- Establishes planning policies which are the basis for deciding whether to approve planning applications.
- Allocate sites for development (homes, employment etc).
- Ensure buildings and places are sustainable and of a certain standard.
- Facilitate infrastructure delivery.
- Aims to protect and enhance the natural, built, and historic environment.
- Aims to respond to climate change and support nature recovery.

A decision to adopt the Local Plan is to be made by each of the 3 councils within the Greater Norwich Area (Broadland, South Norfolk and Norwich) in March. Broadland Council will review and decide on adopting the Local Plan at meetings on the 19<sup>th</sup> March (Cabinet) and 28<sup>th</sup> March (Full Council).

The Broadland District Council Plan for 2024-2028 identifies key priorities, aims and activities for the next 4 years. This is supported by a separate document, the Delivery Plan, which gives more detail on the planned programme of work for 2024-26. Both documents will be going to the full Council meeting on the 22<sup>nd</sup> February.

[Cllr Davis visited the council Waste and Recycling Depot in Frettenham on 08/2/24. The old Depot, where refuse vehicles for the whole of Broadland are based, is due for demolition to be replaced on the same site by a new purpose built modern depot.](#)

[Following the visit to the Frettenham Depot, Cllr Davis attended the Veolia Sustainability Awards in Aylsham Town Hall. Veolia operate and manage the depot and refuse vehicles on a long-term contract with the council. The Veolia Broadland Sustainability Fund of £10,000 supports community projects in the district each year. The Fund supports not-for-profit community groups and local organisations to enhance biodiversity, promote sustainable behaviours \(reduce, reuse, recycle\), protect or preserve resources and the environment. There were 8 successful applications for funds including The Conservation Volunteers and, in Brundall ward, Brundall Men's Shed for turning waste pallets into planters for the local community. Applications will be open again later this year.](#)

[Correspondence between Cllr Davis and Well Pharmacy indicates recent staffing problems experienced by the Well Pharmacy in Brundall appear to have been overcome with the appointment of a pharmacy manager following an irregular service.](#)

A review has been undertaken of an Anti-Social Behaviour pilot service run by the council. An increased focus on early intervention has been successful in ensuring the council has resolved cases effectively and efficiently and promoted community safety. Demand on the service has been increasing, with complaints commonly relating to neighbour noise, fly tipping and waste-related behaviour and noise from commercial premises.

The Winter Pressures grant funding is still available for Broadland. Funding can be used for projects such as supporting warm spaces, providing hampers/gifts for vulnerable households, purchasing warmth providing equipment for those in need. Projects need to be delivered by March 2024. For more information and an application form:

<https://www.southnorfolkandbroadland.gov.uk/communities/winter-pressures-grant/1>

Funds from the government Rural England Prosperity Fund have been allocated to the Rural Business Builder programme to provide grants of up to £25,000 for eligible businesses.

The Broadland Community Tree Planting Grant scheme is still available for this tree planting season up to March 2024. It is open for community groups, town and parish councils and charities to plant trees in Broadland, ideally in a publicly accessible space. Funding can cover the cost of trees, planting, fencing and guards for protection, as well as aftercare to ensure the trees have the best chance of survival. Grants of up to £1000 per applicant are available. For more details see:

<https://www.southnorfolkandbroadland.gov.uk/TreePlantingGrant>

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming 12/02/24)

## COUNTY COUNCILLOR REPORT FEBRUARY 2024

I reported on the budget situation in my January report. There will be some changes as the County Council received an additional £9.5m in government grant primarily intended for social care pressures. The final details are being worked through for presentation at the Council meeting on 20 February when the budget for 2024-25 will be set.

### Children and Young People: Post-16 Travel Scheme Consultation

Norfolk County Council has launched a public consultation as part of its annual review of its Post-16 Transport Policy Statement. The consultation focuses on the [Post-16 Travel Scheme](#) that offers subsidised travel for eligible students aged between 16-18 years old, as well as 16-25 year olds with Special Education Needs and Disabilities, to get to a school sixth form, sixth form college or further education learning establishment.

The council spent £3.8m on its Post-16 Travel Scheme in 2022-23, providing travel assistance to 1,320 students across Norfolk. To reflect the current and forecasted level of inflation for the next year, consideration is being given to increasing the parental contribution for the Post-16 Travel Scheme. It's usually increased each year in-line with inflation.

In the consultation two options are outlined for increasing parental contributions for post-16 travel. The 3% option is based on current inflation levels and the 6% option is based on the council's inflationary forecast for 2024-25. The 6% figure more likely represents the cost uplift that the council will face in the coming year.

The council does not have to provide free or subsidised post-16 travel assistance but does have to prepare and publish an annual transport policy statement, specifying arrangements for provision of transport or other assistance that the authority considers necessary to facilitate the attendance of all persons of sixth form age receiving education or training.

The post Post-16 Transport Policy is reviewed annually to make sure it offers the best value for money and meets the needs of local families and young people, while remaining financially sustainable.

Findings from the consultation will be used as part of the evidence to inform a decision about the proposals. If approved, this change will be implemented from September 2024.

The consultation closes on 27 February 2024 and is available [here](#).

### Norfolk Museums

Ancient House, Museum of Thetford, has been awarded a National Lottery Heritage Fund (NLHF) grant of £198,059, in the museum's centenary year.. The funding will be used to celebrate its centenary and tell the story of its benefactors, the Duleep Singh family.

Other funding for the two-year project has come from the Thetford Town Council community grant, the Friends of Thetford Museum, Norfolk County Council and Arts Council England as part of the Norfolk Museum Service's National Portfolio Organisation grant.

### NHS Pharmacy First launched

As part of the NHS and government's primary care access recovery plan, patients in England will now be able to get treatment for seven common conditions at high street pharmacies without needing to see a GP, as part of a major transformation in the way the NHS delivers care.

Trained pharmacists will be able to assess and treat patients for sinusitis, sore throat, earache, infected insect bite, impetigo, shingles, and uncomplicated urinary tract infections in women (under the age of 65) without the need for a GP appointment or prescription.

The NHS said that 90% of community chemists have registered to provide the new service and it will free up around 10 million GP appointments a year.

Patients can access the new service by walking straight into a chemist or being referred by NHS 111, urgent treatment centres, emergency departments or their GP. Those who are not registered with a GP can still access the service.

The NHS will launch a national marketing campaign from mid-February 2024, which will encourage the public to access advice and treatment from community pharmacy services for common conditions and run for six weeks. They are developing a communications toolkit for ICBs to use to share information across their channels.

## **Norfolk Flood Protection – delegation to Westminster**

The threat posed by flooding and coastal erosion in Norfolk was laid out for MPs when Norfolk County Council took their case for change to the heart of Westminster on 31 January.

Norfolk faces regular risks of flooding and is ranked tenth most at risk of surface water flooding out of 149 local authority areas. Additionally, the county's position on the North Sea exposes it to tidal threats as well as significant coastal erosion.

The delegation from Norfolk, led by the Norfolk County Council Leader and the Chair of the [Norfolk Strategic Flood Alliance \(NSFA\)](#), met with MPs to explain the risks Norfolk faces and how those risks could be addressed promoting these key points:

- Push for legislative permission to build reservoirs designed to capture excess water in times of flood, for use in times of drought
- Advocate for Property Flood Protection measures to be granted directly to the Lead Local Flood Authority (LLFA) for faster allocation for those who need it
- Reduce bureaucracy by granting greater autonomy in funding allocation for surface water flood mitigation schemes
- Combine enforcement and maintenance powers and responsibilities for LLFA's
- Support the creation of a dedicated Minister for the Coast

## **Digifest at Norfolk libraries**

Digifest, which aims to inspire the next generation of coders and creators, is back for 2024.

Digifest forms part of Norfolk County Council's Digital Inclusion Strategy. It helps children and young people (CYP) with the use of creative digital technologies, aiming to inspire them to pursue a future career in a digital industry.

Throughout February, there will be a huge variety of free events and workshops taking place across Norfolk's libraries for CYP aged four to 14. They are being encouraged to try their hand at stop-motion animation, learn basic coding skills with different robots, create with 3D pens and more.

Norfolk libraries also offer a wide range of digital support and initiatives such as laptops for loan, access to digital resources, and a team of digital champions to help people to improve computer skills. More information about events taking place across Norfolk's libraries throughout Digifest is available [here](#).

More information about NCC's Digital Inclusion strategy available [here](#)

## **National Apprenticeship Week**

National Apprenticeship Week took place from 5 to 11 February - the 17th annual celebration of apprenticeships. This year's theme was Skills for Life.

With over 400 apprentices, Norfolk County Council advocated the benefits that apprenticeships can bring to individuals, teams and services.

More information about apprenticeships in Norfolk, including how to find an apprenticeship in Norfolk and how to employ an apprentice in Norfolk is available on the County Council webpages [here](#).

## **Herring Bridge Update**

Hundreds of residents joined local dignitaries and special guests to assist the grand opening of Herring Bridge in Great Yarmouth on 1 February. Free printed copies of the souvenir programme are available from Great Yarmouth Town Hall.

Herring Bridge is the town's third crossing over the River Yare. The name was chosen by the public and celebrates the local fishing industry.

The bridge links the A47 at Harfrey's roundabout to the port and the enterprise zone via South Denes Road on the other side of the River Yare.

It will ease traffic congestion on the town's roads, shortening journey times and improving journey reliability, as well as support wider plans and work to maximise investment, regeneration and economic growth opportunities in the town and wider borough.

## **New dental recovery plan announced NHS dentistry services**

The government's dental recovery plan sets out a national programme of actions for the recovery and reform of NHS dentistry services in England.

It aims to prevent poor oral health, boost access and activity, support and develop the whole dental workforce. The government says the plan could see up to 2.5 million additional NHS dental appointments delivered for patients over the next 12 months, including up to 1.5 million extra treatments being delivered.

The aim to increase dental training places has given fresh hope to calls to government, (backed by all Norfolk MP's) for an undergraduate dental school at the University of East Anglia to be established. A link to the plan is available [here](#).

### **Government grant for state schools to purchase and install EV chargepoints**

The government has publicised a grant for state-funded schools and education institutions to install electric vehicle charge point sockets at their site(s).

Paid for by the Department for Transport, the grant forms part of the Workplace Charging Scheme and is available for state-funded schools, colleges, nurseries and academies to boost the charge point facilities for staff and visitors. This could also help schools to generate revenue by making their chargepoints available to the public.

The grant can enable 75% off the cost to buy and install chargepoints. Successful applicants will receive a voucher that is valid for 180 days from the date of issue.

The closing date for applications is 31 March 2025.

Further details and how schools can apply are available [here](#)