

**Minutes of the Meeting of Cantley, Limpenhoe and Southwood Parish Council
held on Thursday 18th February 2021 at 7.00pm online via Zoom**

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

Also present: Melanie Eversfield, The Clerk and District Councillors Sue Prutton and Grant Nurden

1. **Public Forum**
There was nothing to report.
2. **Apologies**
Apologies were received and accepted from Cllr Norma Knight.
3. **Declaration of Interest for items on the agenda**
There were none.
4. **Minutes of the meeting held on 21st January 2021**
The minutes of the meeting were **agreed** as an accurate record and signed by the Chair
5. **Urgent Items to be raised through the Chair**
There were none.
6. **Matters Arising**
 - a) Dog Fouling Signs – It was noted that there had been no update since the last meeting and the Clerk would continue to chase Broadland District Council. **Clerk**
 - b) Vagabond – It was noted that Vagabond has now been moved.
 - c) Yare Grain – It was noted that the planting had still not taken place and the Clerk is to relay this to the Enforcement Officer at Broadland District Council. **Clerk**
 - d) Manor Barn – District Councillor Sue Prutton stated that she had spoken with the enforcement officer at Broadland and it was noted that something should be done soon. The Clerk and Cllr Prutton to continue to apply pressure. **Clerk / SP**
7. **Highways and Transport**
 - a) Potholes – A number of potholes in the parish were noted. The Clerk to report these to NCC Highways. **Clerk**
8. **Finance**
 - a) The account summary, budget comparison and bank reconciliation for the financial year ending 31st March 2020 as at 31st January 2021 was received and noted.
 - b) Partial payment of an annual Zoom licence at a cost of £47.96 was considered and **agreed**. **Clerk**
 - c) The following payments were consider and **agreed** that all should be paid by Standing Order:- **Clerk**

Mrs M Eversfield	Salary February 2021	£203.80
HMRC	PAYE February 2021	£46.80
9. **Financial Risk Assessment**
 - a) The Financial Risk Assessment was reviewed. It was agreed that the Clerk works on points 34,37 and 39 and brings back to council for full approval. **Clerk**
10. **Ongoing Matters**

- a) Network Rail
The Clerk read out the latest email from NCC Highways. It was **agreed** that the Clerk responds asking if the legislation can be rescinded. **Clerk**
- b) Limpenhoe Village Green
The Clerk distributed an email from Matt Davies from Norwich Fringe Project in relation to his meeting with the adjacent landowner. It was **agreed** that the Clerk instructs the Fringe Project to chip all the tree waste, which will be left on site and level out the ground, with the view that the parish council review the management of the site after the work has been completed. Matt Davies will make contact with the adjacent landowner when the contractors plan to start work and keep in the loop. **Clerk**
- c) Cantley Pond
The Clerk stated that the order had been made as per the previous meeting and it is hopeful the work can commence before the bird nesting season starts.
- d) Poors Land Trust
The Clerk stated that she has received further information relating to the Poors Land Trust and will therefore investigate further. **Clerk**
- e) Newsletter
The Clerk to send the final draft of the newsletter to councillors for approval. It was **agreed** to make contact with some delivery firms and seek some quotes. **Clerk**
- f) Carbon Footprint
Cllr Jan Davis gave a brief introduction to this. It was **agreed** that he would put a list of guidelines together for the council to approve at the next meeting. **JD**
- g) Cantley Help
Cllr Jan Davis gave a brief update as to what has been happening which is nothing onerous at present.

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

Limpenhoe Village Green
Cantley Pond
Network Rail
Carbon Footprint
Dog Fouling Signs
Manor Barns
Yaregrain
District Councillors Report
Poors LandTrust
Financial Risk Assessment

12. **Date of Next Meeting**

Thursday 18th March 2021 at 7.00pm virtually via zoom.

The meeting closed at 8.03pm.

CHAIR