



## MEETING MINUTES

Cantley, Limpenhoe and Southwood Parish Council  
Thursday 21<sup>st</sup> March 2024 @ 7.00pm at Cantley Village Hall

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

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

**Members of the Public:** 1

1. Welcome and apologies for absence received from Norma Knight. All 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. County Councillors report was presented (Appendix A)
  - b. District Councillors report was presented (Appendix B)
  - c. It was reported that two Police Liaison Officers had recently attended the Limpenhoe Breakfast Club. It was felt that this was a positive community engagement.
4. The minutes of the meeting held on Thursday 15<sup>th</sup> February 2024 were presented and agreed as a correct record of the meeting. Proposed by Brenda and seconded by Jan.
5. To report matters arising from the minutes not on the agenda: for information only  
The Parish Partnership application for the Church trod path has been approved and will be arranged as soon as possible.
6. **Planning**  
To consider the following planning application:  
**2024/0190** (amendment), Border View Freethorpe Road Limpenhoe Norfolk NR13 3HZ  
**Comments:** This application has already been approved by the Planning Department.
7. **Highways and Transport**
  - a. An update on matters reported to Highways was presented. The chevron signs on Manor Road have been replaced but the 40mph sign has been knocked over and should be reported. Steve to provide photographs.
  - b. The SAM2 report for February 2024 was presented and noted.

## 8. Limpenhoe Village Green

- a. An update on progress with reinstalling the posts and signs was given by Jan. On visiting The Village Green, the reinstalled posts had again been removed and fence posts around the whole site had been erected. Issues with ownership will need to be resolved.
- b. It was recommended that the District Councillor takes forward the issues of fly tipping on The Village Green. This was proposed by Steve and seconded by Dot.

## 9. 80<sup>th</sup> D Day Anniversary Celebrations – 6 June 2024

An update on plans by the Limpenhoe Village Hall Committee were given by Brenda. It has been suggested by the Committee that a beacon lighting with a fish BBQ be held but the amount of Council funding available was requested to ensure the Committee can cover the relevant costs. It was proposed by Dot that a minimum Council grant of £100 would be made available to each village hall. Once firm details of events with costings are known, additional funds could be made available, if necessary.

## 10. Policy Review

- a. The Council's Asset Register was reviewed and approved.
- b. The Financial Risk Assessment and Risk Policy Statement was reviewed and approved.
- c. The latest updates to the Financial Regulations were reviewed and approved.

## 11. Finance

- a. The bank reconciliation to February 2024 was noted. The current balance is £18,005.65
- b. It was proposed to nominate Norma as Internal Control. Proposed by Dot seconded by Brenda.
- c. An update on the progress of signatories signing up to the online banking system was given. A meeting will be held with the Clerk to assist with the process of getting all signatories set up.
- d. The following payments were proposed for payment by Peter and seconded by Kevin:

Date	Recipient	Description	Amount
29/03/2024	Anne Tandy	Salary – for March 2024	£361.81
21/03/2024	Anne Tandy	Expenses – WAH and travel and stationery	£96.85
11/03/2024	Hugo Fox	Website Hosting – Direct Debit	£9.99 + VAT
21/03/2024	NPTS	Annual Subscription	£110.00
21/03/2024	SLCC	Annual Membership	£67.30

## 12. Correspondence

- Greater Norwich Local Plan Inspectors' Report
- March 2024 BADCOG Newsletter
- The Tree Council Broadsheet Issue 228 - March 2024
- The Broads Society - Navigation and the Broads

- Broadland District Council - T&P Forum Notes 7th March 2024
- CPRE - Spring Budget, hedgerow protections and more from the week
- Broadland District Council - Play Streets Grant Now Open
- The Broads Society – “The State of the Broads in the Family of National Parks”
- Norwich City Council - Adoption of the Greater Norwich Local Plan
- Broads Authority - Recruitment of new Independent Person

**13.** Items for Next Meeting’s Agenda on **Thursday 18<sup>th</sup> April 2024** at 7.30pm at Limpenhoe Village Hall.

Meeting closed: 20.00

## **Appendix A**

### **COUNTY COUNCILLOR REPORT MARCH 2024**

#### **Norfolk's high tech agriculture industry on show for Secretary of State**

Norfolk businesses at the cutting edge of agri-tech have been on display following a visit from the Secretary of State for the Department for Environment, Food and Rural Affairs (DEFRA) to the county.

DEFRA Secretary Stephen Barclay visited the Broadland Food Innovation Centre, at the Food Enterprise Park in Easton, Norfolk, to witness first-hand the range of technological solutions and most advanced and innovative farming methods being employed by Norfolk farmers. These included a visit to Fischer Farms' new state-of-the-art 25,000m<sup>2</sup> vertical farm, as well as Club Cultured's fermentation facility.

#### **Norfolk Fire and Rescue Service forms partnership to help people involved in serious road traffic collisions**

Norfolk Fire and Rescue Service is the first fire service to partner with a charity to help those affected by serious road traffic collisions.

Chief Fire Officer, Ceri Sumner, has signed a 'Memorandum of Understanding' with the Road Victims Trust, so fire fighters at the scene of an accident can signpost people to get ongoing help from the charity.

The Road Victims Trust (RVT) works to help people impacted by grief or trauma following a road death, serious injury or life-changing collision. It offers emotional and practical help, as well as a specialist counselling service to people across the counties of Norfolk, Suffolk, Cambridgeshire, Bedfordshire and Hertfordshire.

The charity, which started offering its support services in this county last summer after receiving funding from the Office of the Police and Crime Commissioner for Norfolk, provides free and confidential support for as long as it is needed to those affected by serious collisions – including witnesses.

#### **Norfolk Fire and Rescue Service Inspection**

Improvements at Norfolk Fire and Rescue Service (NFRS) are evident with positive progress in many areas, according to an inspection report published 8 March.

His Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) found NFRS had improved in five key areas since its full inspection in 2021.

The March 2024 report is an assessment of the service's effectiveness and efficiency, and how well it looks after its people. The report recognised the service's sound financial management, positive working culture, and the high priority it gives fire prevention.

Inspectors found NFRS is good at understanding risk, responding to major and multi-agency incidents, and ensuring the affordability of its services now and in the future.

In recognition of the progress made, the previous 'cause for concern' related to preventing fires and risks has been removed with the service improving its rating from 'inadequate' in this area to 'requires improvement'.

Particular praise was given for 'promising practice' in significant incident and multi-agency fatal fire reviews, which are improving outcomes both locally and nationally.

Inspectors recognised the direction of travel on improvements, but said it needs to do more on assurance for the quality of its prevention and protection work, more on training, more to improve diversity in its workforce, and more on identifying and developing leaders.

### **First Bus completes transformation to all-electric bus fleet**

First Bus is celebrating the completion of the project to transform its Roundtree Way Depot to an all-electric commercial bus fleet.

By the end of March, the depot will be the operational centre for 59 double deck and 11 single deck brand new state-of-the-art electric buses.

This is not only the East of England's first zero-emission bus fleet but it is also the first complete zero-emission commercial bus fleet in England located outside of London.

The introduction of the new bus fleet means that over half of the Norwich network operated by First Bus is now electric.

The new electric vehicles produce zero tailpipe emissions, thus contributing towards the Council's ambitions to run a net-zero transport system in Norfolk. They are great for the environment and Norwich's many residents and visitors, as they will help to create a cleaner, greener environment for people to live, work and enjoy. They also offer customers a more comfortable ride, as they are quieter and smoother than diesel vehicles.

The total investment made in the infrastructure and buses was £37.2 million. This comprises £14.7 million of Zero Emission Bus Regional Areas Government funding, bid for and won with Norfolk County Council, and a capital investment of £22.5 million from First Bus.

### **Apprenticeships**

The Apprenticeships Norfolk scheme has recently hit the £1m milestone of levy transfers a year ahead of schedule. Through the scheme, 90 businesses in the county have started 180 apprenticeships, from Level 2 through to Level 7, using unspent funds in Norfolk that would otherwise have been returned to HM Treasury.

The apprenticeship levy is payable by organisations whose annual wage bill is more than £3m and equates to 0.5% of the bill. But if the business has undertaken all the apprenticeships that it has capacity to deliver, it can donate up to 25% of its annual apprenticeship levy to another organisation. Levy transfers are used for new apprentice starts, new recruits and existing employees.

Donating levy funding encourages corporate social responsibility and reduces wastage of any unspent apprenticeship levy - keeping funding in Norfolk and helping people to develop their careers or try something new.

### **Food Savvy supporting Food Waste Action Week 18-24 March 2024**

Norfolk County Council's Food Savvy team will be supporting national Food Waste Action Week, to raise awareness of food waste issues and give practical tips to help householders cut down on the amount they throw away.

Food Savvy, is a joint project between Norfolk County Council and the Suffolk Waste Partnership to help householders across Norfolk and Suffolk to make the most of their food, reduce food waste and save money. Norfolk are taking a joint approach with Suffolk to create a bigger impact to tackle food waste and to ensure that residents in both counties are receiving valuable support on this important issue.

### **Household Support Fund extension**

A six-month extension to the Household Support Fund, which helps the most vulnerable people struggling with the cost of living, was announced in the budget. Council leaders from across the political spectrum had previously written to the Chancellor, in a letter coordinated by the LGA, calling for a continuation of the fund. Details of how this will be applied in Norfolk are being finalised.

### **Extension of Jubilee Village Hall funding**

The government is providing additional funds for the Platinum Jubilee Village Halls Fund. The original £3m capital fund to improve and modernise village hall facilities ahead of the Platinum Jubilee was announced in 2022. An additional £5m has now been allocated.

## Appendix B

### **Broadland District Councillors Report for Cantley, Limpenhoe & Southwood Parish Council Meeting – 21 March 2024**

BDC has agreed the Broadland District Council Plan for 2024-2028 which 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 and comes into effect from April 2024.

BDC has agreed to increase its Council Tax for a Band D property by £5 taking it to £134.91 for the year 2024/25. This is due to rising costs and the desire to keep delivering high quality services. Over the next few years the Council will need to find further savings or additional income because the level of government funding is not expected to keep pace with inflation. The amount of Council Tax collected for 2024/25 will amount to just over £6.6m. The estimated cost of providing services is just under £14m, and the remaining funds required are expected to come from government grants and business rates.

BDC has agreed to a revised charging structure for pre-application advice for planning applications. This will come into effect from 1 April 2024. It follows a national review of planning fees.

BDC has agreed to adopt the Halvergate and Tunstall Conservation Area appraisal. This was produced by the Broads Authority, consulted on and adopted by them in September 2023.

BDC has approved the 5 year Infrastructure Investment Plan for 2024-2029 and the Annual Growth Programme (AGP) 2024/25. The AGP includes a proposal for the Aylsham Gym and Fitness Hub (£400,000) and a multi-sport indoor community hub at The Nest, Horsford (£650,000) which will require match funding.

BDC has approved a new Charging Policy to ensure that a consistent and fair approach is taken when setting fees and charges.

BDC voted against a motion to give support for the Norwich Western Link at the Main Council meeting on 22/2/24.

A new policy has been drawn up for customers experiencing domestic abuse. BDC is seeking accreditation from the Domestic Abuse Housing Alliance. An average of 13 cases of domestic abuse per month were recorded for both BDC and SNC in 2023.

BDC is running a litter pick scheme in the district from 1 March to 31 May 2024. Community groups are encouraged to participate. More information is on the website:

<https://www.southnorfolkandbroadland.gov.uk/keeping-streets-clean/volunteer-litter-pick-area/2>

BDC has been shortlisted for a Local Government award for its work on Nutrient Neutrality. BDC has received over £9.6m of capital and revenue funding to administer a Nutrient Mitigation Fund. Costed Expressions of interest will be sought from interested parties who are proposing programmes or strategies to deliver mitigation to unlock housing delivery in relevant catchment areas. Nutrient credit prices will reflect the full cost of mitigation, including establishing, maintaining, and monitoring the project.

BDC is reviewing the management of its assets, which have increased with the purchase of Broadland Country Park, temporary accommodation and the Horizon Centre which is jointly owned by BDC and SNC.

In Winter 2023/24 Pride in Place funding was used to give 11 grants to provide Warm Spaces, food hampers and food bank support in the district. In the 2023/24 financial year funding from central government has

been allocated to help households identified to be in need, and to provide emergency payments to those in crisis. 557 households had been assisted by the end of January 2024. Additional funding was allocated to deliver projects to improve the support for those experiencing hardship.

The Community Engagement Van (CEVAN) is being used to run a targeted outreach campaign. It will go out initially to the parishes and towns most in need, according to current data. The van will stay in each parish for 8 weeks for 1 day/week and be in Broadland on Tuesdays. Residents will be able to visit the van between 10-4pm with no appointment needed. The van will be staffed by a driver and co-pilot. Assistance may also be provided by trained staff/councillors.

The District Direct Service (DDS) works with the Norfolk and Norwich University Hospital. Staff are based there to assist with helping people to return home safely, for example by helping with cleaning, decluttering, installing alarms and key safes. On average each DDS referral saves 8 hospital bed days, so the service is having a significantly positive impact. To refer someone, contact the service at the hospital if a resident is already an inpatient. Contact the Help Hub if an issue is anticipated before a resident is admitted to hospital. The service is fully funded by the NHS. <https://www.southnorfolkandbroadland.gov.uk/help-hub>

Neighbourhood Plans (NPs) seek to influence development in a parish or town as it comes forward. There are 26 in place already in both BDC and SNC.

A Community Planning Projects Officer will be recruited to try and help bring in funding to deliver NPs and work with organisations who are putting them together.

Pride in Place Grant Update: Those applicants who have been successful in the third and final round of funding have now been notified. If you have a project that requires funding, do contact the Communities Team for advice

<https://www.southnorfolkandbroadland.gov.uk/communities/community-funding-2/1>

Email: [Communities@southnorfolkandbroadland.gov.uk](mailto:Communities@southnorfolkandbroadland.gov.uk)

Cllr Davis attended an East of England Water Summit on 8 March 2024. The summit was attended by council representatives from across the Eastern Region which is being faced by serious challenges related to water: drought, flooding, and poor water quality. These are expected to become even more challenging if appropriate measures are not taken to mitigate the significant impacts. Some key issues: how to manage water demand as water supply reduces; paradoxically, how to manage more frequent and potentially damaging flood events; how to clean up our polluted rivers and reverse biodiversity decline.

Cllr Laming attended a farewell event on 11/3/24 for the Assistant Director of Planning, Helen Mellors who has retired after 40 years of highly valued service to local government and Broadland District Council.

Recent correspondence with the Head of Passenger Transport at Norfolk County Council has confirmed that the financial options for Postwick Park and Ride are still being reviewed. Passenger journeys are on average 1500/week which is well below ideal viability figure of 4500/week.

The Broadland District Council and South Norfolk Council Business Awards were announced on 5 March 2024. The following companies in Brundall Ward were represented among the winners: Delta Fire, who manufacture a range of fire and waterway products. The company is based at Broadland Business Park and won awards for Environmental Impact, Business Innovation and Excellence in Advanced Manufacturing. Brundall Home Hardware won the Broadland Retailer of the Year Award for providing quality products with good old fashioned, competitive prices and service. Congratulations!

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming 14/3/24)