

**Minutes of the Meeting of Cantley, Limpenhoe and Southwood Parish Council  
held on Thursday 21<sup>st</sup> February 2019 at 7.00pm in Cantley Village Hall.**

**Present:** Dot Machin (Chair)  
Steve Bennett  
Kevin Francis  
Brenda Pawsey  
Norma Knight  
Peter Key  
Mike Smith  
Melanie Eversfield, The Clerk

**Also present:** Four members of the public were in attendance

**1. Public Forum**

It was noted that Yare Grain on Manor Road has not fulfilled the requirements of its planning permission. The Clerk to report to Broadland District Council. It was noted that the pot hole outside 2 Malthouse Lane was getting worse. The Clerk to report this to Highways. Another pothole was reported as being at the crossroads to Southwood Hall. Kevin Francis has already reported this.

**Clerk**

**2. Apologies**

Apologies for absence were received from District and County Councillor Andrew Proctor.

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

There were none.

**4. Minutes of the meeting held on 15<sup>th</sup> January 2019**

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**

None.

**6. Matters Arising**

**a) Handyman / Grounds Maintenance**

This item was deferred to the next meeting of the Parish Council.

**Clerk**

**b) Closure of Church Road Crossing**

After a brief discussion it was **agreed** to seek a site meeting with Norfolk Fire and Rescue Service as a matter of urgency, inviting Councillor Andrew Proctor as well, so that we can discuss our concerns with them and ask for help with the cause.

**c) Dog Fouling**

The Clerk reported that Broadland had suggested that the Council could use the 'Top Dog' campaign. It was **agreed** that the poster would be erected at vulnerable locations within the Parish and further details of the campaign would be put on the village notice boards and the next newsletter.

**Clerk**

**d) Cantley Staithe Trust**

The Clerk gave an in depth account of the set-up of the Cantley Staithe Trust so that all councillors were aware of the set-up and what was required of them.

**7. Highways and Transport**

**Peregrine Close Traffic Island**

The Clerk stated that the factory still clean the bollards and would continue to do so

when they are replaced by Highways.

#### Southwood Crossroads

The Clerk stated that this area is programmed to be resurfaced as part of the 2019 campaign.

### 8. Finance

- a) Correspondence from the newly formed Broadland Tree Warden Network regarding a grant of £25.00 was considered and **agreed**. **Clerk**
- b) Correspondence from Limpenhoe Village Hall regarding a grant was considered. It was **agreed** that before the Council can consider any kind of support it needs to know more specific information relating to size of grant. **Clerk**
- c) Renewal of membership to Norfolk Parish Training and Support for the ensuing year at a cost of £101.34 was **agreed**. **Clerk**
- d) Partial contribution of membership to the Society of Local Council Clerk's at a cost of £33.78 was **agreed**. **Clerk**
- e) The appointment of Anne Barnes as Internal Auditor for 2018/2019 at a cost of £60.00 was considered and **agreed**. **Clerk**
- f) It was **agreed** to pay the following:-
- |                               |                          |         |
|-------------------------------|--------------------------|---------|
| Limpenhoe Village Hall        | Hall Hire – October 2018 | £15.00  |
| Broadland Tree Warden Network | Grant                    | £25.00  |
| The Information Commissioner  | Subscription             | £35.00  |
| M Eversfield                  | Salary – February 2019   | £171.61 |
| HMRC                          | PAYE – February 2019     | £42.80  |

### 9. Correspondence

- a) An invitation to the Broads Authority Parish Forum to be held at Yare House on Wednesday 20<sup>th</sup> March was received and noted.
- b) Information on Carers Matter Norfolk was received and noted. The Clerk stated that she would place information in the next newsletter.
- c) A letter from a local resident regarding open space in Station Road was considered. It was **agreed** that the Clerk would respond accordingly. **Clerk**
- d) Correspondence from the Broads Authority relating to the Local Plan for the Broads examination consultation was received and noted.
- e) An invitation to the 30<sup>th</sup> Anniversary of the Broads Authority Evening to be held at the Forum on Friday 29<sup>th</sup> March was received and noted.
- f) Information from Keep Britain Tidy on the Great British Spring Clean was received. It was agreed to put something in the Autumn newsletter to drum up support for next Spring. **Clerk**

### 10. Planning

- a) BA/2018/0521/COND – Use UPVC instead of timber for; side hung casements, rear door. Use aluminium for rear family room. Variation of condition 3 of permission BA/2017/0357/HOUSEH –White House, Well Road, Cantley, Norwich. **NO OBJECTIONS** **Clerk**

### 11. Ongoing Matters

- a) Community Emergency Plan  
Jan Davis circulated final draft copies of a Plan and briefed the Council on what was involved. He noted that the document would be owned by the Parish Council and that an Emergency Co-ordinator (who did not need to be a councillor) should be appointed. It was **agreed** that Jan Davis would be co-ordinator and would keep the plan up to date and circulate electronically. Melanie Eversfield would be Deputy Co-ordinator. An article to be placed in the next newsletter informing residents of the plan and the Clerk to place the final plan on the website. Jan Davis was thanked for all of his work on this project. **Clerk**

**12. New Matters**

**a)** None.

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

None.

**14. Date of Next Meeting**

The next meeting would be Thursday 21<sup>st</sup> March 2019, 7pm at Limpenhoe Village Hall.

The meeting closed at 8.10pm.

**CHAIR**