

**Minutes of the Annual Meeting of Cantley, Limpenhoe and Southwood Parish Council held on Thursday 20<sup>th</sup> December 2019 at 7.00pm in Cantley Village Hall.**

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

**Also present:** 5 members of the public were in attendance

**1. Public Forum**

There was nothing of concern raised under Public Forum.

**2. Apologies**

All councillors were present. Apologies were received and noted from District Councillor Grattan and County Councillor Andrew Proctor.

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

There were none.

**4. Minutes of the meeting held on 21<sup>st</sup> November 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**

There were none.

**6. Matters Arising**

**a) Cantley Pond**

It was noted that Steve Bennett had met with the volunteer group to discuss the future of the site. There is not the volunteer workforce as we had originally thought and there is a lot of work to be done. The most important was the trees need surveying and works need carrying out. The Clerk to seek quotes for both a survey on the trees and quotes for any urgent works.

**Clerk**

**b) Limpenhoe Village Hall Noticeboard**

It was noted that District Councillor Grattan had sent through details of how we could apply for funding to purchase a new noticeboard at Limpenhoe Village Hall. It was **agreed** that the Clerk writes to Limpenhoe Village Hall Committee to decide if we can have one in the first instance.

**Clerk**

**c) Network Rail and Pedestrian Gates**

It was noted that no further action has been taken on this matter.

**d) Meeting with the Norwich Fringe Project at Limpenhoe Village Green**

It was noted that a site meeting had been arranged for Tuesday 14<sup>th</sup> January at 10am at Limpenhoe Village Green.

**e) The Broads Society**

It was noted that Jan Davis had contacted the Broads Society to seek a date for their next meeting so that he could attend as an observer but no meeting dates have been set as yet.

**7. Highways and Transport**

**a)** Brenda Pawsey reported a large pot hole on Cantley Road, Limpenhoe as you come from Cantley. The Clerk to report this to Highways.

**Clerk**

**b)** Steve Bennett stated that the man hole by the bollards on Station Road was breaking up. He had contacted Matthew Youngman at Highways who will programme the works in.

- c) It was noted that outside Yare Grain there is a block of concrete that is starting to encroach on the highway. The Clerk to contact the company about this. **Clerk**
- 8. Finance**
- a) The account summary, budget comparison and bank reconciliation for the financial year ending 31<sup>st</sup> March 2020 as at 30<sup>th</sup> November 2019 was received and noted.
- b) Correspondence from Limpenhoe Village Hall regarding allocation of £6,000 grant from the Parish Council was received. It was **agreed** that the Clerk releases a cheque for £6,000.00. It was noted that no further correspondence from Cantley Village Hall Committee regarding allocation of £6,000 grant from the Parish Council had been received. **Clerk**
- c) The proposed budget for 2020/2021 and notes regarding the budget were considered and **agreed**. **Clerk**
- d) The proposed precept of £10,300 for 2020/2021 were considered and **agreed**. **Clerk**
- e) The appointment of Anne Barnes as Internal Auditor for 2019/2020 at a cost of £60.00 was considered and **agreed**. **Clerk**
- f) A grant of £25.00 towards the Broadland Tree Warden Network was considered and **agreed**. **Clerk**
- g) Partial payment of membership to the Society of Local Council Clerks at an annual cost of £34.81 was considered and **agreed**. **Clerk**
- h) A financial request from local resident towards Girl Guides Trip was considered. It was **agreed** to respond stating that the Parish Council will consider making a donation to the Freethorpe Girl Guides in the new year. **Clerk**
- i) The following payments were consider and **agreed**:-
- |                               |                                      |           |              |
|-------------------------------|--------------------------------------|-----------|--------------|
| Mrs M Eversfield              | Salary & Expenses December 2019 (SO) | £253.28   | <b>Clerk</b> |
| HMRC                          | PAYE December 2019                   | £44.40    |              |
| ESPO                          | Projector for Plans                  | £309.60   |              |
| Mrs M Eversfield              | Partial Payment to SLCC (SO)         | £34.81    |              |
| Broadland Tree Warden Network | Grant                                | £25.00    |              |
| Limpenhoe Village Hall        | Grant                                | £6,000.00 |              |
- 10. Planning**
- a) There were none.
- 11. Ongoing Matters**
- a) Churchyard Grass Cutting  
It was noted that a group of residents was meeting with Reverend Greenland on 6<sup>th</sup> January 2020 at 11am.
- 12. Correspondence**
- a) Power for People re Request to Support the Local Electricity Bill. Noted.
- b) The Broads Authority re. Broads Local Access Forum Constitution Consultation. Noted.
- 13. Items for the Next Months Agenda**
- Tree survey and quotes for works  
Defibrillator at The Reedcutters  
Insurance Renewal **Clerk**
- 14. Date of Next Meeting**  
The next meeting would be Thursday 16<sup>th</sup> January 2020, 7pm at Cantley Village Hall.
- 15. To resolve that under the Public Bodies (Admissions to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act**

a) **1972 by virtue of the paragraph specified against the item Agreed.**

**16. To consider report regarding Clerk's Salary**

**Clerk**

a) The report was considered and **agreed.**

The meeting closed at 8.27pm.

**CHAIR**