

# Meeting Minutes

**Cantley Staithe Charitable Association,  
Trustees: Cantley, Limpenhoe and Southwood Parish Council**

**Thursday 18<sup>th</sup> January 2024 6.30pm  
Cantley Village Hall, Manor Road, Cantley, NR13 3QH**

**Present:** Dot Machin (Chairman), Steve Bennett (Vice Chairman), Jan Davis, Norma Knight, Brenda Pawsey

**Also Present:** Anne Tandy, Clerk to the Trustees, Derek Allen, Member of the Staithe Working Group

**Members of the Public: 6**

1. Apologies for absence were received from Peter Key (may attend late) and Kevin Francis. All Agreed.
2. The Minutes of the last meeting held on 19<sup>th</sup> October 2023 were proposed as an accurate record of the meeting. All agreed.

### **3. Matters arising from the Minutes**

Some Berth Users attended to discuss the fee increases. All were given the opportunity to express their views about this.

- Dot explained the history of how the Council became Trustees.
- The general feeling was that the increase is too high and the Council are not managing the Staithe in a way in which they believe was intended.
- Dot explained the structure of the Trustees and Council who is responsible.
- Support for the increase was expressed in respect of the cost of replacing the pontoon in the next seven years.
- Dot communicated to Berth Holders that there is also an expectation to contribute to 'Safety on the Water' scheme.
- Concern was expressed that the Staithe is not being run as a charity but a profit-making entity.
- Communication needs to be improved between the Charity and the berth holders.
- Question raised of whether new moorings can be accommodated? Dot also suggested that the pricing structure could be reviewed and worked out differently in the next financial year 2025/26.
- Concern was raised that the increase was not based on a proper costings exercise.
- Walcons estimate that pontoons can last anything from 25 – 40 years depending on the environmental conditions.
- Some of the increase will be used to maintain the Staithe.

- The Trustees maintained that the charge is made for a mooring, the Trustees must have regard to the running and maintenance costs of the Staithe from the fees as the only source of income and the eventual replacement of the pontoon. The cost of which cannot be determined at this time but a current market valuation is being obtained. Council decision cannot routinely be reviewed for six months after approval but the matter will be revisited at the appropriate time.

#### 4. Matters for Consideration

- Notes from the Cantley Staithe Working Group meeting on 30 November 2023:
  - The Staithe fee increase was discussed and a contribution of up to £50pw from income will be used to part fund the maintenance required at the Staithe. Derek will draw up a job spec and advertise for a self-employed contractor to carry out work as needed.
  - Fees need to be paid by end of December each year to allow time to advertise any vacant berths in time for 1 April 2023.
  - Three mooring applications were considered, and 2 candidates have been offered a berth from 1 April and one is on a waiting list.
  - Changes to the public footpath were raised and this has been covered at item 6 on the agenda. It is anticipated there will be no changes on the actual Staithe.
  - The Broads Authority are to be approached again about the reinstatement of safety signage.
  - It was requested that the land registry is consulted to establish exactly where the boundary of the Staithe lies.
- An update was provided for the Moorings in 2024 – everyone requesting a mooring has replied and they are all now full with 3 new berth users.
- Broads Authority signage was discussed. The BA have asked for more information regarding the original funding as it appears to have been provided by more than one organisation. Berth Holders reported that originally the ski clubs had contributed.

#### 5. Finance

- The bank account is currently being reassigned to the new Clerk and access cannot be gained. The accounts will be updated once this process has completed.
- Due to difficulties accessing the update to date bank balance, the budget and reserves for 2024/2025 have not been completed but will be done as soon as possible.
- Recommendation was made to the Parish Council for the following payments to be made. Proposed by Norma and Seconded by Brenda. **All agreed.**

Date	Recipient	Description	Amount
18/01/2024	URM Limited	Bottle Bank	£8.64
18/01/2024	Cantley Parish Council	Insurance - 80% of Council premium	£595.41

#### 6. Any Other Business

Nothing reported

#### 7. Date of next meeting – Thursday 18<sup>th</sup> April 2024 @ 6.30pm will be the AGM at Cantley Village Hall.