

Minutes of Parish Council Meeting held on Tuesday 7th July the Preston Rooms, Ashmanhaugh.

Present: Councillors; A Buxton, H Buxton (Chair), N Coleman, M Gibbons, C Phillipo, G Saunders, A Wiseman.

Clerk: Mrs S Hunt. Three members of the public attended.

Councillor Andrew Buxton signed his Declaration of Office before taking his seat.

1. APOLOGIES

None.

2. DECLARATIONS OF INTEREST

Cllrs Andrew and Harry Buxton notified the meeting that they had properties on Church Road which were adjacent to the Common. Cllr H Buxton also owns the Cricket Ground on the other side of the Common. Both Councillors declared that the interests would not prevent them from joining in with the discussion at item 7.

3. MINUTES OF PREVIOUS MEETING

3.1 The minutes of the Annual Parish Council meeting held on 12th May 2015 were agreed as a true and correct record PROPOSED Cllr H Buxton, seconded Cllr Saunders and signed by the Chairman.

4. PUBLIC SPEAKING

- 4.1 County and District Councillor N. Dixon addressed the meeting. There is an article in the Parish Magazine with regard to the housing development adjacent to the Doctors surgery. The Council Council is still working to bridge the gap financially. Savings of £169 million have to be identified and discussed, with agreement sought on savings of £110 million after public consultation. This is in addition to the £249 million already saved since 2010.
- 4.2 The Chairman informed the meeting of the recent, sad loss of Mrs Jill Sharpe. Mrs Sharpe had been a high class Clerk to the Council, she was supportive of new members, awarded Clerk of the Year and her dedication meant that the Council attained Quality Council status. Her work was much appreciated.

5. MATTERS ARISING

- 5.1 Water Leak at Crossroads. This has now been solved with the support of Anglian Water. There was an uncapped mains supply within the property causing the leak, which has now been stopped.

6. CORRESPONDENCE.

None received.

7. THE COMMON.

Cllr Buxton reported a meeting with Cllrs Phillipo and Gibbons, Mr Newstead was unavailable on that date. The working party have broken the issues down to; Access on the track, the width of the track and possible encroachment; Drainage from Church Road, and the ditches in the area, a ditch has been filled in historically; The use of the Common by the Cricket Club, with especial regard to the placing of the pavilion, septic tank and some historic debris. Planning Permission to be checked. CLLR H BUXTON/CLERK. Rubbish to be removed. Cllr H Buxton to approach C.Club. CLLR H BUXTON. Letter to be sent. CLERK. The Parish Council does not own the common. The Highways area of ownership extends beyond the laid area according to the maps provided. CLERK to approach Highways to get the unlaid area maintained to a higher standard. CLERK. Definitive area of Common to be ascertained using either mapping app., or County Council support. CLLR H BUXTON/CLERK.

Initialled:

1st September 2015

Mrs Sarah Hunt – Clerk to Ashmanhaugh Parish Council
Weavers Edge, Chequers Street, East Ruston, Norfolk. NR12 9LR

It was suggested at the meeting that there was an additional Public Right of Way across the Common which was not shown on the definitive map. To be investigated. CLERK.

Another Working party meeting will be held. Mr S Newstead to be invited to attend.

8. INSURANCE.

AON had provided two quotations – having been sent the existing schedule and asset register. The Parish Council had delegated authority to the Chair, Vice and Clerk. The lower quotation was taken up, and then the Council was notified that that did not include the Parish Council's assets. Their inclusion was an additional £132.44. Next Year the insurance will be put out to tender.

9. LOCAL COUNCIL AWARD SCHEME.

November Parish Council meeting.

10. ADMINISTRATIVE MATTERS.

10.1 To approve advertisement for Parish Clerk. AGREED Proposed Cllr Buxton, Seconded Cllr Coleman. Closing date to be 15th August 2015. Clerk to disburse advertisement.

10.2 To agree interview panel and timescale, to agree Person Specification. It was AGREED the panel comprise the Clerk/Cllr H Buxton/Cllr Coleman/Cllr Saunders. Person Specification agreed as submitted.

10.3 To agree contract and job description. It was AGREED that the contract appoint the Clerk to a Scale Point not hourly rate. Draft Contract to be submitted to all councillors for agreement. CLERK.

10.4 To review Training policy – AGREED as recommended. Unchanged.

11. FINANCIAL MATTERS.

11.1 Receipts

None.

11.2 To authorise payments for:-

a)	AON Insurance chq 225195	£193.34*
b)	AON Insurance chq 225196	£132.44*
c)	Mrs S Hunt – salary June/July chq 225197	£235.86
d)	Inland Revenue – June/July chq 225198	£58.80
e)	Mr N Sharpe – newsletter chq 225199	£40.37
f)	Mrs Sarah Hunt – office expenses chq 225200	£41.83

*already paid as authorised last month.

An up to date bank reconciliation and budget was issued to Councillors. Attention was drawn to an uncashed cheque from the Preston Rooms dating back to May. New cheque to be issued. CLERK.

It was PROPOSED Cllr H Buxton and seconded Cllr Phillipo that all payments be made. CLERK.

11.3 Bank Mandate. It was AGREED that Cllr H Buxton and Cllr Coleman remain, in addition Cllr Phillipo and Cllr A Buxton be added. CLERK.

12. NORWICH RUNNING CLUB.

Once again roads were blocked and marshalls were rude to village members. Letters to be written. CLERK.

13. ITEMS FOR NEXT AGENDA.

The meeting closed at 8.16pm.

The Next Parish Council Meeting Will be held in the Preston Room, School Road, Ashmanhaugh
on:- Tuesday 1st September 2015 at 7.00pm

Signed:

1st September 2015