



FINAL MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

held in the Preston Room on Tuesday 5th July 2016 at 7.00pm

Parish councillors present:

Mr A Buxton

Mr C Phillippo

Mr H Buxton (Chair)

Mr G Saunders (Vice Chair)

Mr N Coleman

Mr A Wiseman

Ms M Gibbons

Clerk: Mrs C Male

There were five members of the public present and NNC & NNDC Cllr Nigel Dixon.

1. ATTENDANCE - All councillors present.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS - Common Land - Cllrs A Buxton, H Buxton and M Gibbons

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council meeting held on 3rd May 2016 were confirmed as a true and accurate record.

4. PUBLIC SPEAKING

4.1. County and District Councillor N. Dixon gave an update.

- i. The ongoing Devolution of the Eastern Region was discussed. Four councils, including North Norfolk, have voted not to go out to consultation on the current offer. It is currently unclear how this cross County split will be resolved and if a consultation will go ahead in the Councils that voted in favour. It is also unclear what the implications of Brexit will be, especially with a change of government, who may have different views on devolution.
- ii. A planning consultation was held for Hoveton and Wroxham Parish Councils, aiming to engage those Councils on the Local Plan. The Broads Authority were in attendance. Cllr Dixon to request that Ashmanhaugh Parish Council attend any future similar events. Cllr A Buxton and Saunders agreed to represent the Council.
- iii. Hoveton Village Hall are unable to find new Trustees which puts the future of the Hall in doubt.

4.2. PCSO Jeanette Boardman was not in attendance, but reported that there were no crimes in the Parish in the period.

4.3. Questions from the public:

- i. A request for permission from the Parish Council to repaint the phone box as it is in a poor state of repair. Noted that the phone box was owned by BT and therefore the Council could not give permission.
- ii. Concerns were raised about an accident on the crossroads on the 2nd July 2016. The hedges in that area need cutting back - Cllr Wiseman to speak with local residents. Discussed previous contact with Highways on signage around the crossroads. See item 7.1.

ACTION

- iii. Concerns were raised about the deterioration of the repair to the end of Church Road and the pollution coming out of the asphalt. Clerk to raise with Highways.

ACTION

5. MATTERS ARISING

- 5.1. Correspondence received since the agenda was published:
 - i. Norfolk Police have launched a campaign to recruit more special constables.
 - ii. NNDC Big Society Fund has opened to give out grants of up to £15,000 for Community Projects.
- 5.2. To receive a report on any matter not covered on the agenda - none.

6. CORRESPONDENCE.

- 6.1. Invitation to Parish Paths seminar, held by Norfolk Local Access Forum - 13th June, Dereham.
- 6.2. Norfolk Minerals Site Specific Allocations DPD - Single Issue Silica Sand Review- Pre-Submission representations period - not applicable to Ashmanhaugh.
- 6.3. Invitation to attend Norfolk ALC Devolution briefing - 22nd June 2016, County Hall, Norwich. The Clerk attended the event and reported back.
- 6.4. Invitation to attend the Community Action Norfolk AGM - 20 July 2016, Dereham.
- 6.5. Invitation to attend Royal Town Planning Institute Conference - 15 July 2016, Woodbridge.
- 6.6. Request for nominations for the Norfolk Safer Community Awards (NOSCA's) 2016 - closing date 29 July 2016. No nominations made.

7. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

- 7.1. Parish Partnership Scheme open for bids for minor Highways works. Closing date 16th December 2016. Discussed the possibility of putting in a bid for a flashing warning sign at the crossroads. Voted to explore other options, such as rumble strips, with the local Highway engineer. Clerk to set up meeting. **ACTION**
- 7.2. Homewatch scheme co-ordinator query - contacted Norfolk Police, no response yet ongoing. **ACTION**
- 7.3. British Heart Foundation Defibrillator funding is open again. Discussed that the decision to make a bid must be made by the Preston Rooms, where the unit would need to be housed. Discussed the terms of the agreement, and concerns were expressed that locked cabinets were less likely to be supported. Clerk to clarify terms with BHF and pass information onto the Preston Rooms committee. **ACTION**
- 7.4. The Common - confirmation of joint status as a Common and Surveyors Allotment. Need to produce a specification of works to be done that can be priced and then be passed onto the appropriate bodies for approval. Cllr H Buxton confirmed that area was very waterlogged and some element of drainage was required. Council voted in favour of calling a public meeting to discuss works to be undertaken. **ACTION**
- 7.5. Asset register - noted that the Clerk undertook an inspection on the 22nd June. Reported that the Village Sign needs repainting. Clerk to obtain quotes from signwriters. Clerk to update asset register accordingly. **ACTION**
- 7.6. No planning applications were received in the period.

8. ADMINISTRATIVE MATTERS.

- 8.1. Council Tax bill - 3% increase yet precept frozen for 2016-2017. Noted that NNDC explained that this is due to a decrease in the number of taxable households in the Parish.
- 8.2. The resignation of Neal Sharpe as editor of the newsletter was accepted and thanks were passed onto Neal for his hard work. Last edition will be September/October. Councillors voted that a Village newsletter should continue, although the format, cost and deliveries need to be reviewed. Councillors to email Clerk with any thoughts or comments. **ACTION**
- 8.3. Noted that the Clerk will be attending WordPress (website) one to one training session in July. Funded by the Transparency Fund award.
- 8.4. Noted new National payscales for Clerks 2016-2018, backdated to April 2016, included in this salary payment.

- 8.5. Noted that Councillors training courses available through Norfolk ALC for 2016-2017. Chair encouraged Councillors to attend courses and that money was available in the budget.
- 8.6. Agreed that Cllr H Buston and Phillipo would undertake the Clerk's appraisal - due 31st August 2016. Clerk to make arrangements.

ACTION

9. FINANCIAL MATTERS.

- 9.1. **Annual Return for year 2015/2016** - Mazars (external auditor) had returned the annual return asking for some alterations to be made. This has been resolved and sent back.
- 9.2. Discussed the need to use an internal auditor outside the village. Voted to accept Clerk's recommendation of a new auditor for the present financial year. Thanked Neal Sharpe for all his help in previous years.

ACTION

9.3. To review this period's financial position

- i. Noted and approved Bank Reconciliation – current balance £6,791.57.
- ii. Noted VAT reclaim of £70.47, not yet received.
- iii. Noted **receipts** of:
 1. NNDC Precept and grant £1801.00
- iv. Authorised **payments** for:-
 1. Newsletter printing (N Sharpe) £54.00
 2. Clare Male – salary May/June £304.00
 3. Clare Male – expenses £7.23
 4. Clare Male - mileage £6.75

- 9.4. **Transparency Fund** - next round of funding open. Discussed the use of the Parish Council website and whether this should be enhanced. Agreed that due to the demographic of the Parish it was not a suitable vehicle to replace the newsletter. Will continue to consider a bid when discussing the newsletter.

10. POLICIES.

- 10.1. Transparency Code compliance check - completed and all documentation is now on the website.
- 10.2. Review of Training Policy - issued 21st June 2016. Agreed.
- 10.3. Policies still to be reviewed: Model publication scheme (FOI). Noted.

11. ITEMS FOR NEXT AGENDA - Tuesday 6th September 2016 at 7.00pm

Decision on Quality Council status.

Meeting closed at 8.00pm.

Clare Male
Clerk & RFO to the Parish Council
13th July 2016

Final minutes agreed.....
Harry Buxton (Chair)

Dated:.....