



FINAL MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

held in the Preston Room on Tuesday 3rd May 2016 at 7.00pm

Parish councillors present:

Mr A Buxton	Mr C Phillipo
Mr H Buxton (Chair)	Mr G Saunders (Vice Chair)
Mr N Coleman	Mr A Wiseman
Ms M Gibbons	

Clerk: Mrs C Male

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

1. ELECTION OF CHAIR

- 1.1. Cllr H Buxton was nominated by Cllr G Saunders , seconded by Cllr C Phillipo and elected as Chair for the forthcoming year.
- 1.2. Acceptance of office form was completed.

2. ELECTION OF VICE CHAIR

- 2.1. Cllr G Saunders was nominated by Cllr C Phillipo , seconded by Cllr A Buxton and elected as Vice Chair for the forthcoming year.
- 2.2. Acceptance of office form was completed.

3. UPDATING OF REGISTER OF MEMBERS INTEREST FORMS FOR 2016/2017

No changes to declarations of interest.

4. ATTENDANCE - All councillors present.

5. DECLARATIONS OF INTEREST AND DISPENSATIONS - None.

6. MINUTES OF PREVIOUS MEETING

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

7. PUBLIC SPEAKING

- 7.1. County and District Councillor N. Dixon gave an update.
 - i. The proposed Devolution of the Eastern Region was discussed. This affects 23 councils in the region and in the short time frame given by Central Government it may be difficult to reach an agreement. Cllr A Buxton asked if central government had been able to make a sufficiently persuasive case for all of the different participants. Cllr Dixon said that there were differing views across the region with different areas having differing needs, especially Cambridgeshire and North Norfolk. In the last month opinions across the region had begun to fragment, especially around the acceptability of an elected mayor. It would not influence the Parish Council.
 - ii. New technology business park in Hoveton. Still delayed due to car parking issues.
 - iii. No new applications for housing developments in the area. Unlikely to see any new applications before a new Local Plan was agreed.

- 7.2. PCSO Jeanette Boardman was not in attendance, but reported that there were no crimes in the Parish in the period.
- 7.3. Questions from the public:
 - i. Newsletter - could the Parish Council review the newsletter in light of a future Quality Council application. To be out onto the next agenda. **ACTION**

8. MATTERS ARISING

- 8.1. It was raised that the Parish Council had not raised the precept but that local Council Tax bills show a rise of 3%. Clerk to enquire with NNDC. **ACTION**
- 8.2. To receive a report on any matter not covered on the agenda.

9. CORRESPONDENCE.

- 9.1. Speeding on Stone Lane - update from PCSO, who informed us she is unable to pursue complaints against individual drivers.
- 9.2. Invitation to attend Lions event on 22nd March with Neal Sharpe.
- 9.3. Queens 90th celebrations - to note Benefice service at the Church on 12th June at 9.30am.
- 9.4. Norfolk Housing and Economic Land Availability assessment, NNDC - invitation on views on the proposed methodology, deadline 3rd May 2016.
- 9.5. NNDC - notification that all planning applications will be sent electronically from 1 April 2016.
- 9.6. NCC - notification that all planning applications will be sent electronically from 1 April 2016.
- 9.7. Broadband speed consultation LAIS1389 - deadline 18th April 2016.
- 9.8. North Norfolk Information and Advice Service - extension of services to include Mundesley, Stalham and Wells. Information to be added to the noticeboards. **ACTION**
- 9.9. Community Payback scheme - looking for projects, such as grass cutting.
- 9.10. Norfolk Homewatch Association meeting - 21st April 2016, Wymondham. It was queried who is the Homewatch co-ordinator for the area? Clerk to investigate. **ACTION**
- 9.11. Norfolk Care and Support Guide 2016 - new publication.

10. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

- 10.1. The Common - re-review of documentation and local Parish maps outstanding. To be carried over to next meeting. Noted that it was likely that the registration as a Common should supercede any previous registration as a Surveyors Allotment. **ACTION**
- 10.2. North end of Church Road - update on condition. Noted that the repair work undertaken by NCC was of a temporary nature and would exacerbate pot holes around the area in the longer term.
- 10.3. Asset register - needs updating, review and risk assessment of assets required. Cllr H Buxton to review assets with Clerk. Noted that the noticeboard at the crossroads was not included on the asset register and not included on the insurance policy. To include this on the insurance policy. **ACTION**
- 10.4. No planning applications received in the period.

11. ADMINISTRATIVE MATTERS.

- 11.1. Clerk annual leave for 2016 - 25th to 29th July and 22nd 26th August. Approved.
- 11.2. Clerk to update on CiLCA. College course has finished and Clerk hopes to complete the required coursework by the end of the year.
- 11.3. Website - WordPress courses being investigated following Transparency Fund bid. This will allow the Clerk to make improvements to the website.

12. FINANCIAL MATTERS.

12.1. To agree and adopt the Accounts and Annual Return for year 2015/2016

- i. The accounts for financial year ending 31 March 2016 were agreed and signed off.
- ii. The internal auditor's report was reviewed. It was noted that the accounts were found to be in good order. In future separate meetings of the Council need to be recorded and minuted, e.g the Commons working party.
- iii. The Audit Commission Annual Return for year ending 31 March 2016 was agreed and signed off.

- iv. To note the audit posting dates - elected period for the exercise of electors rights commences on the 3rd June to 14 July. This is the period when the public has the right to inspect the Parish Council accounts. These dates will be published on the noticeboard and the website.

12.2. Insurance renewal - three quotes have been received and compared. The Clerk's recommendation of the appointment of Hiscox via specialist Parish Council broker Came and Company at £164.25 (previous insurers quote £210) was agreed as best value.

12.3. To review this periods financial position

- i. The Bank Reconciliation of £6335.52 was noted.
- ii. Noted that the VAT reclaim of £70.47 has been made, but not yet received.
- iii. Noted **receipts** of:

1. WiSpire - newsletter advertising income	£30.00
2. Transparency Fund award	£499.00
3. North Norfolk District Council - income consolidated stock	£0.20
4. Lions - donation	£50.00
- iv. Authorised **payments** for:-

1. Newsletter printing (N Sharpe)	£54.00
2. Norfolk Association of Local Council subscription 2016/2017	£85.90
3. Clerks SLCC membership fee (50% split with East Ruston)	£44.00
4. Internal audit fee (N Sharpe)	£25.00
5. Preston Rooms Association - annual hire charge	£55.00
6. Came & Company - insurance cover for 16/17	£164.25
7. Clare Male – salary Mar/Apr	£298.58
8. Clare Male – expenses (breakdown below)	£584.02
o Refreshments for Annual Parish meeting £12.28	
o Data Protection reregistration £35.00	
o Transparency fund award - clerk's broadband £97.00	
o Transparency fund award - Acer laptop £423.99	
o Mouse £9.75	
o SLCC AGM and training day £12.00	
9. Clare Male - mileage	£34.20

12.4. Transparency Fund - next round of funding open. Agreed to discuss this at the next meeting when reviewing the newsletter.

12.5. Noted that the **section 137 allowance** for 2016-2017 has increased to £7.42 per electorate. Total number of electorates in Parish is 148. Therefore 2016-2017 s137 allowance is £1,098.16. This relates to the amount the Parish Council is legally allowed to make in Grant awards.

13. POLICIES.

- 13.1. Financial regulations - updated and signed off. No changes.
- 13.2. Financial risk assesment - updated and signed off. Changes as discussed at previous meetings.
- 13.3. Policies still to be reviewed:
 - i. Review effectiveness of internal auditor
 - ii. Model publication scheme (FOI)
 - iii. Asset register (see 10.3)

14. ITEMS FOR NEXT AGENDA - Tuesday 5th July 2016 at 7.00pm
None.

Meeting closed at 7.55pm.

Clare Male
Clerk and RFO to the Parish Council
11th May 2016

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

Dated:.....