



FINAL MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

held in the Preston Room on Tuesday 6th September 2016 at 7.00pm

Parish councillors present:

Mr A Buxton

Mr H Buxton (Chair)

Mr G Saunders (Vice Chair)

Mr N Coleman

Mr A Wiseman

Clerk: Mrs C Male

NNC & NNDC Cllr Nigel Dixon and Homewatch Coordinator Peter Evans were present.

1. ATTENDANCE

Mr C Phillipo sent apologies - accepted.

Ms M Gibbons - not present, no apologies.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS - The Common - Cllrs A Buxton and H Buxton.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council meeting held on 5th July 2016 were confirmed as a true and accurate record.

4. PUBLIC SPEAKING

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

- i. NNDC Electoral Boundary review - boundaries are being redrawn to reduce the number of councillors from 48 to 40 for the 2019 elections. Proposed that Ashmanhaugh Parish will be amalgamated with Scottow ward. Consultation has now closed.
- i. Update on the planning consultation for Hoveton and Wroxham Parish Councils - no progress.
- ii. NNDC new Local Plan looking at housing allocations in rural villages. Discussed the possibility of new affordable housing in Ashmanhaugh. Agreed to contact NNDC Planning Policy Officer for more information on a housing allocation. **ACTION**

4.2. PCSO Jeanette Boardman was not in attendance, but reported that there were no crimes in the Parish in the period. Current priorities are speeding in Yarmouth Road, Sutton; burglaries in the Ingham Area; and speeding on Bridge Road in Potter Heigham.

4.3. Peter Evans - new Homewatch Coordinator. Unable to find out who the Ashmanhaugh Homewatch Coordinator is. Suggested a public meeting to relaunch Homewatch, potentially in the New Year. To discuss at next Parish Council meeting.

5. MATTERS ARISING

5.1. Correspondence received since the agenda was published:

- i. NCC - Norfolk Silica Sand Review modifications. Not relevant to Ashmanhaugh.
- ii. Norfolk ALC - response to devolution.
- iii. Request from Marie Curie for a donation - councillors voted not to support the request.

5.2. Norwich Road Runners - complaint about the closure of the road and the behaviour of the marshalls. Clerk to contact club to discuss future plans. **ACTION**

6. CORRESPONDENCE.

6.1. Invitation to comment on a Norfolk Police consultation on policing priorities - closing date 12 August.

- 6.2. Invitation to comment on a NNDC consultation on the Electoral review of North Norfolk - closing date 5 September. As item 4.1.
- 6.3. Norman Lamb annual village tour - visited Ashmanhaugh, 26th August.
- 6.4. Request from the North Norfolk Second Homes Forum to present their paper for Norman Lamb MP at a Parish Council meeting - councillors voted and not supported.
- 6.5. Invitation to attend an event in Sheringham for the United Nations Day of the Elder Person - 1st October, Sheringham.
- 6.6. Invitation to attend an event on the future of health and social care in Norfolk - 21st September, County Hall Norwich.
- 6.7. Request from Norfolk Citizens Advice to make a donation - councillors voted not to support the request.

7. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

- 7.1. Planning applications received in the period:
 - i. The Coach House, Rectory Road, Ashmanhaugh - erection of a detached oak frame garage. Deadline for comments - 12th August. Councillors voted to support the application by email.
- 7.2. School Road/Rectory Road crossroads and Parish Partnership Scheme application. Clerk met with Highways to discuss residents concerns about vehicles not stopping at the crossroads. Highways agreed to refresh the markings on the road but would not support any other scheme such as flashing signs. Highways noted only one accident has been reported. Important that all incidents including near misses are reported. Chair to send a letter to Highways expressing concern with lack of action. **ACTION**
- 7.3. Church Road repair - Clerk met with Highways and they have agreed to make a further repair to the area. Clerk to monitor.
- 7.4. Homewatch scheme - as item 4.3.
- 7.5. British Heart Foundation Defibrillator funding - agreed that it was important that the village has such a resource. Clerk to contact Preston Rooms again to ask that the Preston Rooms allow the Parish Council to purchase, install and maintain a defibrillator on the outside of the Preston Rooms. **ACTION**
- 7.6. The Common. Public meeting will be held at the Preston Rooms on Thursday 15th September at 7pm. Councils proposals are:
 - i. Drainage ditches to be reinstated
 - ii. Taking septic treated waste from local properties
 - iii. Boundary markers to delineate boundary
 - iv. Road access
 - v. Future uses - community use, planting, Christmas trees, children's play equipment, bench.
- 7.7. Village Sign - signwriter has inspected the sign and is happy to do the work but says that the metalwork needs repairing before any work can be undertaken. Clerk to contact local blacksmith for quote. **ACTION**

8. ADMINISTRATIVE MATTERS.

- 8.1. Applying for Quality Council status - Clerk issued a list of actions that would need to be undertaken to achieve the status. Councillors voted not to support an application.
- 8.2. Newsletter - Clerk has declined to take on the newsletter due to CiLCA time commitments. Agreed to let the newsletter be dormant for 6 months whilst councillors talk to the Church and other villagers about how the future of the newsletter. Clerk to write to advertisers to inform them. Thanks to Neal Sharpe for running the newsletter to date.
- 8.3. WordPress (website) - noted that Clerk attended a one to one training session in July. Could be used to contact Parishioners by email to inform them of events.
- 8.4. Clerk's appraisal - Cllrs H Buxton and C Phillipo undertook Clerk's appraisal. Agreed to increase the salary over two years to reflect performance. Councillors voted to support the increase.

9. FINANCIAL MATTERS.

9.1. Annual Return for year 2015/2016 - noted correspondence from Mazars confirming the audit has been completed satisfactorily.

9.2. To review this period's financial position

- i. Received and signed Bank Reconciliation – current balance £6488.84.
- ii. Noted **and approved receipts** of:
 - 1. VAT reclaim £69.25
- iii. Authorised and approved **payments** for:-
 - 1. Newsletter printing (N Sharpe) (invoice still to be presented) £54.00
 - 2. Wordpress (website) training - NALC £65.00
 - 3. Clare Male – salary July/August £302.20
 - 4. Clare Male – expenses £10.93
 - 5. Clare Male - mileage £13.50

9.3. Reviewed the mid year accounts and spending against budget for 2016-2017. Clerk reported that there is an overall underspend. Noted that projects are underway which will require funding in the future - Village Sign, The Common, Defibrillator.

9.4. Reviewed the budget forecast for 2016-2020. Clerk to forecast into 2019-2020 following current trends. The Common may prove to be an area of expense - to be considered after the public meeting on the 15th September.

10. POLICIES.

- 10.1. Policies to be updated: Model publication scheme (FOI).
- 10.2. Asset register - still to be updated.

11. ITEMS FOR NEXT AGENDA - Tuesday 1st November 2016 at 7.00pm

Meeting closed at 20.34pm.

Clare Male
Clerk & RFO to the Parish Council
ashmanhaughparishcouncil@gmail.com
14th September 2016

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

Dated:.....