



MINUTES OF ASHMANHAUGH PARISH COUNCIL **MEETING**

Held in the Preston Room on Tuesday 3rd September 2019 at 7.00pm.

Parish councillors present:

Cllr S Bland Cllr A Buxton Cllr N Coleman Cllr C Phillipo (Vice Chair)
Cllr J Pond Cllr H Buxton (Chair)

Clerk: Mrs S Martin

Members of the public present - 5, including County/District Councillor Nigel Dixon

1. ATTENDANCE.

Apologies were received and accepted from Cllr Gary Saunders (personal)

2. DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS FOR THIS MEETING

Cllr J Pond declared an interest on item 7.1 Planning application PF/19/1250.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council meeting held on 25th June 2019 were agreed as a true and correct record and signed by the Vice Chair as Chair was not at that meeting.

4. PUBLIC SPEAKING

4.1. To receive a report from County and District Councillor Nigel Dixon.

- It was reported that District Council new administration has taken effect and settling down, however there is no Corporate plan yet.
- NNDC has announced its Declaration of Climate Emergency where Councillors committed to recognising the devastating impact of global temperature change and taking immediate action.
- The Bacton to Walcott Sandscaping scheme seeks to protect Bacton Gas Terminal which supplies up to one third of the UK gas supply and protect homes and businesses at Bacton and Walcott from erosion and flooding. This is due to complete by the end September/Early October.
- County Council - around a year ago there were meeting to discuss the road transport network infrastructure, which mainly focused on the B1151. It identified a number of concerns and traffic data has now been collected and being processed. Following this it is hoped a further meeting will take place to which PC's will again be invited.
- A question was raised regarding the proposed transformation of the old Radar Station at Neatishead and concerns over the infrastructure. Cllr Dixon commented that it is only the start of the process and has a long way to run, so no decisions made yet.
- It was asked if a decision had been made regarding planning application PF/19/0205., Land South of Carousel, Stone Lane - NNDC refused the application, however information on NNDC website shows an appeal has been lodged by the applicant.

4.2. To receive crime figures from Norfolk Police.

- There were no crime figures received, however PC Tom Gibbs had sent a report which had been circulated to Cllr's and available for the public to read.

4.3. To receive questions from the public relating to local issues.

- It was raised that the public telephone box at the end of Church Road had a notice placed inside reference its proposed removal, which was dated June 2019. The Preston Rooms committee have put in an application to adopt the telephone box, and will keep the PC

informed if progress. The Chairman gave support to this proposal and offered help from the PC if needed.

- There will be a demonstration on how to use the defibrillator (located inside Preston Rooms) at 7pm on Tuesday 10th September - all welcome.
- A vandalised van on Church Road was reported - Clerk to investigate.
- It was raised some issues with documents on the PC's website not able to be viewed correctly - the Clerk is aware of this and awaiting support from NALC to resolve.
- It was asked if an update had been received on planning application , no official decision has been received, however it is believed to have been withdrawn.

5. MATTERS ARISING

- 5.1.** To discuss correspondence received since the agenda was issued.- NONE
- 5.2.** To receive a report from the SNAP (Safer Neighbourhood Action Panel) meeting - report circulated, no specific priorities were set for Ashmanhaugh, however police speed check may pop up within the Parish.
- 5.3.** To receive a report on any matter not covered on the agenda - NONE

6. CORRESPONDENCE

- 6.1.** To consider a response to the NHS five year plan for health and care in Norfolk and Waveney:
It was agreed for the Chairman to formulate a response on behalf of the PC and to be circulated for approval prior to submission.
- 6.2.** RAF Benevolent Fund in Norfolk - Help us get more RAF veterans on our radar
- 6.3.** Wroxham and Hoveton Network Improvement Strategy - as discussed by Cllr Dixon
- 6.4.** Police newsletter
- 6.5.** Clothes Aid (Services) Ltd - House to House Charity Collections request - It was agreed that the PC did not feel they had the authority to grant this request due to lack of information.
- 6.6.** Farming and the highway - new web pages from NCC
<http://www.norfolk.gov.uk/farmingandthehighway>

7. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

- 7.1.** To consider the following planning applications:
PF/19/1250 - Plum Tree Cottage & Nutmeg Cottage , East View Farm, Stone Lane, Ashmanhaugh, Norwich, NR12 8YW - Removal of condition 3 (holiday use) of planning permission PF/99/1144 to allow full residential occupation
Resolution: to support the application
- 7.2.** To discuss correspondence with NCC Highways:
 - 7.2.1.** Issue with grips - Clerk to speak with Highways and feedback concerns raised
 - 7.2.2.** Concerns about the levels of the new ditch on Church Road - Clerk to enquire with Highways as to what action is to be taken
- 7.3.** The Common - to discuss the installation of further railway sleepers - It was agreed to monitor the existing sleepers at present before looking to install further sleepers.
- 7.4.** To discuss and consider Parish telephone box - As per item 4.3 - PC will support the Preston Rooms application to adopt the telephone box as it is a community asset and a shame to lose it.
- 7.5.** Update regarding SAM2 device, including locations - the PC had previously agreed locations, Clerk to confirm these with Highways, and then device and posts to be ordered. Data to be collected via bluetooth and a device provided by the PC for this. Training on collating and analysing the data will be provided by Westcotec. Cllrs Pond and Phillipo to assist in the moving of the SAM2 devices.
- 7.6.** To consider bids for the NCC Parish Partnership scheme 2020/21 (closing date 6th December 2019) - suggestions to be discussed at the November meeting.

8. ADMINISTRATIVE MATTERS

- 8.1.** To agree and sign new Clerk's contract - the contract had been circulated at was approved, and signed by the Chairman and the Clerk.
- 8.2.** To agree bank signatories - Cllr Coleman requested to be removed as a signatory on the bank account, which was actioned. It was agreed to add Cllr Pond as a new signatory. It

was agreed to cancel the PC's debit card and requested a new card for access to view online banking only for the Clerk. Contact details for the bank have been updated.

- 8.3.** To discuss the Ashmanhaugh page in the Tunstead Parish magazine - It was agreed for the Chair to speak with Tunstead PC's chair to discuss this further as although it is supported, it was felt that previously the magazine had been issued to Ashmanhaugh too late making the information out of date.
- 8.4.** To discuss the proposal for a Facebook page - It was agreed to implement this as a 'noticeboard' for the Parish. Clerk to action.

9. FINANCIAL MATTERS

9.1. To review this period's financial position

9.1.1. Received and signed Bank Reconciliation - all agreed, and duly signed by the Chair.

9.1.2. Noted receipts in the period of: NONE

9.1.3. Payments authorised for:

Clare Male – salary July	£ 48.34
Sarah Martin - salary August/September	£287.70
Sarah Hunt Clerk Consultancy and expenses	£242.72
HMRC tax payment	£198.36
It was agreed to pay these invoices.	

10. POLICIES - to discuss and approve the following policies:

The draft policies had been circulated to Councillors prior to the meeting for review.

10.1.1. Code of conduct - Approved

10.1.2. GDPR:

Risk assessment - Approved

Privacy notice - Approved

Information audit - Approved

10.1.3. Document retention policy - Approved

11. ITEMS FOR NEXT AGENDA - 5th November 2019

No items raised, however it was stated that the PC had not received any update regarding planning application PF/19/0295 Wroxham Barns.

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Meeting closed 7.53pm.