



FINAL MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

held in the Preston Room on Tuesday 7th May 2019 at 7.00pm

Parish councillors present:

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

Clerk: Mrs C Male

PC Tom Gibbs and three members of the public attended.

1. **WELCOME TO COUNCILLORS FOR A NEW FOUR YEAR TERM FOLLOWING ELECTIONS ON THE 2ND MAY.** All Councillors signed Acceptance of Office Forms,
2. **ELECTION OF CHAIR** - Cllr Harry Buxton was elected.
3. **ELECTION OF VICE CHAIR** - Cllr Chris Phillipo was elected.
4. **ATTENDANCE** - all Councillors present.
5. **DECLARATION OF INTEREST:**
 - 5.1. **SUBMISSION OF DECLARATION OF INTEREST FORMS**
 - 5.2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS FOR THIS MEETING** Members are invited to declare a previously undisclosed interest relating to any item on the agenda and to ask for a dispensation to vote on matters in which they have a disclosable pecuniary interest or other non-financial interests. None.
6. **MINUTES OF PREVIOUS MEETING** Agreed the accuracy of the minutes of the Parish Council meeting held on 5th March 2019 and the extraordinary planning meeting of the 16th April 2019.
7. **PUBLIC SPEAKING**
 - 7.1. Noted that at the recent District Council elections Cllr Nigel Dixon and Cllr Gerard Mancini Boyle were elected. Cllr Dixon will be the main point of contact for Ashmanhaugh.
 - 7.2. PC Tom Gibbs gave a report from Norfolk Police.
 - 7.3. Received questions from the public relating to local issues.
 - 7.3.1. Objection to the railway sleepers that have been fitted to prevent erosion to the Common. Issues with people turning in driveways. Clerk to investigate cul-de-sac/no turning signs for Church Road. **ACTION CLERK**
8. **MATTERS ARISING**
 - 8.1. To discuss correspondence received since the agenda was issued - none.
 - 8.2. To receive a report on any matter not covered on the agenda - none.
9. **CORRESPONDENCE**
 - 9.1. NNDC Local Plan update - consultation runs from the 7th May to 19th June. Drop in sessions across the District - closest will be Hoveton on the 23rd May 2.30 - 7.30pm.

Agreed that a working group will meet before the next meeting to formulate a response.
Clerk to arrange. **ACTION CLERK**

9.2. Temporary closure of Crowgate Street, Tunstead, from 29th April for meter exchange works.

9.3. Noted the publication of notices for the European elections on the 23rd May.

10. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

10.1. No additional planning applications were received since the extraordinary planning meeting of the 16th April.

10.2. Crossroads - discussed the road traffic accident that took place on Saturday 20th April and the response from Norfolk Police. Agreed that the Clerk would contact Norfolk County Council Highways and would prepare a letter asking the corner resident to keep the hedge trimmed back. **ACTION CLERK**

10.3. Discussed correspondence with NCC Highways:

10.3.1. Issue with grips as raised at last meeting. Noted.

10.3.2. Concerns about the levels of the new ditch on Church Road. Not yet completed.
Clerk to follow up.

10.4. The Common - to discuss the installation of the railways sleepers - carry over.

11. ADMINISTRATIVE MATTERS

11.1. Reviewed the Ashmanhaugh page in the Tunstead Parish magazine and discussed problems with delivery. Agreed the Chair will discuss with the Chair of Tunstead Parish council. Agreed that Cllr Coleman will be the distribution point for delivery.

ACTION CLLR H BUXTON

11.2. Discuss the proposal for a FB page. Agreed the Clerk will start this. **ACTION CLERK**

11.3. Agreed Clerks annual leave w/c - 8th April, 27th May, 5th August, 21st October, 23rd December.

12. FINANCIAL MATTERS

12.1. Reviewed this period's financial position

12.1.1. Received and signed Bank Reconciliation – current balance £9,392.77

12.1.2. Noted **receipts** in the period of:

12.1.2.1. First half precept payment, NNDC £1,888.00

12.1.3. To authorise **payments** for:-

12.1.3.1. Clare Male – salary Mar/Apr £343.72

12.1.3.2. Clare Male - mileage £33.30

12.1.3.3. HMRC tax payment £85.80 (Debit card)

12.1.3.4. Andy Payne - installing railway sleepers £1,100.00

12.1.3.5. NALC membership renewal £125.93

12.1.3.6. Insurance renewal for 2019/20 £tbc

12.1.3.7. Refreshments for training - Roys £14.45 (Debit card)

12.1.3.8. Refreshments for Annual Parish meeting £6.26 (Debit card)

12.1.3.9. Land registry fees £6.00 (Debit card)

12.1.3.10. Data protection renewal £35.00 (Direct Debit)

12.2. Updated on the audit Annual Return and agreed a change to the date of the next meeting to the 25th June to comply with statutory requirements.

12.3. Insurance renewal - reviewed quotes and agreed that they were not competitive considering the level of cover required. Clerk to seek further quotes. **ACTION CLERK**

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

13.1. Code of conduct to be distributed for next meeting.

13.2. GDPR - risk assessment, privacy notice, information audit - outstanding.

13.3. Document retention policy - outstanding.

14. ITEMS FOR NEXT AGENDA - the next meeting will be 25th June 2019.

Signed.....

Date.....