



## **MINUTES OF ASHMANHAUGH PARISH COUNCIL** **MEETING**

**Held in the Preston Room on Tuesday 5th November 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.**

There were no apologies received.

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

2.1 None.

### **3. MINUTES OF PREVIOUS MEETING**

The minutes of the Parish Council meeting held on 3rd September 2019 were agreed as a true and correct record and duly signed by the Chair.

### **4. PUBLIC SPEAKING**

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

- The Norfolk Fire & Rescue Consultation takes place every 3 years and will be reviewing the Risk Management Plan
- A request for an update regarding the planning application at Wroxham Barns was requested.
- There is still no Corporate Plan for the next 4 years for NNDC, however six teams have been identified, but the development and delivery is still a work in progress, but is hoping to be decided by early December 2019.

**4.2.** To receive crime figures from Norfolk Police.

The police newsletter had been circulated and the crime map shows one crime within the Parish during September..

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

- It was mentioned that no members of the PC attended the demonstration on how to use the defibrillator held at the Preston Rooms.
- The request to adopt the telephone box has been submitted by the Preston Rooms, and if successful following a consultation, will be able to be purchased for £1.

### **5. MATTERS ARISING**

**5.1.** To discuss correspondence received since the agenda was issued.

- The Parish Precept information was noted as received. This is on the agenda under Finance.
- Digging up Norfolk information was received and discussed, but it was agreed there is no effect to Ashmanhaugh.
- A complaint has been received regarding speeding drivers along Stone Lane. A request was forwarded to the local Beat Manager for a speed check to be carried out, and it was suggested speaking to Place Uk for their support.

**5.2.** To receive a report on any matter not covered on the agenda - None

6. **CORRESPONDENCE** - All noted
  - 6.1. General correspondence
  - 6.2. Norfolk ALC Bulletin
  - 6.3. Police newsletter
  - 6.4. Invitation to ELECTORAL REVIEW OF NORFOLK Wednesday, 9 October 2019.
  - 6.5. Temporary closure of Norwich Road in the parish of Wroxham - Network Rail bridge inspection (21st October)
  - 6.6. Invitation to NALC Well-being Task and Finish group mini conference 18th October 2019
  - 6.7. Temporary closure of Stone Lane in the Parish of Ashmanhaugh - new water connection works (4th-6th November)
7. **HIGHWAYS, PLANNING, LAND AND ASSET ISSUES**
  - 7.1. To consider the following planning applications: NONE
  - 7.2. To discuss correspondence with NCC Highways:
    - 7.2.1. Issue with grips as raised at previous meeting - this was raised with Highways, however they have said there is no action that can be taken.
    - 7.2.2. Concerns about the levels of the new ditch on Church Road - It was reported the ditch has not been installed as discussed, therefore Clerk to contact Highways and request a further site visit. Also to look at a long term management plan for the area.
    - 7.2.3. White line painting at crossroads - Not completed yet, Clerk to follow up.
  - 7.3. Update re: Planning Applications:  
PF/19/1041 Pavilion, Church Road, Ashmanhaugh, Norwich, NR12 8YL - Permitted  
PF/19/1250 Plum Tree Cottage - extension has been granted for decision  
PF/19/0205 Land South of Carousel - Refusal - Appeal Lodged  
PF/19/0295 Wroxham Barns - no decision issued yet
  - 7.4. To receive an update regarding the Parish telephone box - As mentioned in Public Participation - awaiting consultation. Parish Council in support of Preston Rooms adopting the telephone box.
  - 7.5. Update regarding SAM2 device, including locations - a meeting was held with Westcotec to look at locations to site the SAM2. These have been submitted to Highways for approval. It was agreed that once the Memorandum of Understanding is received back for the Clerk to order the device.
  - 7.6. To discuss and consider village benches - the two Parish Council benches were discussed, and although their condition is acceptable at present it was proposed by the Chair to consider replacements within next year's budget and possibly put in a Parish Partnership bid for funding.
  - 7.7. To consider bids for the NCC Parish Partnership scheme 2020/21 (closing date 6th December 2019) - it was agreed not to submit any bids for this years initiative.
8. **FINANCIAL MATTERS**
  - 8.1. **To review this period's financial position**
    - 8.1.1. To receive and sign Bank Reconciliation - agreed by all and signed by the Chair..
    - 8.1.2. To note **receipts** in the period - noted  
NNDC - 2nd installment of Precept £1888.00
    - 8.1.3. To authorise **payments** for:-

|                                                       |          |
|-------------------------------------------------------|----------|
| Sarah Martin - salary October/November(inc. expenses) | £ 307.46 |
| HMRC tax payment                                      | £ 34.54  |
| Tunstead Parish Council (newsletter)                  | £ 25.00  |
| The Preston Rooms (hall hire 2018/19)                 | £ 90.00  |
| All payments were agreed.                             |          |
    - 8.1.4. Update on banking issues - forms completed and signed to add John Pond as a bank signatory, and to allow signatories and Clerk view only access to the online bank account.
    - 8.1.5. To consider a donation request to Norfolk Citizens Advice - This was discussed, however it was agreed it is not Parish Council policy to support.
    - 8.1.6. To consider and agree sale of Parish Council filing cabinet - It was agreed to sell to Wroxham PC for £60.00.

- 8.1.7. To agree the budget for 2020-2021 - The budget had been circulated prior to the meeting. There were no questions raised. It was agreed to accept this budget.
- 8.1.8. Precept - to agree the precept figure for 2020-2021 - As proposed in the budget, it was agreed to set the Precept to £3900.00, which is a 5.41% increase. The estimated Band D Tax rate will rise from £56.40 2019/20 to £58.90 2020/21.

## **9. CONSULTATIONS**

- 9.1. Council motion request re national community energy campaign  
It was discussed and agreed that no Parish Council comments would be submitted, however individuals can submit comments directly.
- 9.2. To consider a response to Norfolk County Council draft Integrated Risk Management Plan (10 December 2019)  
It was discussed and agreed that any PC comments must be submitted to the Clerk by the end of the week in order for submission.
- 9.3. To consider a response to Broads Authority - three planning documents (22 November 2019)  
It was discussed and agreed the PC were happy with the 3 documents and therefore no further comments.

## **10. ADMINISTRATIVE MATTERS**

- 10.1. To agree meeting dates for 2020/21 - All meeting dates agreed. Clerk to confirm hall booking. It was discussed arranging a quiz for after the Annual Parish Meeting to make a Community event (HB).

## **11. POLICIES - to discuss and approve the following policy:**

Social Media Policy - The draft policy had been circulated to Councillors prior to the meeting for review. It was agreed to adopt this policy.  
Clerk to continue with creating a Facebook page for the PC.

## **12. ITEMS FOR NEXT AGENDA - 7th January 2020**

No items raised.

[ashmanhaughparishcouncil@gmail.com](mailto:ashmanhaughparishcouncil@gmail.com)

Public meeting closed 7.41pm.

**The meeting will then be closed to the press and public in accordance with Schedule 12A of the Local Government Act 1972, to consider staff matters**

It was agreed the Clerks successful 3 month probation and pay increase.

Closed 7.45pm