



MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

Held virtually on Tuesday 7th July 2020 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 - 3

1. ATTENDANCE.

There were no apologies of absence received.

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

2.1 None.

The Chairman's report was agreed to be moved to item 3 on the agenda.

3. CHAIRMAN'S REPORT

Chairman Harry Buxton spoke about the sad passing, after a long illness, of Councillor Gary Saunders. Gary, over the years, had given a lot to the Parish and will be greatly missed. A one minute silence was held in respect.

The Chairman also thanked the Community for coming together over the past few months during this current pandemic, and the ongoing support which was offered by Parishioners and Councillors. Businesses are starting to reopen and tourism on the way back which brings with it the risk of a second spike, however the PC will be prepared to help if needed.

4. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council meeting held on 3rd March 2020 were agreed as a true and correct record and will be duly signed by the Chairman.

5. PUBLIC SPEAKING

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

Cllr Dixon reported that NNDC has been responsible for the delivery of many support schemes across the District over the last few months supported by individuals, communities and Good Neighbour Schemes. The local coordination centre which was set up in Hoveton has now ceased, however there is still a centre in Stalham.

The District has various grant schemes including a Government backed loan to support individuals and businesses. NNDC officers remain mainly working from home - where the emphasis has been on COVID-19 but now progressing back to normal.

In September 2018 the Market Town Network Improvement Strategy aim was to carry out research mainly involving Hoveton and Wroxham PC's around traffic congestion on the A1151 and should have involved local surrounding Parishes, business and the Broads Authority. In February a draft strategy was circulated for comment with a quick response period, but no access to the data. It was decided under delegated power to proceed with the strategy without proper consultation with the stakeholders involved. The outcome is to improve pedestrian flows but not addressing the traffic flow issues.

Although this does not directly affect Ashmanhaugh PC, it was felt that there has been disregard for lack of consultation and therefore not giving all the opportunity to comment.

5.2. To receive crime figures from Norfolk Police.

- No report received, however the Police newsletter had been previously circulated.
- 5.3. To receive questions from the public relating to local issues. In line with the Parish Council Standing Orders, each speaker is allowed a maximum of 5 minutes. Maximum time allowed 15 minutes in total.
A parishioner mentioned the drain on Church Road has now been cleared and therefore now allows water to flow.
A comment was raised for Cllr Nigel Dixon to report back to NNDC regarding the information which was sent to each Household at the start of the pandemic which had a postcode out of Norfolk and therefore may have misled households that the information was from NNDC.
6. **MATTERS ARISING**
- 6.1. To discuss correspondence received since the agenda was issued.
Noted receipt of Police COVID newsletter update.
- 6.2. To receive a report on any matter not covered on the agenda - none.
7. **CORRESPONDENCE - previously circulated**
- 7.1. General correspondence
- 7.2. Norfolk ALC Bulletins and updates
- 7.3. Police newsletter
- 7.4. Norfolk Police - Help us improve our website feedback questionnaire
- 7.5. District Councillor update on Market Town Network Improvement Strategy - Hoveton & Stalham
- 7.6. Notice of postponement of Norwich Western Link Local Access Consultation/Government backing secured
- 7.7. Broads Authority Flood Risk Supplementary Planning Document adopted 22nd May 2020
- 7.8. Highway Inspection Parish Visit - **to report damaged signs off Stalham Road and on Crowgate Street.**
- 7.9. Parishioner email re: Poor Lands Verge on Rectory Road - **not PC responsibility, however has since been cut back.**
8. **HIGHWAYS, PLANNING, LAND AND ASSET ISSUES**
- 8.1. Planning applications response to be ratified: **NOTED**
PF/20/0552 - Crowgate Cottage, Stone Lane, Ashmanhaugh, Norwich, NR12 8YW - Two storey extension to southwest elevation following demolition of existing lean-to extension; single storey extension to northwest elevation
Resolution - NO OBJECTION OR COMMENT **Decision:** PERMIT **NOTED**
PF/20/0101 - Land at Church Farm, Church Road, Tunstead, NR12 8RQ - Construction of 150,000m3 clay-lined reservoir for the purposes of collecting rainwater from existing polytunnels, with associated drainage network and up to 9m water collection pits, and associated infrastructure
Resolution - SUPPORT
- 8.2. To receive planning decisions: **NOTED**
PF/19/0205 - Erection of single storey detached dwelling and detached double garage Land South of Carousel, Stone Lane, Ashmanhaugh
A decision was reached by the Planning Inspectorate to **dismiss** the appeal on the 11th March 2020.
- 8.3. To discuss Parishioner allotment proposal for the village
It was agreed that the PC does not own any land which could be used for allotments.
- 8.4. SAM2 device:
1) To receive data collected from SAM2 device - the data was circulated which showed significant traffic travelling in excess of the 30mph speed limit, and some data showing speeds in excess of 60mph. It was discussed sharing this information with the Police. A new extended pole has been requested with Highways along Rectory Road.
- 8.5. To discuss and consider invitation for bids for the Parish Partnership Scheme Initiative 2021/22
It was discussed investigating a sign to be installed close to Blacksmith/Rose Cottage to inform of the 30mph speed limit as approaching. It was also mentioned a warning sign along School Road towards Forge/Rose Cottages, or extending the 30mph area.
Clerk to investigate.

9. FINANCIAL MATTERS

9.1. To ratify payments made between meetings: **AGREED**

Sarah Martin - salary April/May (inc. expenses)	£ 350.17
HMRC tax payment	£ 74.80

9.2. To review this period's financial position: **NOTED**

To receive and sign Bank Reconciliation

To note **receipts** in the period **NOTED**

NCC Parish Partnership Scheme 50% contribution	£1808.50
VAT reclaim for 01/04/19-31/03/20	£ 738.23

To authorise **payments** for:- **ALL AGREED**

Sarah Martin - salary June/July (inc. expenses)	£ 319.96
HMRC tax payment	£ 74.80
Westcotec Ltd. (SAM2 bracket inc. VAT £11.50)	£ 69.00*
*Invoice amount amended due to VAT on delivery	
Preston Rooms (hall hire 2019)	£ 144.00
Mrs C Moore (Internal Audit 2019-20)	£ 40.00

To **note** payment made by Direct Debit to ICO (22/04/20) £ 35.00

9.3. To receive Internal Auditors report

There were no recommendations given by the Internal Auditor, and no further comments

9.4. To approve certificate of Exemption

This was approved and will be signed by the Chair and Clerk/RFO

9.5. To approve the Annual Governance Statement in the 2019-20 Annual Return

Each of the statements in the Annual Governance section of the Annual Return requiring Councillors to respond to were read out. The Council **RESOLVED** to approve the Annual Governance Statement. The Chairman and the Clerk/RFO will sign the AGAR on behalf of the Council.

9.6. To approve the Statement of Accounts in the 2019-20 Annual Return

The Accounting Statement had been circulated to Councillors prior to the meeting. The Council **RESOLVED** to approve the Statement of Accounts. The Chairman and the Clerk/RFO will sign the AGAR on behalf of the Council.

9.7. To consider financial support to the CPRE - the Countryside Charity

It was **RESOLVED** to decline to financial support

9.8. Financial correspondence: None

10. CONSULTATIONS:

10.1. Taxi Handbook and Policy

It was **AGREED** no comments to be submitted

10.2. Code of Conduct

It was **AGREED** no comments to be submitted from the PC, however individual comments from Councillors could be submitted.

11. ADMINISTRATIVE MATTERS

11.1. To discuss and agree a date for a village litter pick (Great British Spring Clean 11-27 September 2020)

It was provisionally **AGREED** to hold a village litter pick on Saturday 12th September 2020.

11.2. To discuss continued virtual PC meetings

It was discussed continuing with virtual meetings for now as per the guidance from NALC.

11.3. To set date for Clerks appraisal

The Chair and Vice Chair to carry out the Clerks appraisal - date to be confirmed.

11.4. To receive update on Website accessibility

The Clerk reported some work has been done on meeting this regulation. A further update will be given at the next PC meeting.

12. ITEMS FOR NEXT AGENDA - Tuesday 1st September 2020 - Parish Council Meeting

- Parish Councillor Vacancy

Public meeting closed at 7.51pm.