

MINUTES OF ASHMANHAUGH ANNUAL PARISH COUNCIL MEETING

Held in the Preston Rooms on Wednesday 8th May 2024 at 7.00pm

Parish councillors present:

Cllr. H. Buxton (Chair), Cllr. C. Phillipo, Cllr. N. Coleman, Cllr. C. Ramsbottom, Cllr. H. Casey.

Clerk: Mrs S Martin

Members of the public present – 5
(including Cllr. Dixon 19:33)

1. ELECTION OF CHAIR

Cllr. Buxton was nominated and proposed as Chair by Cllr. Phillipo; this was seconded by Cllr. Ramsbottom. With no further nominations, all AGREED to elect Cllr. Buxton to serve as Chair for the coming twelve months. Cllr. Buxton duly signed the Declaration of Acceptance.

2. ELECTION OF VICE CHAIR

Cllr. Buxton invited nominations for the office of Vice-Chair. Cllr. Phillipo was nominated and proposed by Cllr. Buxton and seconded by Cllr. Casey. With no further nominations, all AGREED to elect Cllr. Phillipo to serve as Vice-Chair for the coming twelve months.

3. ATTENDANCE: To note those present and to approve apologies for absence.

Attendance noted. Apologies were received and accepted from Cllrs. Bradley and Naylor-Clements (both personal).

4. DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS FOR THIS MEETING:

None.

5. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 5th March 2024 were proposed as a correct record without amendment by Cllr. Phillipo; seconded by Cllr. Coleman - AGREED by all.
They were duly signed by the Chair.

6. GENERAL POWER OF COMPETENCE

It was noted that the PC still held this.

7. PUBLIC SPEAKING

7.1. To receive a report from County and District Councillor

*reported at end of meeting

District/County Councillor Nigel Dixon joined the meeting at 19:33 and reported on the Broads Loal Plan which refers to Hoveton as a town, whereas should be a large village. A public meeting regarding the NNDC Local Plan was held in February in Hoveton and a public consultation should be announced in the summer. Parish bin collections have settled following issues from revised collections.

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

A member of the public spoke regarding signage advising of reduced speed limit and loose road chippings within the Parish, however no works were carried out and deemed a waste of public money.

7.3. To receive a report on any matter not covered on the agenda

None.

8. CORRESPONDENCE – – all correspondence noted.

- General correspondence
- Norfolk ALC Bulletins and updates
- New Police Priorities for the Stalham SNT area
- The Local Plan for the Broads – Preferred Options Consultation (closing 4pm on 17 May 2024)
- NNDC Planning Roadshow - up-skilling events - New dates and Venues (Wednesday 22 May 2024, The Community Centre, New Road, North Walsham 6.00pm)

9. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

9.1. **To consider any planning applications received:** None

9.2. **To note the following NNDC planning decisions:** Noted.

NMA/24/0122 - Park Farm Cottages, School Road, Ashmanhaugh, Norfolk – Non-material amendment of planning permission PF/23/0243 - (Demolition of two fire damaged dwellings and erection of two replacement dwellings) to allow - revising the parking arrangement from the approved permission to the current in place parking arrangement on site

NNDC Decision - APPROVE

9.3. **SAM2**

Data collected from Rectory Road as vehicles exit the village from 4th April to 6th May 2024 was circulated. Majority of vehicles within the speed limit, although some excessive speeds recorded.

9.4. **To receive report from Police Priorities meeting held on 9th April 2024**

Cllr. Coleman gave a brief report. Priority for the area remains as speeding vehicles. It was noted 6 crimes reported for Ashmanhaugh. Next meeting to be held in June 24.

10. FINANCIAL & ADMINISTRATIVE MATTERS

10.1. **To review this period's financial position and sign the bank reconciliation**

Presented as at 31st March 2024 (year-end) and 30th April 2024. AGREED by all.

10.2. **To authorise payments for:**

Sarah Martin - salary Apr/May 24 (inc. expenses) £ 427.50

HMRC PAYE payment Apr/May 24 £ 105.40

Norfolk ALC subscription 2024/25 £ 180.88

Norfolk ALC website hosting 2024/25 £ 70.00

Mrs C Moore (Internal Audit 2023/24) £ 100.00

Ashmanhaugh Parochial Church Council £ 100.00*

*from 2032/24 reserves

Preston Rooms (Room hire 2023/24) £ 156.00

Norfolk County Council PP scheme (gateways) £ 467.00

Zurich Town & Parish, Insurer Trust Account £ 447.21**

(Insurance cover 01/06/24 to 31/05/25)

**AGREED at item 10.9

Norfolk Association of Local Councils (.gov.uk domain) £ 14.40***

***AGREED at item 10.10

All payments were AGREED.

10.3. **To note ICO renewal (paid Direct debit) £ 35.00**

Noted.

10.4. **To note receipt of 1st instalment precept 2024/25 £2260.00**

Noted.

10.5. **To receive Internal Auditor's report 2023-24**

Report circulated – no recommendations or observations raised by the Internal Auditor.

10.6. **To approve the Certificate of Exemption 2023-24**

APPROVED - signed by the Chair and Clerk/RFO.

10.7. **To approve the Annual Governance Statement in the 2023-24 Annual Return**

Each of the statements in the Annual Governance section of the Annual Return requiring Councillors' response was read out. The Council RESOLVED to APPROVE the Annual Governance Statement. The Chair and the Clerk/RFO signed the AGAR on behalf of the Council.

10.8. **To approve the Statement of Accounts in the 2023-24 Annual Return**

The Accounting Statement had been circulated to Councillors prior to the meeting. The Council RESOLVED to APPROVE the Statement of Accounts. The Chair and the Clerk/RFO signed the AGAR on behalf of the Council.

10.9. **To consider and agree insurance renewal (1st June 2024)**

It was proposed by Cllr. Buxton; seconded by Cllr. Ramsbottom to accept the quote from Zurich Insurance for a one-year policy commencing 01/06/24 at £447.21. This was AGREED by all.

10.10. To consider .gov.uk domain and email addresses

The PC successfully received a £100 grant towards the first 2 years costs. It was AGREED to proceed. Initial 2-year cost £14.40.

10.11. To review and agree the following policies:

- Information Audit
- Retention and Disposal Policy
- Document Retention (Appendix A)

All policies AGREED as presented.

11. ITEMS FOR NEXT AGENDA – Tuesday 2nd July 2024 – Parish Council Meeting

No items raised at this time.

Meeting closed 19:56