

MINUTES OF ASHMANHAUGH ANNUAL PARISH COUNCIL MEETING

Held in the Preston Rooms on Tuesday 6th May 2025 at 7.00pm

Parish councillors present:

Cllr. H. Buxton (Chair), Cllr. C. Phillippo, Cllr. A. Naylor-Clements, Cllr. N. Coleman, Cllr. C. Ramsbottom and Cllr. S. Buxton.

Members of the public present - 6 (inc. District/County Cllr. Nigel Dixon)

1. ELECTION OF CHAIR

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

2. ELECTION OF VICE CHAIR

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

3. ATTENDANCE:

Attendance noted. Apologies received and accepted from Cllr. H. Casey (work commitments).

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

None.

5. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 4th March 2025 were proposed as a correct record without amendment by Cllr. Ramsbottom; seconded by Cllr. Phillippo - AGREED by all and signed by the Chair.

6. PUBLIC SPEAKING

6.1. To receive a report from County and District Councillor

No report for this meeting.

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

A parishioner spoke regarding the speeding vehicles when exiting boatyard on Rectory Road at end of working day. Clerk to contact company and remind of speed limits and safety of Parishioners.

6.3. To receive report from Police Priorities meeting held on 15th April 2025

Cllr. Coleman attended the meeting and reported the following: 6 calls received from Ashmanhaugh, 4 of which were for wide loads. Next meeting date 22nd July 2025.

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

Noted a public consultation on Public Space Protection Orders (PSPOs) for dog restrictions for non-coastal public areas – Cllrs. and public to submit own response. Information on PC website.

7. CORRESPONDENCE – all noted.

- General correspondence
- Norfolk ALC Bulletins and updates
- Norfolk and Suffolk Devolution
- Local Government Review in Norfolk
- Save Benjamin Court Campaign
- Norfolk Minerals and Waste Local Plan (NM&WLP) – Publication of Inspector's Report
- Norfolk ALC Board Nomination
- Letter to the Council from Age UK Norfolk
- Additional Planning related training sessions for Town and Parish Councils

- Norfolk Nature Recovery Consultation (open until 11th June 2025)
- Norfolk ALC AGM Wednesday 21st May 2025

8. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

8.1. To consider any planning applications received:

Received after agenda published:

PF/25/0720 - 2 Preston Cottages, School Road, Ashmanhaugh, Norwich, Norfolk, NR12 8YJ - Single storey flat roof extension to rear of dwelling

PC Comment: No Objection, however, consideration to external lighting to protect the dark skies within the Parish.

8.2. To ratify the following planning application received between meetings:

PF/25/0390 - The Old Rectory, Rectory Road, Ashmanhaugh, Norwich, Norfolk, NR12 8YP - Demolition of existing timber shed and replace with new 3-Bay cart lodge

PC comment: No Objection

RATIFIED by all.

8.3. To note the following NNDC planning decisions: None

8.4. To update on Highways meeting and agree any actions

Update given regarding a meeting with Highways looking at village gateway sites on Stone Lane. Speed reduction measures on Rectory Road were discussed, however a feasibility study would be needed in the first instance and not guaranteeing a speed reduction would be supported and unknown costs. The gateway location on Rectory Road was confirmed as the best and only site.

8.5. Parish Partnership Schemes (PPS) 2025/26

a) To agree gateway locations on Stone Lane

The Highways Engineer recommended a location to be discussed with adjacent landowner, on agreement to be confirmed with NCC.

b) To sign PPS form

Form signed by Chair and Clerk and to be submitted to NCC with confirmed location.

Parish Council contribution to be paid to NCC (£760).

8.6. SAM2 - to receive data

Data circulated and shared with Police. Speeding vehicles recorded, however majority of traffic within 85th percentile.

Alternative speed reduction measures to be investigated.

8.7. To update on bin on Church Road and consider/agree emptying schedule

NCC Highways and NNDC approved location of bin. It was AGREED to accept a donation towards the purchase of a new litter bin (to be used for dog waste also) – clerk to purchase. Once installed, it was AGREED for fortnightly emptying.

9. FINANCIAL & ADMINISTRATIVE MATTERS

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

Presented as at 31st March 2025 (year-end) and 30th April 2025. AGREED by all.

9.2. To authorise payments for:

Sarah Martin - salary Apr/May 25 (inc. expenses)	£ 421.88
HMRC PAYE payment Apr/May 25	£ 121.94
NALC annual subscription 2025/26	£ 112.33
Catherine Moore (Internal Audit 2024/25)	£ 100.00
NALC Website hosting 2025/26	£ 70.00
Norfolk County Council (PPS 25/26)	£ 760.00
All payments were AGREED.	

9.3. To note ICO renewal (paid Direct debit) £ 47.00

Noted.

9.4. To note receipt of 1st instalment precept 2025/26 £2599.00

Noted.

9.5. To receive Internal Auditor's report 2024/25

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

9.6. To approve the Certificate of Exemption 2024/25

APPROVED - signed by the Chair and Clerk/RFO.

9.7. To approve the Annual Governance Statement in the 2024/25 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.

9.8. To approve the Statement of Accounts in the 2024/25 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.

9.9. To consider insurance renewal (1st June 2025), and consider delegated powers if required

Four quotes requested, two received at the time of this meeting. It was AGREED to delegate powers to the Clerk regarding the insurance renewal.

10. ITEMS FOR NEXT AGENDA – Tuesday 1st July 2025 – Parish Council Meeting

No items raised at this time.

Meeting closed 19:40