

NOTICE OF PARISH COUNCIL MEETING

**Councillors are summoned, and public invited, to attend the
Ashmanhaugh Parish Council Meeting in the Preston Rooms on:
Tuesday 1st July 2025 at 7.00pm**

AGENDA

1. **ATTENDANCE:** To note those present and to approve apologies for absence.
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.
3. **MINUTES OF PREVIOUS MEETING** To confirm the accuracy of the minutes of the Annual Parish Council meeting held on 6th May 2025.
4. **PUBLIC SPEAKING**
 - 4.1. To receive a report from County and District Councillor
 - 4.2. 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
 - 4.3. To receive a report on any matter not covered on the agenda
5. **CORRESPONDENCE** – to agree any responses/actions
 - General correspondence
 - Norfolk ALC Bulletins and updates
 - Road closure information
 - Steff Aquarone - May report for parishes
 - CPRE Norfolk - Invitation to join the CPRE Norfolk Anti Mega Solar Alliance
 - INVITATION - Town and Parish Council Briefing - Devolution and Local Government Reorganisation
 - Local Government Reorganisation – NNDC information
 - Norwich Western Link project update
 - Norfolk Minerals and Waste Local Plan - Notice of Adoption
 - Help Us Spread the Word – Join the Norfolk Local Access Forum!
6. **HIGHWAYS, PLANNING, LAND AND ASSET ISSUES**
 - 6.1. To consider any planning applications received:
CL/25/0992 - Lawful development certificate for an existing use of land as an amusement park and purposes ancillary to that use
CL/25/0991 - Lawful development certificate for the existing construction and ancillary use of 2 No. marquees at Wroxham Barns, Tunstead Road, Hoveton.
 - 6.2. To note the following NNDC planning decisions:
PF/25/0720 - 2 Preston Cottages, School Road, Ashmanhaugh, Norwich, Norfolk, NR12 8YJ - Single storey flat roof extension to rear of dwelling.
NNDC Planning Authority decision: Approve
 - 6.3. To consider invitation to bid for Parish Partnership schemes 2026/27
 - 6.4. SAM2 - to receive data for May and June 2025
 - 6.5. To update on litter bin on Church Road
 - 6.6. Update regarding speed vehicles and reduction measures
 - 6.7. To discuss and consider any actions regarding bus stop on A1151 (parishioner correspondence)

7. FINANCIAL & ADMINISTRATIVE MATTERS

- 7.1. To review this period's financial position and sign the bank reconciliation
- 7.2. To authorise payments for:

Sarah Martin - salary Jun/Jul 25 (inc. expenses)	£ 481.68
HMRC PAYE payment Jun/Jul 25	£ 133.29
Glasdon (Litter bin) inc. VAT £27.65	£ 165.90
- 7.3. To note donation received for litter bin £ 138.25
- 7.4. To note insurance renewed with Zurich (1 year) (under delegated authority) £ 451.43
- 7.5. To agree setting up monthly standing order for Clerks salary
- 7.6. To agree setting up Direct Debit for HMRC
- 7.7. To consider appointing Internal Auditor for 2025/26
- 7.8. To consider Councillor training

8. ITEMS FOR NEXT AGENDA – Tuesday 2nd September 2025 – Parish Council Meeting

- 9. To consider excluding the public under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items to be discussed and actions agreed:
 - 9.1. Clerk's appraisal

Sarah Martin – Clerk & RFO to the Parish Council

Published: 25th June 2025