

MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

Held in the Preston Rooms on Tuesday 1st July 2025 at 7.00pm

Parish councillors present:

Cllr. H. Buxton (Chair), Cllr. C. Phillipo, Cllr. A. Naylor-Clements, Cllr. N. Coleman and Cllr. H. Casey.

Members of the public present - 3 (inc. District/County Cllr. Nigel Dixon)

1. ATTENDANCE:

Attendance noted. Apologies received and accepted from Cllrs. S. Buxton and C. Ramsbottom (both personal).

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

Cllr. Phillipo declared an interest in item 6.1 CL/25/0991 & CL/25/0992 as a contractor.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 6th May 2025 were proposed as a correct record without amendment by Cllr. Naylor-Clements; seconded by Cllr. Phillipo - AGREED by all and signed by the Chair.

4. PUBLIC SPEAKING

4.1. To receive a report from County and District Councillor

Cllr. Dixon spoke about the Local Government Reorganisation and NNDC minded supporting a three unitary Council. Business case to be submitted to Government by 26th September 2025. Final decision lies with Central Government.

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

None.

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

PC have been made aware of a planned road closure on School Road 7th to 15th August 2025 – although PC not officially informed yet by NCC but will publicise when received.
Running road race tomorrow (2nd July 2025) Stone Lane/Rectory Road - starts 7pm Tunstead Road.

5. CORRESPONDENCE – all noted.

- 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:

Cllr. C. Philipo abstained from this item.

CL/25/0992 - Lawful development certificate for an existing use of land as an amusement park and purposes ancillary to that use - Wroxham Barns, Tunstead Road, Hoveton, Norfolk

CL/25/0991 - Lawful development certificate for the existing construction and ancillary use of 2 No. marquees at Wroxham Barns, Tunstead Road, Hoveton, Norfolk.

PC comment: No objection; however, comments submitted regarding the site.

- 6.2. **To note the following NNDC planning decisions:** Both noted.
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
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
NNDC Planning Authority decision: Approve
- 6.3. **To consider invitation to bid for Parish Partnership schemes 2026/27**
Suggestions for bids to be brought to September 2025 meeting.
- 6.4. **SAM2 - to receive data for May and June 2025**
Data circulated. Speeding vehicles recorded over 50mph. Data shared with police and speed checks requested.
- 6.5. **To update on litter bin on Church Road**
A donation from a local landowner has very kindly been received for £138.25. New bin has been purchased. Awaiting confirmation from NNDC/NCC to proceed with installation and commence collections fortnightly. The bin can take litter and dog waste.
- 6.6. **Update regarding speed vehicles and reduction measures**
Clerk contacted Oyster who have reminded staff to leave the site quietly and be aware of their speed. To be monitored.
Clerk enquired with Westcotec regarding ANPR cameras. These are currently not supported in Norfolk.
- 6.7. **To discuss and consider any actions regarding bus stop on A1151 (parishioner correspondence)**
Clerk has contacted NCC to enquire further but no response received yet. Cllr. Dixon advised there is funding available for bus stops. Clerk to place poster on noticeboard and website to see if parishioners use these stops.

7. FINANCIAL & ADMINISTRATIVE MATTERS

- 7.1. **To review this period's financial position and sign the bank reconciliation**
Presented as at 31st May and 30th June 2025. AGREED by all.
- 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 |
| All payments were AGREED. | |
- 7.3. **To note donation received for litter bin** £ 138.25
Noted.
- 7.4. **To note insurance renewed with Zurich (1 year) (under delegated authority)** £ 451.43
Following delegated authority given at last meeting, Clerk has renewed PC insurance with Zurich (1st June 2025 to 31st May 2026). Policy premium paid between meetings.
- 7.5. **To agree setting up monthly standing order for Clerks salary**
AGREED. Any expenses and adjustments to be made 6 monthly or as and when required. Payments 28th of month in arrears. First payment will be August 2025.
- 7.6. **To agree setting up Direct Debit for HMRC**
AGREED.
- 7.7. **To consider appointing Internal Auditor for 2025/26**
It was AGREED to appoint Susan Lake.
- 7.8. **To consider Councillor training**
Clerk to arrange 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:**
Resolution AGREED. 3 members of public left the meeting 19:35.
- 9.1. **Clerk's appraisal**
The Clerks appraisal and agreed actions noted.

Meeting closed: 19:49