

MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

Held in the Preston Rooms on Tuesday 5th May 2026 at 7.00pm

Parish councillors present:

Cllr. H. Buxton (Chair), Cllr. C. Phillipo, Cllr. N. Coleman, Cllr. S. Buxton, Cllr. C. Ramsbottom, Cllr. Casey and Cllr. J. Pond.

Members of the public present - 6

1. ELECTION OF CHAIR

Cllr. H. Buxton was nominated and proposed as Chair by Cllr. Phillipo; this was seconded by Cllr. C. Ramsbottom. 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. Phillipo was nominated and proposed by Cllr. Pond 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:

Attendance noted – all present.

4. DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS FOR THIS MEETING: None.

5. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 3rd March 2026 were proposed as a correct record without amendment by Cllr. Ramsbottom.; seconded by Cllr. S. Buxton - AGREED by all and signed by the Chair.

6. PUBLIC SPEAKING

6.1. To receive a report from County and District Councillor

Apologies received from County/District Councillor Nigel Dixon.

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

None.

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

New village gateway installed on Stone Lane, however, to query with NCC Highways as not sited in the agreed location and PC were not informed of any changes. Also to question regarding ownership, maintenance and insurance of the gateways.

PC comment re: Tunstead Neighbourhood Plan submitted supporting the plan but mentioned Ashmanhaugh dark skies policy.

7. CORRESPONDENCE – all noted.

- General correspondence
- Norfolk ALC Bulletins and updates
- Policing Priority / Invite to next Stalham Neighbourhood Meeting 03/06/26
- Norfolk Local Government Reorganisation – Government minded-to decision
- NNDC Statement on Local Government Reorganisation
- Norwich Western Link project update
- Ramblers – Parish Footpath Audit
- Parishioner email regarding installation on reflector posts on Rectory Road
- Church warden email response re maintenance donation for 2026/27
- NNDC – Councillor register of interests update
- NNDC Dog and Litter Bin Collection Service Parish of Ashmanhaugh
- NCC Information About Works - Road closure on A1151 Norwich Road for Surface Dressing Works
- Invite to workshop: Shaping the long term future of water and water recycling in Norfolk and Suffolk

8. **HIGHWAYS, PLANNING, LAND AND ASSET ISSUES**
 - 8.1. **To consider any planning applications received:** None
It was noted application **PO/25/1313** – Re-consultation: Field At The Corner Of Market St & Crowgate St, Tunstead is still pending decision.
 - 8.2. **To consider response to NNDC regarding planning procedure**
AGREED to ask District Councillor Nigel Dixon to investigate this further as goes against principle, and PC not happy with the planning authorities initial response.
 - 8.3. **SAM2 - to receive data for March and April 2026**
Data circulated – no further comments.
 - 8.4. **To receive report regarding works at The Common and consider any actions**
Brief report given by Cllr. Ramsbottom. Initial site meeting held. Some works to tidy the area need to take place, however no budget allocated this year. Some growths need further investigation and clarification of the boundary line around the Common. Clerk to investigate if any grants available. Further report at next meeting.
9. **FINANCIAL & ADMINISTRATIVE MATTERS**
 - 9.1. **To review this period's financial position and sign the bank reconciliation**
AGREED by all.
 - 9.2. **To approve the following payments:**

Sue Lake – Internal Audit 2025/26	£ 50.00
NALC annual subscription (01/04/26 to 31/03/27)	£ 112.33
NALC website provision (01/04/26 to 31/03/27) inc. VAT £14.48	£ 86.88

All payments AGREED.
 - 9.3. **Noted payments made by standing order:**

Sarah Martin - salary March 2026	£ 229.40
Sarah Martin - salary April 2026	£ 226.80
 - 9.4. **Noted** Direct Debit paid – HMRC PAYE £ 166.20
 - 9.5. **Noted** ICO renewal (paid by Direct debit) £ 47.00
 - 9.6. **To receive Internal Auditor's report 2025/26**
Report circulated – no recommendations or observations raised by the Internal Auditor.
 - 9.7. **To approve the Certificate of Exemption 2025/26**
APPROVED - signed by the Chair and Clerk/RFO.
 - 9.8. **To approve the Annual Governance Statement in the 2025/26 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.
 - 9.9. **To approve the Statement of Accounts in the 2025/26 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.
 - 9.10. **To consider insurance renewal (1st June 2026), and consider delegated powers if required**
It was AGREED to insure with Community Action Suffolk.
 - 9.11. **To consider Clerk e-learning course – planning £17.00**
Training for Clerk AGREED.
10. **CONSULTATION**
 - 10.1. **To consider a response to Hoveton Neighbourhood Plan consultation**
AGREED to submit a comment.
 - 10.2. **To consider a response to the Broads Local Plan 2027-2032**
AGREED to submit a response.
11. **ITEMS FOR NEXT AGENDA – Tuesday 7th July 2026 – Parish Council Meeting**
Common Update; Highways drainage channel (grips) map.

Meeting closed: 19:32