

MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

Held in the Preston Rooms on Tuesday 7th July 2026 at 7.00pm

Parish councillors present:

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

Clerk: Mrs S Martin

Members of the public present - 5

1. ATTENDANCE:

Attendance noted. Apologies received and accepted from Cllr. C. Ramsbottom, Cllr. S. Buxton, and Cllr. Casey - all personal.

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

Cllr. H. Buxton declared an interest in item 6.6,f.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 5th May 2026 were proposed as a correct record without amendment by Cllr. Phillipo.; seconded by Cllr. Pond - AGREED by all and signed by the Chair.

4. PUBLIC SPEAKING

4.1. To receive a report from County and District Councillors

Cllr. Adam Varley was welcomed as the new County Councillor and Nigel Dixon thanked as outgoing County Councillor.

County Councillor Adam Varley commented he is looking forward to working with DC Cllr. Dixon and the Community.

Cllr. Varley reported on the former administration already making delegated decisions, including cutting the Local Member Funding and Community Fund streams. It has not been announced if the Parish Partnership Scheme will be running this year. It was encouraged for the PC to write to the County Council if it felt strongly about losing these funding opportunities which have supported Parishes including Ashmanhaugh over many years, and that Parishes were not consulted on this decision.

District Councillor Nigel Dixon supported the PC writing to the CC regarding the funding withdrawals. Cllr. Dixon reported on the current NNDC Local Plan review due to not meeting housing target. A scoping consultation of this review will be held 20th July to 31st August 2026, ahead of the adopting of a revised Local Plan. Information can be found here: <https://www.north-norfolk.gov.uk/tasks/planning-services/planning-policy/local-plan/> Currently the Local Plan's target for annual dwellings per year is 557, this is proposed to increase to 932. NNDC currently have a 7 year land supply. Call for Sites is currently live. There is a consultation live regarding traffic calming measures along a section of Tunstead Road, Hoveton. Councillor Community Grant Fund open for applications to support small-scale projects and initiatives within their ward that provide direct benefit to the local community.

Last month NNDC approved to support the refurbishment of The Pavilion on Cromer Pier, although Cllr. Dixon supports the need for improvement, he did not support how the DC went about this decision. Cllr. Dixon's main objection was to NNDC borrowing to fund the works at Cromer Pavilion, due to the future cost of interest repayments from public monies rather than exploring other funding sources.

4.2. Public participation relating to local issues.

Members of the public commented to Cllr. Dixon on the Tunstead Road traffic calming consultation.

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

No update on planning application PO/25/1313 - Field At The Corner Of Market St & Crowgate St, Tunstead which the PC objected to.

It was agreed to write to NCC regarding the PC's disappointment of the withdrawal of the funding sources which support Parishes, and have supported Ashmanhaugh directly over the years.

5. CORRESPONDENCE – all noted.

- General correspondence
- Norfolk ALC Bulletins and updates
- PC Matt Pritty Retirement
- NCC Highways – gateways Stone Lane – *no further action – gateways to remain in current position, albeit not the agreed location. Clerk to inform Highways.*
- North Norfolk Local Plan Review & Call for Sites
- Norfolk Local Access Forum
- Protect Our Rivers – Apply for a FREE septic tank upgrade

6. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

6.1. To consider any planning applications received: None

6.2. Noted planning decisions issued:

PF/21/3471 - Land To South East Of, Wroxham Barns, Tunstead Road, Hoveton, Norwich, Norfolk, NR12 8QU - Change of use of land from agriculture to camping site with 25 no. serviced tent pitches and 5 no. 'Safari Tents' with verandas; marquee extension to existing toilet block to provide shower and toilet facilities - **APPROVE**

6.3. To update regarding NNDC planning procedure

Correspondence circulated. Although the PC is disappointed with the responses from NNDC, it was agreed no further comments to be made. Thanks given to Cllr. Dixon for his involvement and support on this issue.

6.4. SAM2 - to receive data for May and June 2026

Data circulated showing the new gateway on Stone Lane appears to be aiding speed reduction. Clerk to request 'SLOW' to be painted on School Lane as entering the village, and to follow up the repainting of 'SLOW' on Stone Lane which has previously been requested.

6.5. To consider parishioner correspondence regarding reflector posts on Rectory Road, and agree any actions

Issue discussed. As Highways have confirmed to the resident directly that the reflector posts must be removed, no further comment from the PC. Clerk to inform resident.

6.6. To receive report regarding works at The Common and consider the following actions:

- a) **To consider and agree action plan**
- b) **To appoint a contractor to carry out works**
- c) **To purchase advisory signage re: works**
- d) **To consider applying for grants to assist with associated works**
- e) **To consider approaching Community Payback to help clear Common**
- f) **To consider grass cutting contract**

It was agreed to postpone all of item 6.6 (a-f) until a further meeting due to members of the working group not present and further information received too late for consideration at this meeting.

7. FINANCIAL & ADMINISTRATIVE MATTERS

7.1. To review this period's financial position and sign the bank reconciliation
AGREED by all.

7.2. To approve the following payments:

Norfolk Association of Local Councils (domain renewal April 26-April 27 – inc. VAT £11.58) £69.48
Norfolk Association of Local Councils (e-learning Clerk inc. VAT £3.40) £20.40
All payments AGREED.

7.3. NOTED payments made by standing order:

Sarah Martin - salary May 2026 £226.80
Sarah Martin - salary June 2026 £226.60

7.4. To ratify the following payments made in-between meetings:

North Norfolk District Council – litter bin emptying £154.44
Community Action Suffolk - insurance renewal (1st June 2026) £402.12
Both payments RATIFIED.

7.5. Policies for review:

- Safeguarding Policy
- Equality Policy

Both policies adopted as presented.

8. CONSULTATION

8.1. To ratify response to Hoveton Neighbourhood Plan consultation

8.2. To ratify response to the Broads Local Plan 2027-2032

Both consultation responses RATIFIED.

9. ITEMS FOR NEXT AGENDA – Tuesday 1st September 2026 – Parish Council Meeting

To consider appointment of Internal Auditor for 2026/27.

10. 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. 5 members of the public left the meeting at 19:51.

10.1. Personnel issues

The Clerks appraisal and agreed actions noted.

It was AGREED the increase in travel expenses and back date to 6th April 2026 as per contract.

Updates to Employment Law noted regarding SSP and unfair dismissal timescale.

Councillors were reminded that they are expected to act in accordance with the Code of Conduct and within the Council's agreed governance and decision-making arrangements.

Formal correspondence and communications with external organisations must be made through the Proper Officer/Clerk. Councillors were reminded that any comments made to residents or external organisations should be made in a personal capacity and not as a Parish Councillor, unless specifically authorised to do so by the Council.

Meeting closed: 20:04