**NOTICE OF PARISH COUNCIL MEETING**

You are hereby invited to attend the Ashmanhaugh Parish Council Meeting in the Preston Room on:

**Tuesday 5th January 2016 7.00pm**

**Press and public are welcome**

**AGENDA**

1. **ATTENDANCE**

To note those present and consider apologies for absence.

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

Members are invited to declare a previously undisclosed interest relating to items 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.

1. **MINUTES OF PREVIOUS MEETING**

To confirm and agree the minutes of the Parish Council meeting held on 3rd November 2015.

1. **PUBLIC SPEAKING**
   1. To receive report from County and District Councillor Nigel Dixon
   2. To receive report from PCSO Jeanette Boardman.
   3. 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.
2. **MATTERS ARISING**
   1. None.
   2. To receive a report on any matter not covered on the agenda.
3. **CORRESPONDENCE.**
   1. Mid Norfolk Citizens Advice - update on delivery of services.
   2. Norfolk County Council - invitation to event on Re-imagining Norfolk
   3. Independent Custody visitors - volunteers required.
   4. Offshore Helicopter Community Note.
   5. Norfolk Fire and Rescue Service - Draft Integrated Management Plan 2016-2020
   6. Norfolk Association of Local Councils - invitation to attend the AGM, 6th January 2016
   7. North Norfolk News - introducing new Community Editor, Ali McGilvray
   8. Christmas Cards - Norman Lamb, MP; Cllr Annie Claussen-Reynolds, Chairman, NNDC.
   9. Age Concern - request for a donation.
4. **HIGHWAYS, PLANNING, LAND AND ASSET ISSUES**
   1. The Common - Update from the Common working party meeting 22nd November 2015 - Cllrs H Buxton, Gibbons and Phillipo and the Clerk.
   2. Parish Partnership Scheme - Clerk to update.
   3. Traffic on the Crossroads in the village - Clerk to update.
   4. Flow of the River Ash on the Hoveton/Ashmanhaugh border - Clerk to update..
   5. No planning applications received in the period.
5. **ADMINISTRATIVE MATTERS.**
   1. To update on Quality Council status
   2. To agree satisfactory completion of Clerk’s probationary period (13 weeks).
   3. Clerk to update on CiLCA
   4. To report back on NNDC update session on Planning 30th November, Neatishead
   5. To discuss arrangements for the Annual Parish meeting - hall booking and guest speakers
6. **FINANCIAL MATTERS.**
   1. Banking update - change in signatories and access to Internet banking complete.
   2. To vote on whether to join the Sector Led Body for audit procurement (NALC) or to procure independent external auditor services.
   3. To note there are no receipts for the period.
   4. To authorise payments for:-
      1. Newsletter printing (N Sharpe) £40.37
      2. Clare Male – salary Nov/Dec £298.58
      3. Clare Male– expenses £9.34
      4. Clare Male - mileage £18.00
   5. To receive Bank Reconciliation – current balance £6628.04
7. **POLICIES.**
   1. Transparency Fund bid update.
   2. Standards summary notes.
   3. To request sign off for policies updated and circulated for review. :
      1. Complaints procedure
      2. Timetable for Parish Council meetings
      3. Financial risk assessment and financial risks control
   4. Policies still to be reviewed:
      1. Freedom of Information Act Model Publication Scheme
      2. Standing Orders
8. **ITEMS FOR NEXT AGENDA.** - **Tuesday 1st March 2016 at 7.00pm**

Clare Male

Clerk and RFO to the Parish Council

16th December 2015