**NOTICE OF PARISH COUNCIL MEETING**

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

**Tuesday 1st March 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 the accuracy of the minutes of the Parish Council meeting held on 5th January 2016.

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. Norfolk Crimestoppers - request for volunteers, including a new Chair.
   2. British Red Cross - request for door to door collections for Red Cross Week in May
   3. Mobile Library timetable - on village noticeboard and sent to newsletter
   4. Queens Award for voluntary service - nominations required
   5. NALC: Petition: Giving Parish Councils the right to appeal planning decisions
   6. North Norfolk Tourism meeting - 22nd February, Cromer
   7. Community Biodiversity Awards 2016 - open for nominations. Closing 13th May 2016.
4. **HIGHWAYS, PLANNING, LAND AND ASSET ISSUES**
   1. Broadband - update on the installation two new cabinets
   2. Forthcoming Highways inspection - any issues to report?
   3. North Norfolk Local Plan - Call for sites suitable for development
   4. North end of Church Road - update on condition and discussion on the way forward.
   5. Defibrilator funding (British Heart Foundation) - update that funding has closed, opens again in next financial year, added to mailing list (£850 for a new one).
   6. Flow of the River Ash on the Hoveton/Ashmanhaugh border - Clerk to update.
   7. The Common - Clerk to update.
   8. No planning applications received in the period.
5. **ADMINISTRATIVE MATTERS.**
   1. Clerk annual leave for 2016 - 25th to 29th July and 22nd 26th August
   2. Clerk to update on CiLCA - second payment for course due.
   3. Pensions - change to law that every employer must put certain staff into a pension scheme and pay into it - “automatic enrolment”. To note that Ashmanhaugh Parish Council doesn’t have to provide a pension but still has duties.
   4. Website - user information updated.
   5. To report back on NALC SGM/AGM 6th January 2016
   6. To discuss arrangements for the Annual Parish meeting
6. **FINANCIAL MATTERS.**
   1. To receive Bank Reconciliation – current balance £6,261.76
   2. To note there are no receipts for the period.
   3. To authorise payments for:-
      1. Newsletter printing (N Sharpe) £40.37
      2. NNDC - election costs £21.01
      3. Clare Male – salary Jan/Feb £298.58
      4. Clare Male– expenses £0.00
      5. Clare Male - mileage £20.48
      6. SLCC - CiLCA second and final payment (50% split with East Ruston Parish Council)

£125.00

* 1. To note forthcoming VAT reclaim of £70.47
  2. To vote on whether to join the Sector Led Body for audit procurement (NALC) or to procure independent external auditor services.

1. **POLICIES.**
   1. Transparency Code compliance check and relation to the update of the Freedom of Information Act Model Publication Scheme.
   2. Transparency Fund bid update - award due 1st February 2016.
   3. To request sign off for policies updated and circulated for review. :
      1. Standing Orders 2016
   4. Policies still to be reviewed:
      1. Financial risk assessment updates - pending approval of Standing Orders 2016
2. **ITEMS FOR NEXT AGENDA.** - **Tuesday 3rd May 2016 at 7.00pm**

**REMINDER - ANNUAL PARISH MEETING - Tuesday 8th March at 7.00pm**

Clare Male

Clerk and RFO to the Parish Council

23rd February 2016