



## **NOTICE OF ANNUAL PARISH COUNCIL MEETING**

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

**Tuesday 2<sup>nd</sup> May 2017 7.00pm**

**Members of the press and public are invited to attend**

### **AGENDA**

- 1. ELECTION OF CHAIR - Completion of acceptance of office form**
- 2. ELECTION OF VICE CHAIR**
- 3. UPDATING OF REGISTER OF MEMBERS INTEREST FORMS**
- 4. ATTENDANCE**  
To note those present and consider apologies for absence.
- 5. 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.
- 6. MINUTES OF PREVIOUS MEETING**  
To confirm the accuracy of the minutes of the Parish Council meeting held on 7th March 2017.
- 7. PUBLIC SPEAKING**
  - 7.1. To receive report from County and District Councillor Nigel Dixon.
  - 7.2. To receive report from PCSO Jeanette Boardman.
  - 7.3. 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.
- 8. MATTERS ARISING**
  - 8.1. To discuss correspondence received since the agenda was issued.
  - 8.2. To receive a report on any matter not covered on the agenda.
- 9. CORRESPONDENCE**
  - 9.1. Invitation to Police Accountability Forum meeting - 28th March, NNDC offices, Cromer.
  - 9.2. Notification of dates for next round of Big Society Funding - 8th May 2017.
  - 9.3. Norfolk Police engagement team - crime figures for Cluster area for Feb 2017 and invitation to attend the next Public Engagement meeting 29th March, Stalham.
  - 9.4. NALC - letter regarding referendum principles urging Councils to explain spending decisions and significant precept increases in particular.
  - 9.5. Norfolk Police - invitation to attend event about new Project "Breach" re: cyber security - 20th April.
  - 9.6. Norfolk Police - crime figures not within Police control.



- 9.7. Resident - complaint about speeding in village and ongoing problems with crossroads. Suggestions of 20mph speed limit, upgrading junction from Give Way to Stop, changing priority of crossroads and improving white lines.
- 9.8. Norfolk County Council Highways - reorganisation of areas and appointment of new engineer - Jon Winnett.
- 9.9. Broads Authority - adoption of the Flood Risk Supplementary Planning Document.
- 9.10. Norfolk Police - introduction of the new Norfolk Police and Crime Plan
- 9.11. Norfolk Police - March crime figures for cluster
- 9.12. Electoral review of NNDC - recommendation of new ward that includes Ashmanhaugh, Hoveton, Tunstead, Dilham and Smallburgh and will have two councillors.
- 9.13. Norfolk Police - invitation to attend an event on rural crime - 2nd May 7.15pm, Snettisham

**10. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES**

- 10.1. No planning applications were received in the period.
- 10.2. Asset register - to agree a date for the annual inspection of the assets.
- 10.3. Norwich Road Runners - update.  
To be carried over the next meeting:
- 10.4. NNDC Local plan
- 10.5. The Common:
- 10.6. Chestnut Hollow - to discuss NNDC response to complaint from residents regarding uplighters.
- 10.7. Weight limits

**11. ADMINISTRATIVE MATTERS**

- 11.1. CiLCA - to note the Clerk has been successful in achieving the qualification; award of one salary point.
- 11.2. Annual leave for Clerk - to approve one week carried over from last year plus annual leave of 24th July to 4th August. **VOTE**
- 11.3. New training courses available from Norfolk ALC - Clerk would like to attend new audit regime 17/18 course in the New Year. **VOTE**
- 11.4. To agree to renew support with Norfolk Association of Local Councils or seek an alternative. **VOTE**

**12. FINANCIAL MATTERS**

**12.1. To agree and adopt the Accounts and Annual Return for year 2016/2017**

- i. To agree and sign off the accounts for financial year ending 31 March 2017.
- ii. To review and agree actions regarding the report from the internal auditor.
- iii. To agree and sign off the Audit Commission Annual Return for year ending 31 March 2017.
- iv. To note the audit posting dates.

**12.2. Insurance renewal** - to review and approve the Clerk's recommendation for insurance renewal.

**12.3. To review this period's financial position**

- i. To receive and sign Bank Reconciliation – current balance £6440.56
- ii. To note there were **no receipts** in the period.
- iii. To authorise **payments** for:-
 

1. Clare Male – salary Mar/Apr	£342.26
2. Clare Male – expenses (inc Data protection renewal @ £35.00	£55.00
3. Clare Male - mileage	£2.68
4. Norfolk ALC - Clerks training 1st Dec 2016 (50% to be reclaimed from East Ruston Parish Council)	£30.00
5. Norfolk Association of Local Council subs 2017/2018	£87.88
6. Clerks SLCC & ALCC membership fee (17% split)	£28.39
7. Internal audit fee (C Moore)	£45.00
8. Preston Rooms annual hire charge	£tbc



9. Insurance cover for 17/18

£tbc

12.4. Closure of Norwich & Peterborough - **to agree the transfer to a Barclays Community Account**. To nominate signatories. To sign the application documentation.

**VOTE**

12.5. To note **s137 allowance** for 2017-2018 has increased to £7.57 per electorate. Total number of electorates in Parish is 147. Therefore s137 allowance is £112.79.

12.6. In next period - to note **VAT reclaim** of £86.39.

**13. POLICIES:**

**13.1.** To note renewal of **data protection registration**, expired 22/04/17.

**14. ITEMS FOR NEXT AGENDA - Tuesday 4th July 2017 at 7.00pm**

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