



FINAL MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

held in the Preston Room on Tuesday 2nd May 2017 at 7.00pm

Parish councillors present:

Mr A Buxton

Mr H Buxton (Chair)

Mr N Coleman

Mr C Phillipo (Vice Chair)

Mr G Saunders

Mr A Wiseman

Clerk: Mrs C Male

NNC & NNDC Cllr Nigel Dixon, and one member of the public were present.

1. **ELECTION OF CHAIR** - Cllr H Buxton was nominated by Cllr G Saunders, seconded by Cllr C Phillipo and elected as Chair for the forthcoming year.
2. **ELECTION OF VICE CHAIR** - Cllr C Phillipo was nominated by Cllr H Buxton, seconded by Cllr G Saunders and elected as Vice Chair for the forthcoming year.
3. **UPDATING OF REGISTER OF MEMBERS INTEREST FORMS** - no changes declared.
4. **ATTENDANCE** - all Councillors present.
5. **DECLARATIONS OF INTEREST AND DISPENSATIONS** - None.
6. **MINUTES OF PREVIOUS MEETING**
The minutes of the Parish Council meeting held on 7th March 2017 were confirmed as a true and accurate record.
7. **PUBLIC SPEAKING**
 - 7.1. County and District Councillor N. Dixon gave an update on the Boundary review - see 9.12. Also an update on the Hoveton St John School and enterprise estate planning applications.
 - 7.2. PCSO Jeanette Boardman sent apologies.
 - 7.3. No questions from the public.
8. **MATTERS ARISING**
 - 8.1. To discuss correspondence received since the agenda was issued.
 - i. Corner Cottage up for sale and Clerk has received correspondence regarding disposal of waste onto the Common.
 - 8.2. To receive a report on any matter not covered on the agenda.
 - i. Steven Bland applied to fill the casual vacancy on the Council, was voted in unanimously by Councillors. To be ratified at the next meeting.
9. **CORRESPONDENCE**
 - 9.1. Invitation to Police Accountability Forum meeting - 28th March, NNDC offices, Cromer. Cllr Coleman attended this event and gave a short report.
 - 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. Clerk to make an appointment to meet new Highways engineer. **ACTION**
- 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 - Cllr Phillipo and the Clerk to undertake an annual inspection of the assets. Clerk to arrange a date. **ACTION**
- 10.3. Norwich Road Runners - updated Councillors on the response from Nick Gurney, race director and agreed to monitor this year's races. If any problems will go back immediately. 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 - noted the Clerk has been successful in achieving the qualification; award of one salary point.
- 11.2. Agreed annual leave for Clerk - to approve one week carried over from last year plus annual leave of 24th July to 4th August.
- 11.3. Agreed Clerk to attend new audit regime 17/18 course in the New Year in January 2018.
- 11.4. Agreed to renew support with Norfolk Association of Local Councils.

12. FINANCIAL MATTERS

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

- i. Agreed and sign off the accounts for financial year ending 31 March 2017. Noted total receipts of £3820.45 and payments of £3665.21.
- ii. Reviewed and agreed actions regarding the report from the internal auditor.
 - 1. Need invoices for Preston room hire charges for 15-16 and 17-18.
 - 2. A few minor PAYE issues that the Clerk is dealing with.
 - 3. Minutes and annual return on the website need to be final copies not drafts. **ACTION**
- iii. Agreed and signed off the Audit Commission Annual Return for year ending 31 March 2017.
- iv. Noted the audit posting dates of the 5th June to the 14th July 2017 when the public has the right to inspect the accounts.

12.2. Insurance renewal - approved the Clerk's recommendation for insurance renewal of Came & Company for £168.00 for 2017/2018.

12.3. To review this period's financial position

- i. Received and signed Bank Reconciliation – current balance £6440.56

- ii. Noted there was a receipt of **£1895.00** from North Norfolk District Council, first payment of the annual precept.
- iii. Authorised **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.	Came & Company - insurance renewal 17/18	£168.00

- 12.4. Closure of Norwich & Peterborough - **agreed the transfer to a Barclays Community Account**. Nominated signatories and agreed Cllr H Buxton, Cllr Coleman and Cllr Bland. Signed the application documentation.
- 12.5. Noted **s137 allowance** for 2017-2018 has increased to £7.57 per electorate. Total number of electorates in Parish is 147. Therefore s137 allowance is £1112.79.
- 12.6. In next period - to note **VAT reclaim** of £86.39.

13. POLICIES:

- 13.1. Noted renewal of **data protection registration**, which expired 22/04/17.

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

None.

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 Clerk & RFO to the Parish Council
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Final minutes agreed.....
Harry Buxton (Chair)

Dated:.....