



NOTICE OF ANNUAL PARISH COUNCIL MEETING

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

Tuesday 4th July 2017 7.00pm

Members of the press and public are invited to attend

AGENDA

1. ATTENDANCE

To note those present and consider apologies for absence.

2. 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.

3. MINUTES OF PREVIOUS MEETING

To confirm the accuracy of the minutes of the Parish Council meeting held on 2nd May 2017.

4. PUBLIC SPEAKING

4.1. To receive report from County and District Councillor Nigel Dixon.

4.2. To receive report from PCSO Jeanette Boardman.

4.3. 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.

5. MATTERS ARISING

5.1. To discuss correspondence received since the agenda was issued.

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

6. CORRESPONDENCE

6.1. Letter from Norfolk Police of FAQ's including information on crime statistics.

7. COUNCILLORS MATTERS

7.1. To discuss an incident in the village in which the police were involved - w/c 19th June 2017.

7.2. To ratify the election of Steven Bland as Councillor

VOTE

8. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

8.1. To review 1 planning application received in the period:

i. Church Field, Hoveton (PF/17/0696) Erection of 25 dwellings with associated roads and landscaping, extension to church graveyard and off-site highway works.

8.2. To note an asset inspection took place 15th June 2017. No maintenance required.

8.3. To note defects reported to the "Highway Ranger" - crossroads and Church Lane flooding response and 4 new issues reported.

8.4. To discuss and update on the Norwich Road Runners.

8.5. To note that a letter has been issued to NNDC regarding the Local plan..

8.6. To discuss correspondence from the insurance company regarding the lease with NNDC, the Cricket Pavilion and the Common.

- 8.7. To discuss the Clerks conversation with NNDC regarding the lighting in the grounds of Chestnut Hollow.
- 8.8. To update on Weight limits on Stone Lane.

9. **ADMINISTRATIVE MATTERS**

- 9.1. To note Clerk's holidays - 26th to 30th June & 24th July to 6th August.
- 9.2. To make arrangements for Clerk's appraisal - due 31st August 2017.

10. **FINANCIAL MATTERS**

10.1. **To report on the Accounts and Annual Return for year 2016/2017**

- i. To note progress on the actions from the internal auditor.
 - 1. Preston Rooms invoice.
 - 2. Tax codes and outstanding charges - complete.
 - 3. Final documentation on website - complete.
- ii. To note the audit posting dates.

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

- i. To receive and sign Bank Reconciliation – current balance £7,679.55
- ii. To note there were **2 receipts** in the period:
 - 1. East Ruston Parish Council (training recharge) £15.00
 - 2. HMRC VAT reclaim 2016-2017 £88.20
- iii. To authorise **payments** for:-
 - 1. Clare Male – salary May/June £35010
 - 2. Clare Male – expenses £16.09
 - 3. Clare Male - mileage £17.10
 - 4. Preston Rooms annual hire charge £tbc

- 10.3. To update on the closure of the Norwich & Peterborough bank account **and the opening of a Barclays Community Account.**

- 10.4. To note **VAT reclaim** of £88.20 completed.

11. **ITEMS FOR NEXT AGENDA - Tuesday 5th September 2017 at 7.00pm**

Published: 22nd June 2017

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