



## **FINAL MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING**

**held in the Preston Room on Tuesday 4<sup>th</sup> July 2017 at 7.00pm**

### **Parish councillors present:**

Cllr A Buxton	Cllr H Buxton (Chair)	Cllr S Bland
Cllr N Coleman	Cllr C Phillippo (Vice Chair)	Cllr G Saunders
Cllr A Wiseman		

**Clerk:** Mrs C Male

### **NNC & NNDC Cllr Nigel Dixon, and three members of the public were present.**

1. **ATTENDANCE** - all Councillors present.
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS** - Cllr N Coleman declared an interest in item 7.1. Cllr's A & H Buxton declared an interest in item 8.1.
3. **MINUTES OF PREVIOUS MEETING**
  - 3.1. The minutes of the Parish Council meeting held on 2nd May 2017 were confirmed as a true and accurate record.
4. **PUBLIC SPEAKING**
  - 4.1. County and District Councillor N. Dixon. Noted that a planning application had now been submitted for Church Field, Hoveton (see item 8.1). Notified the Council that a new scheme has been introduced - the Local Members Highway briefing fund for use across his 8 Parishes. Cllr Dixon to send around details when they are available.
  - 4.2. PCSO Jeanette Boardman sent apologies.
  - 4.3. Questions from the public
    - i. Asked the Clerk to add the minutes of the last meeting to the website. **ACTION**
5. **MATTERS ARISING**
  - 5.1. Discussed correspondence received since the agenda was issued:
    - i. Norfolk Constabulary's Safer Community awards - no nominations.
    - ii. Norfolk County Council Parish Partnership scheme 2018-2019 - to be reviewed in parallel with item 4.1.
    - iii. North Norfolk District Council - Local Green Space Designations - agreed to submit the Common. **ACTION**
  - 5.2. Reports on any matter not covered on the agenda.
    - i. Cllr H Buxton brought it to the attention of Councillors that the plans for the residential development of Dairy Farm may be amended and the number of dwellings increased from 2 to 4. Agreed that if such an amendment was submitted to Council an extraordinary meeting would be called to discuss the issue.
6. **CORRESPONDENCE**
  - 6.1. Letter from Norfolk Police of FAQ's including information on crime statistics - noted.

## 7. COUNCILLORS MATTERS

- 7.1. Discussed an incident in the village in which the police were involved - w/c 19th June 2017. Agreed that this was solely a dispute between neighbours and not a matter for the Council.
- 7.2. Ratified the election of Steven Bland as Councillor with an unanimous vote.

## 8. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

- 8.1. Reviewed 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. Agreed that there was no objection to the scheme but agreed to pass onto NNDC concerns on traffic congestion and surface water run off. **ACTION**
- 8.2. Noted an asset inspection took place 15th June 2017 and that no maintenance is currently required.
- 8.3. General issues - It was noted that 4 new defects have been reported to the "Highway Ranger". They have also responded that no further work will be done at the crossroads, although they have scheduled in clearing the gullies in Church Road. Reported that Common has been topped - thanks to Cllr Phillippo, and that the overgrowth around the bench at the crossroads has been cleared - thanks to Cllr Coleman.
- 8.4. Discussed the recent Norwich Road Runners events. Concerns were expressed about runners safety following reports of inadequate signage and lack of instruction from marshalls causing cars to be pushed into the runners at the 14th June 2017. Clerk to contact race director to discuss. **ACTION**
- 8.5. Noted that a letter has been issued to NNDC regarding the Local plan.
- 8.6. Discussed correspondence from the insurance company regarding the lease with NNDC, the Cricket Pavilion and the Common. Agreed to go ahead asking NNDC to word the lease with recommended wording. Clerk to progress. **ACTION**
- 8.7. Chestnut Hollow - external lighting. Clerk agreed that NNDC have agreed to reopen the case and review the situation following further complaints from residents. Clerk to progress. **ACTION**
- 8.8. Weight limits on Stone Lane - agreed that a Traffic Regulation Order for a weight restriction was unfeasible.

## 9. ADMINISTRATIVE MATTERS

- 9.1. Noted Clerk's holidays - 26th to 30th June & 24th July to 6th August.
- 9.2. Agreed to make arrangements for Clerk's appraisal with Cllrs H Buxton and Phillippo - due 31st August 2017.

## 10. FINANCIAL MATTERS

### 10.1. Reported on the Accounts and Annual Return for year 2016/2017

- i. Noted progress on the actions from the internal auditor.
  - 1. Preston Rooms invoice - invoices for 2015/16 and 2016/17 have now been issued to the Council by the Preston Rooms committee.
  - 2. Tax codes and outstanding charges - completed.
  - 3. Final documentation on website - completed.
- ii. Noted the audit posting dates of 5th June to 14th July 2017.
- iii. Noted that the external auditor Mazars have returned the audit asking the asset figures for 2015/2016 to be changed and that this will incur a fee. Clerk checking details with the internal auditor. **ACTION**

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

- i. Received and signed Bank Reconciliation – current balance £7,679.55
- ii. Noted 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. Authorised **payments** for:-
  - 1. Clare Male – salary May/June £350.10
  - 2. Clare Male – expenses £16.09
  - 3. Clare Male - mileage £17.10

4. Preston Rooms annual hire charge £135.00

10.3. Update on the closure of the Norwich & Peterborough bank account **and the opening of a Barclays Community Account.** Clerk reported that there was a mistake in the completion of the new mandate form and this must be reissued. Cllrs Bland, Coleman and H Buxton signed the revised mandate form. Clerk to progress. **ACTION**

10.4. Noted that a **VAT reclaim** of £88.20 completed.

11. **ITEMS FOR NEXT AGENDA - Tuesday 5th September 2017 at 7.00pm - None.**

The meeting closed at 8.18pm.

Published: 17th July 2017

Clare Male  
Clerk & RFO to the Parish Council  
[ashmanhaughparishcouncil@gmail.com](mailto:ashmanhaughparishcouncil@gmail.com)  
07803 705434

Final minutes agreed.....  
Harry Buxton (Chair)

Dated:.....