



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

**held in the Preston Room on Tuesday 5<sup>th</sup> September 2017 at 7.00pm**

### **Parish councillors present:**

Cllr A Buxton

Cllr H Buxton (Chair)

Cllr S Bland

Cllr N Coleman

Cllr C Phillipo (Vice Chair)

Cllr G Saunders

Cllr A Wiseman

**Clerk:** Mrs C Male

**NNC & NNDC Cllr Nigel Dixon was present. No members of the public attended.**

1. **ATTENDANCE** - all Councillors present.

2. **DECLARATIONS OF INTEREST AND DISPENSATIONS** - as before.

### **3. MINUTES OF PREVIOUS MEETING**

The minutes of the Parish Council meeting held on 4th July 2017 were confirmed as a true and accurate record.

### **4. PUBLIC SPEAKING**

4.1. Report from County and District Councillor Nigel Dixon:

- i. Norfolk Strategic Framework (see 6.1) - recommended seeking a delay from NNDC to make comment. To review after the meeting and agree via email if a delay to respond in more detail is appropriate or desirable. **ACTION COUNCILLORS**
- ii. Parking on Tunstead Road caused by changes to parking at Broadland High School.
- iii. Tours of the Broads - see 5.2.
- iv. Discussed Civil Parking enforcement

4.2. PCSO Jeanette Boardman did not attend.

4.3. No members of the public were in attendance.

### **5. MATTERS ARISING**

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

- i. Change to the mobile library timetable.
- ii. CPRE - invitation to Norfolk Alliance meeting - 7th November - North Walsham.

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

- i. Tour of the Broads - Councillors expressed their disappointment that signs labelling the route were vandalised in the village but were impressed at the standard of organisation of this event.
- ii. Reminder - Norfolk Police - Crime Commissioner meeting - 12th September - 5pm - Aylsham.

### **6. CORRESPONDENCE**

6.1. Norfolk Planning Authority - Norfolk Strategic Framework is a consultation prepared jointly by Breckland Council, Broadland District Council, Broads Authority, Great Yarmouth Borough Council, Borough Council of King's Lynn & West Norfolk, North Norfolk District

Council, Norwich City Council, Norfolk County Council and South Norfolk Council, and sets out their shared objectives on housing, employment and infrastructure - deadline 22nd September 2017.

6.2. CPRE - launch of Vision for Norfolk - noted.

## 7. COUNCILLORS MATTERS

7.1. Concern about speeding in the village, particularly from the boatyard. Agreed to contact Community Speedwatch to find out what would be involved in running vehicle speed monitoring sessions. **ACTION CLERK**

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

8.1. No planning application were received in the period:

8.2. Local Members Highways Fund - details from Cllr Dixon to follow.

8.3. To note defects reported to the "Highway Ranger":

i. Fingerpost at crossroads - scheduled to be renovated

ii. Fingerpost at junction with Tunstead Rd - will replace not repaint. Clerk queried the policy with Highways. Agreed to have the fingerposts on the outskirts of the village replaced not renovated. **ACTION CLERK**

iii. Two road name signs - referred to NNDC. Awaiting action.

8.4. Discussed the Norwich Road Runners and agreed to contact them in 2018 and invite them to a meeting at the beginning of the season.

8.5. The Common

i. Signed the NNDC Licence for the Common as a Surveyors Allotment.

ii. Noted that a request to designate the area as a Local Green Space has been made to NNDC.

iii. Reviewed and agreed to submit the application to the Environment Agency to undertake works to the Common.

8.6. Discussed the correspondence with NNDC regarding the lighting in the grounds of Chestnut Hollow. Been referred to Environmental Health. Clerk to follow up. Concerns about how the Parish Council is best placed to influence external lighting on future planning applications - Clerk to write to NNDC for advice. **ACTION CLERK**

## 9. ADMINISTRATIVE MATTERS

9.1. Agreed to make arrangements for Clerk's appraisal asap - due 31st August 2017.

9.2. Agreed Clerk's remaining annual leave for the financial year 23/10/2017-27/10/2017; 25/12/2017 - 05/01/2017; 12/02/2018-17/02/2018.

## 10. FINANCIAL MATTERS

### 10.1. Reviewed the period's financial position

i. Received and signed Bank Reconciliation – current balance £7,161.26.

ii. Noted there were **no receipts** in the period.

iii. Authorised **payments** for:-

1. Clare Male – salary July/August

£301.30

2. HMRC - tax owed

£48.80

3. Balance of N&P account (closing) to new Barclays account

£6,811.16

10.2. Budget

i. Reviewed mid year accounts and spending against budget. Agreed to discuss the newsletter with the community at the next Annual Parish meeting and leave a figure in the budget until then.

ii. Discussed forthcoming budgets including future projects and training requirements. Agreed the budgets as proposed. Agreed the Clerk would organise training for all Councillors on an evening, February 2018. **ACTION CLERK**

10.3. Updated on the closure of the Norwich & Peterborough bank account and advised that a Barclays Community Account has now been opened for the Council.

10.4. Audit for 2016-2017 - returned as completed by Mazars with the external auditor's certificate and report. Published on the Parish Council website. No additional fees due.

11. **ITEMS FOR NEXT AGENDA - Tuesday 7th November 2017 at 7.00pm**

The meeting closed at 8.08pm.

Published: 18th September 2017

Clare Male  
Clerk & RFO to the Parish Council  
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Final minutes agreed.....

Harry Buxton (Chair)

Dated:.....