



NOTICE OF PARISH COUNCIL MEETING

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

Tuesday 6th March 2018 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 9th January 2018.

4. COUNCILLORS MATTERS

4.1. Casual vacancy. To discuss candidates and vote on nominations.

5. PUBLIC SPEAKING

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

5.2. To receive crime figures from Norfolk Police. To meet PC Tom Gibbs, Beat Manager.

5.3. 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.

6. MATTERS ARISING

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

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

7. CORRESPONDENCE

7.1. Norfolk Strategic Planning Framework - to report on the outcome of the consultation.

7.2. Norfolk County Councillors - Norwich Western Link development plans - consultation

7.3. Invitation to attend the "In Good Company" summit - helping to tackle loneliness in Norfolk - 23 February - Theatre Royal, Norwich

7.4. Eastlaw - offer of Data Protection services.

7.5. Kickstart - information about a rural scheme funding mopeds for young people to help increase mobility and access to work. Poster on noticeboard.

7.6. Mobile library times - poster on noticeboard.

7.7. Norfolk County Council - announcement of a Vision for Norfolk in 2021.

7.8. Smallburgh Parish Council - invitation to attend a presentation on the work of HMP Bure, 13th March, 7.30pm.

8. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

8.1. No planning applications were received in the period.

- 8.2. The Common. To note consent has been received from the Planning Inspectorate to undertake works to the Common. To discuss and agree commencement of the works.
- 8.3. External lighting and dark skies. Clerk to update.
- 8.4. To note Clerk attended a NNDC briefing session on the Public Access system for Planning Applications.
- 8.5. Community Speedwatch - Cllr Buxton to report on the search for volunteers.
- 8.6. Highway ranger & Local members fund - Cllr Bland to report on meeting with Highway ranger and subsequent commissioning of works using the Local Members Fund,
- 8.7. Anglian Water - response to complaint re: driving over grips.

9. ADMINISTRATIVE MATTERS

- 9.1. Data Protection legislation:
 - i. To receive an update on legislation and review the draft policy (issued to Councillors 22nd January 2018).
 - ii. To discuss the NALC toolkit and to note the need for a future change to job description of Clerk, publication of policy on the to website and update on the risk management policy.

10. FINANCIAL MATTERS

10.1. To review this period's financial position

- i. To receive and sign Bank Reconciliation – current balance £7,662.98
- ii. To note there were no **receipts** in the period.
- iii. To authorise **payments** for:-
 - 1. Clare Male – salary January/February £395.72
 - 2. Clare Male - mileage £21.60
 - 3. Thinking Fuel subscription - £20
- 10.2. To agree to set up an annual direct debit for future years Thinking Fuel subscription.
- 10.3. To agree the appointment of Catherine Moore as internal auditor for 2017/18 at a fee of £25.
- 10.4. To note Clerk attended an “End of Year” training course and to note changes to the audit regime for 2017/18. Council will certify for “exempt status”, neither gross receipts or gross payments for the financial year exceed £25,000, following the end of the financial year.
- 10.5. Forthcoming insurance renewal - to discuss the addition of responsibility for the Common as described by NNDC and update to the asset register.

11. POLICIES - to sign off:

- 11.1. Complaints procedure
- 11.2. Standing orders.
- 11.3. Financial Regulations
- 11.4. Financial Risk Assessment

12. ITEMS FOR NEXT AGENDA - Tuesday 1st May 2018 at 7.00pm and to note that the Annual Parish Meeting is to be held on the 13th March 2018 at 7.00pm.

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Clare Male

Clerk & RFO to the Parish Council

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