**held in the Preston Room on Tuesday 3rd November 2015 at 7.00pm**

**Parish councillors present:**

Mr A Buxton Mr C Phillipo

Mr H Buxton (Chair) Mr G Saunders (Vice Chair)

Mr N Coleman Mr A Wiseman

**Clerk**: Mrs C Male

**County and District Cllr Dixon and two members of the public were also present.**

1. **ATTENDANCE -** To note those present and consider apologies for absence.

 Cllr Gibbons had sent apologies, but these were not received by the clerk before the meeting.

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

 None.

1. **MINUTES OF PREVIOUS MEETING**

The minutes of the Parish Council meeting held on 1st September 2015 were confirmed as a true and accurate record.

Meeting packs - previous clerk printed and delivered hard copy packs to Councillors. Councillors queried as to whether it was a mandatory requirement that information was disseminated by hard copy. Clerk to check. If it is not a mandatory requirement, then Cllrs A Buxton, H Buxton, C Phillipo, and G Saunders happy to receive meeting information by email, Cllrs Coleman and Wiseman to receive hard copies. **ACTION: CLERK**

1. **PUBLIC SPEAKING**
	1. County and District Councillor N. Dixon gave an update.

Norfolk County Council (NCC) have published a consultation regarding budget cuts which will be introduced on the 1 April 2016. £111 million needs to be saved in 2016-2017 budget and more savings required in the years to follow. These are significant reductions and there will be an impact on services. Consultation will be available online and more details are available in the Your Norfolk magazine.

North Norfolk District Council (NNDC) and Great Yarmouth Borough Council (GYBC) have been collaborating on sharing services to help achieve a balanced budget. Chief Executive of NNDC will be covering GYBC who have had a vacancy for some time.

Devolution - NCC, Suffolk County Council and the District Councils are working together on a proposal for DCLG to devolve powers down, although not to Parish Council level.

Extension to Hoveton trading estate - no application not yet made. Consultation raised issues with car parking for school and church and these are being worked through.

Three Rivers Way - cycle way from Hoveton to Potter Heigham via Horning. Exhibition of the plans at the Hotel Wroxham on the 4th November. This includes a proposal to narrow Horning Road West.

* 1. No report received from PCSO Jeanette Boardman.
	2. No questions from the public.
1. **MATTERS ARISING**
	1. No other matters not covered on the agenda were raised.
2. **CORRESPONDENCE.**
	1. Norfolk Older People’s Strategic Partnership - new strategy for Social Care in Norfolk. More information available for Cllrs if required.
	2. Local Council Award Scheme - Quality Council accreditation - Ashmanhaugh cannot apply for a further year until the Clerk is CILCA qualified (estimated summer 2016). H Buxton queried if the requirement was not for the clerk to be *undertaking* training. Clerk to check. 1 November was the deadline for submission. Concern that a lot of effort was put into the original submission and that renewing had been straightforward. **ACTION: CLERK**
	3. NNDC Gambling and Licensing Policy review - consultation on amendments to the Policy. Councillors to have responded directly.
	4. Broadcaster 2016 - advertising opportunities available in the Broads Authority annual publication.
	5. Norfolk Silica Sand review from Norfolk County Council - consultation on extraction in the Kings Lynn and West Norfolk area. Councillors to respond directly.
	6. Re-imagining Norfolk - Strategic and financial planning 2016/9 from Norfolk County Council. As covered by Cllr N Dixon 4.1.
	7. Community Action Norfolk (CAN) - invitation to attend discussion events on Norfolk’s Rural Economy and the Re-Imagining Norfolk consultation.
3. **HIGHWAYS, PLANNING, LAND AND ASSET ISSUES**
	1. The Common - The Common working party has not had the opportunity to meet in the last period. H Buxton to arrange a meeting, Clerk to attend. This will include measuring the area of the Common to check against records.
	2. Parish Partnership Scheme - Clerk made an application to resolve the drainage issue at the top of Church Road. This was rejected on the basis that the scheme does not fund drainage. Clerk to meet Justin le May, Highways engineer on the 13th November to discuss. Clerk to copy Cllr Dixon in on the outcome of the discussion.
	3. Traffic on the Crossroads in the village. Concern has been raised about traffic not stopping to give way. A recent collision was reported. It is a 30mph limit and there is signage, including slow signs on the road. Clerk to contact PCSO and to talk to Highways at the meeting on the 13th November. **ACTION: CLERK**
	4. Flow of the River Ash on the Hoveton/Ashmanhaugh border. The river/stream marks the boundary between the Parishes of Ashmanhaugh and Hoveton. The waterway is in poor condition, doesn’t flow easily, blocked by debris and of particular concern is the reduction in the volume of water flow over the years. Concern that the pond and weir at Wroxham Barns were having a detrimental effect on the flow of the waterway. Queried what permissions were given for the installation of the pond and weir. Cllr Dixon has done some investigation and can find no recent permissions from NNDC. Clerk to investigate further, including contacting the Environment Agency. **ACTION: CLERK**
	5. Removal of permissive footpath from Harris’s Farm to the crossroads. H Buxton updated on a change of rules to the Countryside Stewardship Scheme. Previous support to permissive access has been removed and the grass margin must be increased. Hoveton Hall Estate will close the path over the winter whilst the verge is reestablished and a further 2m of land is added which people will be allowed to walk on. Posts will be added to delineate the area that cannot be walked on. If the public do not respect this it will be removed permanently.
	6. No planning applications received in the period.
4. **ADMINISTRATIVE MATTERS.**
	1. Clerk’s annual leave - w/c 21st and 26th December 2016 approved.
	2. Clerk to updated that she has completed two unit of the CiLCA course and is enjoying it. Thanked the Council for part funding the course.
	3. NNDC update sessions for Councillors and Clerks:
		1. Register of Interests and Declarations of Interests 17th September, North Walsham. Clerk attended this session which was a useful update. Clerk to issue some brief notes for Councillors. **ACTION: CLERK**
		2. Planning 30th November, Neatishead. H Buxton, G Saunders and Clerk due to attend. Other councillors welcome to attend if they wish.
	4. To discuss a logo for Ashmanhaugh Parish Council. Previously used a photo of the village sign and the Quality Council logo. N Sharpe to send the clerk the logo used on the village newsletter.
5. **FINANCIAL MATTERS.**
	1. Bank mandate - Norwich & Peterborough have rejected the previous paperwork for updating the bank mandate on the basis that the Clerk (administrator) must be a signatory (last set of paperwork had been completed to remove clerk as signatory but maintain as administrator).. Agreed to remove Sarah Hunt, to add Clare Male and Chris Phillipo. Therefore signatories would be H Buxton, N Coleman, C Male and C Phillipo. All personal ID for signatories previously logged with the bank stands. Concern that the Clerk was being added as a signatory which is not good practice. Clerk has spoken to NALC and they confirmed this is common. Agreed that the bank account needs to be operational ASAP, and that this would be reviewed at a later date. Agreed that in practice Clerk will not be signing any documentation.
	2. Receipt noted:
		1. North Norfolk District Council (remaining 50% precept payment 2015/16) £1808.00
	3. Payments authorised for:-
		1. Norfolk Rural Community Council – Thinking Fuel membership (reissue - incorrect payee) £20.00

Concern that this is not used by Parishioners. N Sharpe to add an article to the next magazine and Clerk to put an advert on the noticeboard. **ACTION: CLERK**

* + 1. Newsletter printing (N Sharpe) £40.37
		2. East Ruston Parish Council for 50% recharge of CiLCA training fees for Clare Male, Clerk via Norfolk Parishes Training Partnership £125.00
		3. Clare Male – salary Sept/Oct £298.58
		4. Clare Male– expenses £20.31
		5. Clare Male - mileage £30.83

To note that in the future Councillors wish to see these in advance. Clerk to send spreadsheets out with the agenda.

* 1. To receive Bank Reconciliation – current balance £7,163.13. Agreed.
	2. Review and approve of the draft budget including agreement of precept figure for 2016/17 - Added a reserve figure to enable the budget to be balanced, in line with best practice. This is broken down into two sections - asset replacement and a general figure which would cover the cost of any sudden elections that were required or other emergencies. Also addition of a project fund for works to be undertaken in the village. Agreed that the budget would be accepted as proposed, with the precept frozen this year. However potential projects would be scoped out over the next year and this can be considered for a change in the precept next year.
	3. To propose the appointment of the internal auditor for 2016 - N Sharpe. Agreed.
1. **POLICIES**
	1. Transparency Code & Transparency Fund bid - Council voted to approve a bid under the Transparency Fund to unable them to comply with the Transparency Code as follows:
* Laptop (max £350) - Acer Aspire E5, £349.99.
* Internet connection - £96.99 (25% total line rental plus unlimited Broadband costs p.a - 25% to be claimed for East Ruston Parish Council).
* Wordpress training - £40 plus travel = £51.25
* **Total bid for funding = £498.23**
* To note there would be no additional insurance premium required
	1. Core documents and policies register - updated, for approval by council. Register of attendance has been removed, as this is covered in the minutes. Legal references have been added. Approved by Council.
	2. Policies due for renewal to be presented at next meeting:
		1. Timetable for Parish Council meetings
		2. Freedom of Information Act Model Publication Scheme
		3. Standing Orders
		4. Complaints procedure
		5. Financial risk assessment and financial risks control

Noted - Councillors asked that these were sent out in good time before the next meeting to give them time for review. **ACTION: CLERK**

1. **ITEMS FOR NEXT AGENDA.** - **Tuesday 5th January 2016 at 7.00pm**

 None.

Meeting closed at 8.15pm.

Final minutes agreed………………………………………………………………………………………………..

 Harry Buxton (Chair)

Dated:............................................................................................................................................

Clare Male

Clerk and RFO to the Parish Council

5th January 2016