



FINAL MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

held in the Preston Room on Tuesday 1st March 2016 at 7.00pm

Parish councillors present:

Mr A Buxton Mr G Saunders (Vice Chair)
Mr N Coleman Mr A Wiseman
Mr C Phillipo

Clerk: Mrs C Male

There were three members of the public present.

1. ATTENDANCE

Mr H Buxton (Chair) and Ms M Gibbons sent apologies. Mr G Saunders chaired the meeting.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

As previously stated in relation to the Common and the River Ash.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council meeting held on 5th January 2016 were confirmed as a true and accurate record.

4. PUBLIC SPEAKING

- 4.1. County and District Councillor N. Dixon was not in attendance.
- 4.2. PCSO Jeanette Boardman was not in attendance, but reported that there were no crimes in the Parish in the period. SNAP priorities are speeding along School Road, East Ruston; speeding along Coast Road, Walcott; ASB/Criminal Damage to Hoveton toilet block.
- 4.3. Mr N Sharpe referred to the minutes of the last meeting regarding the Common. He noted that the responsibility for the Common had previously been passed to the Parish Council by North Norfolk District Council (NNDC) approximately 20 years ago. It is a registered Common and has no ownership. Clerk reported that NNDC have recommended a licence arrangement with the Parish Council in order for the Parish Council to carry out maintenance. Clerk to re-review documentation and locate Parish maps. To follow up at next meeting. **ACTION: CLERK**
- 4.4. Continuing issue with cars driving over the crossroads and not stopping. Noted.

5. MATTERS ARISING

- 5.1. Cllr A Buxton raised the issued of litter in the village. Noted that it is the District Councils responsibility to install bins but the emptying of these must be paid for by the Parish. Place UK do a regular litter pick in their area. Agreed that preventative action is difficult and all villagers need be community spirited and pick up litter.
- 5.2. Cllr Coleman reported on the Police and Crime Commissioners Budget and Precept consultation that he attended on the 13th January 2016 at County Hall. A 2% increase in the Council Tax precept was voted through. A Powerpoint presentation is available.
- 5.3. Correspondence received since the agenda was issued:
 - i. Norfolk County Council (NCC) - Local list for planning validation consultation. Councillors to respond by 19th April 2016.
 - ii. Road closure in Hoveton outside St Johns Primary - 16th - 19th March 2016.

MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

6. CORRESPONDENCE.

- 6.1. Norfolk Crimestoppers - request for volunteers, including a new Chair. Noted.
- 6.2. British Red Cross - request for door to door collections for Red Cross Week in May. Date unknown. This will be publicised in the newsletter when known.
- 6.3. Mobile Library timetable - on village noticeboard and sent to newsletter. Noted.
- 6.4. Queens Award for voluntary service. No nominations made.
- 6.5. Norfolk ALC: Petition: Giving Parish Councils the right to appeal planning decisions. Councillors to respond by the 19th April 2016 online.
- 6.6. North Norfolk Tourism meeting - 22nd February, Cromer. Awaiting minutes.
- 6.7. Community Biodiversity Awards 2016 - open for nominations. Closing 13th May 2016. No nominations made.

7. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

- 7.1. Broadband - update on the installation two new cabinets. First at the crossroads and the second in front of the low Barn outside Park Farm, School Road. Once these are installed Broadband speeds in the village should improve.
- 7.2. Forthcoming NCC Highways inspection. Issues include the culvert around Stone Lane by East View Farm entrance, Rectory Road towards the Parish boundary, north end of Church Road and Stone Lane.
- 7.3. North Norfolk Local Plan - New local plan for 2016 - 2036. Call for sites suitable for development. Noted.
- 7.4. North end of Church Road. Repair work was undertaken by Highways 29th February 2016. Complaints about the type and poor quality of the work. Councillors asked for the area to be hard-topped. Residents on the private section of Church Road feel that the delay to repairs and then the poor quality of the repairs have caused erosion to the private section. Clerk to pass on Highway details to residents so they can write and complain.
ACTION: CLERK
- 7.5. Defibrillator funding (British Heart Foundation) - update that funding has closed, opens again in next financial year, added to mailing list (£850 for a new one). To await new funding to open.
- 7.6. Flow of the River Ash on the Hoveton/Ashmanhaugh border - Clerk updated that NCC will be visiting the north-west section of the River to check for obstructions and blockages. NCC unwilling to send out general letters to riparian owners in the Parish but willing to follow up any specific concerns.
- 7.7. The Common - Clerk to update. See section 4.3.
- 7.8. No planning applications received in the period. Noted.

8. ADMINISTRATIVE MATTERS.

- 8.1. Clerk annual leave for 2016/2017 - 25th to 29th July and 22nd 26th August. Agreed. One week left for 2015 - 2016 to be taken 4th - 8th April 2016. Agreed.
- 8.2. Clerk updated on CiLCA - second payment for course due. Noted.
- 8.3. Pensions - change to law that every employer must put certain staff into a pension scheme and pay into it - "automatic enrolment". To note that Ashmanhaugh Parish Council doesn't have to provide a pension but still has duties. These have been completed to date.
- 8.4. Website - user information updated. Noted.
- 8.5. To report back on Norfolk ALC SGM/AGM 6th January 2016. Clerk attended and noted that a new constitution and Chair were voted in.
- 8.6. Discussed arrangements for the Annual Parish meeting.

9. FINANCIAL MATTERS.

- 9.1. To receive Bank Reconciliation – current balance £6,261.76. Noted.
- 9.2. To note there are no receipts for the period.
- 9.3. To authorise payments for:-
 - 9.3.i.1. Newsletter printing (N Sharpe) £40.37
 - 9.3.i.2. NNDC - election costs £21.01
 - 9.3.i.3. Clare Male – salary Jan/Feb £298.58
 - 9.3.i.4. Clare Male– expenses £0.00

MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

9.3.i.5.	Clare Male - mileage	£20.48
9.3.i.6.	SLCC - CiLCA second and final payment (50% split with East Ruston Parish Council)	£125.00

All agreed.

- 9.4. To note forthcoming VAT reclaim of £70.47. Noted.
- 9.5. To vote on whether to join the Sector Led Body for audit procurement (NALC) or to procure independent external auditor services. Agreed not to opt out, and therefore join, the Sector Led Body.

10. POLICIES

- 10.1. Transparency Code compliance check has been undertaken and Clerk confirmed more information needs to be uploaded onto the website. Clerk needs training on the website, but this has been delayed due to Norfolk ALC not receiving the Council's Transparency Fund application. See 10.2. Clerk has updated registration with the ICO for the Freedom of Information Act.. Ongoing.
- 10.2. Transparency Fund bid update - award due 1st February 2016. Norfolk ALC confirmed that the email containing the bid application was lost due to a problem with their servers. They are submitting the bid with the latest and last tranche.
- 10.3. To request sign off for policies updated and circulated for review. :
 - i. Standing Orders 2016. The policy was agreed and adopted.
- 10.4. Policies still to be reviewed:
 - i. i. Financial risk assessment updates - pending approval of Standing Orders 2016.

11. ITEMS FOR NEXT AGENDA. - Tuesday 3rd May 2016 at 7.00pm

REMINDER - ANNUAL PARISH MEETING - Tuesday 8th March at 7.00pm

Meeting closed at 8.05pm.

Clare Male
Clerk and RFO to the Parish Council
4th March 2016

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

Dated:.....