



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

**held in the Preston Room on Tuesday 9<sup>th</sup> January 2018 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

**Clerk:** Mrs C Male

**NNC & NNDC Cllr Nigel Dixon was present for item 4. Three 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 7th November 2017 and the extraordinary meeting held on the 21st November 2017 were both confirmed as a true and accurate record.

### **4. PUBLIC SPEAKING**

4.1. Report from County and District Councillor Nigel Dixon:

- i. Followed up on the request by the Council for planning training from NNDC. Advised that NNDC are unable to provide individual training. They do provide general events for Parish Councils to attend. Clerk has been invited to a planning event at NNDC on the 13th February (item 6.7).
- ii. NCC Councillors allowances - voted to increase allowances.
- iii. Council Tax rises - government have allowed County Councils to add a further increase of 1% bringing the total NCC increase to 5.99% (3% social care). NNDC has not increased Council Tax for 7 years - potential 1.99% this year.
- iv. Councillors highways budget - suggested additional work in clearing drainage grips and gullies. Clerk arranging a meeting with the Highway Ranger to discuss flooding in Church Road (item 8.5).

4.2. PCSO Jeanette Boardman did not attend.

4.3. From the public:

- i. Church Road - Anglian Water have driven across the verge to empty the sewage tank behind the LA houses and flattened the grips, making drainage in this area impossible. To follow up with Anglian Water.

**ACTION CLERK**

### **5. MATTERS ARISING**

5.1. Correspondence received since the agenda was issued:

- i. Data protection update - advice for new legislation in 2018:
  1. Write a data protection policy
  2. Appoint a data protection officer - Clerk
  3. Approve the policy at a Full Council meeting and publish on the website

**ACTION CLERK**

5.2. Additional issues not covered on the agenda:

- i. Give way sign down on the eastern (Neatishead) side of School Road reported to NCC Highways.
- ii. Window cleaner issue - resolved.
- iii. Lock on Preston room door - not yet changed.
- iv. Potholes on Stone Lane in passing places - reported to NCC Highways.
- v. Annual Parish Meeting - 13th March - as per last year.

## **6. CORRESPONDENCE**

- 6.1. North Norfolk District Council - noted an increase in the amount of garden waste being fly tipped.
- 6.2. Emergency road closure on School Road - 20th - 24th November due to a burst water main.
- 6.3. North Norfolk Safety Advisory Group (NNDC) - new advice on managing events and notifying them to the relevant authorities.
- 6.4. Norfolk Police - consultation on the police budget and council tax for 2018-2019 and subsequent update.
- 6.5. Norfolk County Council - budget consultation 2018-19.
- 6.6. Christmas card from Norman Lamb. Noted.
- 6.7. NNDC - invitation to Clerk to attend an event to discuss progress and future plans with Public Access module for Planning applications - 13th February.
- 6.8. NALC - have advised that DCLG have decided the requirement to hold referendums for large precept increases is to be deferred for the next three years.
- 6.9. Keep Britain Tidy: weekend of the 2-4 March 2018, Keep Britain Tidy wants us to help clear up the rubbish that lies around us. Organise a public litter pick?
- 6.10. HMRC - notification of changes to the systems used to reclaim VAT.

## **7. COUNCILLORS MATTERS**

- 7.1. Noted the resignation of Cllr A Wiseman. Councillors gave their thanks for his five years service. Notice has been given to NNDC and a notice served. Parishioners had until the 8th December 2017 to call an election. No election was called, therefore there is a Casual Vacancy on the Council. Two candidates interested. To ask candidates to make firm nominations for the next meeting.

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

- 8.1. Two planning applications were received in the period:
  - i. PF/17/1825 - Agricultural buildings at Dairy Farm, Stone Lane, Ashmanhaugh, Norwich, NR12 8YW - deadline 30th November. Reported on the extraordinary meeting held on the 21st November 2017.
  - ii. PF/17/1802 Church Field, Hoveton, Norwich, NR12 8NY - Erection of 25 dwellings with a new 12 space church car park - deadline 14th December. No changes to the comments from the July 2017 application.
- 8.2. The Common
  - i. The Planning Inspectorate have yet to reach a decision on works to the Common. They have advised that no objections were received during the consultation, but a final decision will be another couple of weeks.
  - ii. To discuss a management plan and particularly a programme for topping the Common - carried over pending a decision from the Planning Inspectorate.
- 8.3. External lighting - to be raised on the NNDC planning event on the 13th February.
- 8.4. Speeding from the boat yards & Community Speedwatch. Norfolk Police have advised that they would need a minimum of six volunteers. Cllr Buxton to seek volunteers.

### **ACTION CLLR H BUXTON**

- 8.5. Highway ranger - Clerk waiting for a meeting with the Highway ranger imminently.
- 8.6. 30mph zones in the village - to discuss if they need extending. Agreed to wait on the Dairy Farm planning application - carry over to next meeting.

## **9. ADMINISTRATIVE MATTERS**

- 9.1. Increase in NALC fees of 2% in 2018-2019 and the introduction of a £30 annual charge for the website. Agreed to continue with the existing website and pay the charges.

**10. FINANCIAL MATTERS**

**10.1. Reviewed this period's financial position**

- i. Received and signed Bank Reconciliation – current balance £8,058.70
- ii. Noted there were no **receipts** in the period.
- iii. Authorised **payments** for:-
  - 1. Clare Male – salary November/December £395.72
- 10.2. Noted appointment of external auditors PKF Littlejohn for 2018-2019 and confirmation that, if required, the audit fee would be zero.
- 10.3. Barclays - tax residency information requested. Documentation completed and returned.
- 10.4. Budget report to the end of the 3rd quarter. Forecasting an underspend of £386.
- 10.5. Clerk attending an “New end of year audit regime” course 10th January.

**11. ITEMS FOR NEXT AGENDA - Tuesday 6th March 2018 at 7.00pm**

The meeting closed at 7.50pm.

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

Dated:.....