



NOTICE OF ANNUAL PARISH COUNCIL MEETING

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

Tuesday 1st May 2018 7.00pm

Members of the press and public are invited to attend

AGENDA

- 1. ELECTION OF CHAIR - Completion of acceptance of office form**
- 2. ELECTION OF VICE CHAIR**
- 3. UPDATING OF REGISTER OF MEMBERS INTEREST FORMS**
- 4. ATTENDANCE**
To note those present and consider apologies for absence.
- 5. 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.
- 6. MINUTES OF PREVIOUS MEETING**
To confirm the accuracy of the minutes of the Parish Council meeting held on 6th March 2018.
- 7. COUNCILLORS MATTERS**
 - 7.1. Smallburgh Parish Council - Cllr Coleman attended a presentation on the work of HMP Bure, 13th March. To give a short report.
- 8. PUBLIC SPEAKING**
 - 8.1. To receive report from County and District Councillor Nigel Dixon.
 - 8.2. To receive crime figures from Norfolk Police.
 - 8.3. 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.
- 9. MATTERS ARISING**
 - 9.1. To discuss correspondence received since the agenda was issued.
 - 9.2. To receive a report on any matter not covered on the agenda.
- 10. CORRESPONDENCE**
 - 10.1. North Norfolk District Council - invitation to attend an event to discuss Armistice centenary celebrations - 27th March 2018.
 - 10.2. Norfolk County Council - consultation on the draft Norfolk Access Improvement 10 year Plan - deadline 15th June.
 - 10.3. Review of Local Government Ethical Standards - Committee on Standards in Public Life consultation - deadline 30th April.
 - 10.4. National Planning Policy framework consultation on revisions - deadline 20th April.

- 10.5. Norfolk Police - report of illegal hare coursing in Tunstead.
- 10.6. Age Uk Norfolk - request for a donation.
- 10.7. Stalham and Smallburgh First Responders - request for a donation.

11. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

- 11.1. One planning applications were received in the period:
 - i. Park Farm, School Road, Ashmanhaugh, NR12 8YJ - change of use from agricultural building to flexible commercial use. Deadline 11th May 2018.
- 11.2. The Common - to discuss:
 - i. Boundary markings
 - ii. Tree works and drainage works
 - iii. Bridge
 - iv. Budget - review & discuss re levels of reserves
- 11.3. External lighting and dark skies. Clerk to update.

12. ADMINISTRATIVE MATTERS

- 12.1. Data Protection legislation:
 - i. To discuss whether to subscribe to the NALC Data Protection service.
 - ii. To receive an update on legislation
- 12.2. To approve Clerks annual leave for 2018-19: 28/05/18 - 31/05/18, 25/07/18-09/08/18 and 24/12/18 - 03/01/19

13. FINANCIAL MATTERS

13.1. To agree and adopt the Accounts and Annual Return for year 2017/18

- i. To note the internal audit report and to discuss acquiring a debit card to make the PAYE payments:
- ii. To consider the Accounting Statements by the members meeting as a whole;
- iii. To approve the Accounting Statements by resolution;
- iv. To ensure the Accounting Statements are signed and dated by the Chair:
- v. To note the audit posting dates for the exercise of public rights.

13.2. To review this period's financial position

- i. To receive and sign Bank Reconciliation – current balance £7245.66
- ii. To note there were no **receipts** in the period.
- iii. To authorise **payments** for:-

1. Clare Male – salary March/April	£399.10
2. Clare Male - mileage	£20.70
3. NALC renewal, including website	£119.23
4. Insurance renewal	£tbc

- 13.3. To agree to set up a direct debit for the data protection fee renewal with ICO - £35 p.a.
- 13.4. To note amount of VAT due to be reclaimed for 2017/18 as £53.52
- 13.5. Insurance renewal - to agree whether to accept a one year or three year quote.
- 13.6. To note new NJC pay scales for 2018-19.

14. POLICIES:

- 14.1. Standing orders outstanding - propose to put this on hold for a further month until Data Protection legislation is finalised.

15. ITEMS FOR NEXT AGENDA - Tuesday 3rd July 2018 at 7.00pm.