



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

**held in the Preston Room on Tuesday 6<sup>th</sup> March 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 J Pond

Cllr G Saunders

**Clerk:** Mrs C Male

**NNC & NNDC Cllr Nigel Dixon attended. One member of the public attended.**

1. **ATTENDANCE** - all Councillors present.
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS** - as before.
3. **MINUTES OF PREVIOUS MEETING**
  - 3.1. The minutes of the Parish Council meeting held on 9th January 2017 was confirmed as a true and accurate record.
4. **COUNCILLORS MATTERS**
  - 4.1. Casual vacancy. John Pond was proposed. Councillors voted unanimously in support. Cllr Pond joined the Council for the remainder of the meeting.
5. **PUBLIC SPEAKING**
  - 5.1. Report from County and District Councillor Nigel Dixon:
    - i. Church Fields housing and industrial development, Hoveton - planning permission has been granted and the scheme will be going ahead this year.
    - ii. Oyster yachts sudden closure- NNDC have held a day to support staff who have been made redundant.
    - iii. Broadland High School is to become an academy from the 1st August 2018. Discussed parking on the road outside the school.
    - iv. Bin collections - bad weather has caused delays. Priority being given to black bin collections.
  - 5.2. PC Tom Gibbs attended briefly to introduce himself.
  - 5.3. From the public: thanked Hoveton Hall Estates for cutting the hedge.
6. **MATTERS ARISING**
  - 6.1. Correspondence received since the agenda was issued: none.
  - 6.2. Additional issues not covered on the agenda: none.
7. **CORRESPONDENCE**
  - 7.1. Norfolk Strategic Planning Framework - reported on the outcome of the consultation - all comments available to view online.
  - 7.2. Norfolk County Councillors - Norwich Western Link development plans - consultation taking place

- 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. Cllr Coleman agrees to attend to represent the Council.

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

- 8.1. No planning applications were received in the period.
- 8.2. The Common. Noted consent has been received from the Planning Inspectorate to undertake works to the Common. Cllr Phillipo to lead a committee on the project. Clerk to set up a meeting. **ACTION CLERK**
- 8.3. External lighting and dark skies. Clerk spoken to NNDC who have advised:
  - i. If the Council makes a reasonable request for a dark sky type condition to be added to a planning application that it is likely to be agreed. Clerk to compose suitable policy based wording for future applications. **ACTION CLERK**
  - ii. Environmental Health - signposted to guidance from the “Institute of Lighting Professionals” on light zoning. There is nothing on this in the current NNDC Local Plan. The Broad’s Authority are currently consulting on a new Local Plan which has a light zone policy and are considering applying for International Dark Skies status. As an adjacent Parish Ashmanhaugh could qualify for light restrictions. Agreed to write to NNDC and ask for suitable consideration to be given to this in the new Local Plan. Clerk to circulate guidance to Councillors. **ACTION CLERK**
- 8.4. Noted that the Clerk attended a NNDC briefing session on the Public Access system for Planning Applications.
- 8.5. Community Speedwatch - Cllr Buxton reported on the search for volunteers. Confirmed that it is a long term commitment and that volunteers would have to undergo training and then make a regular commitment. To be discussed at the Annual Parish meeting next week.
- 8.6. Highway ranger & Local members fund - reported on a meeting with Highway ranger and subsequent commissioning of works to ditches in Church Road using the Local Members Fund.
- 8.7. Anglian Water - received an apology to complaint re: driving over grips on Church Road.

## 9. ADMINISTRATIVE MATTERS

- 9.1. Data Protection legislation:
  - i. Received an update on legislation and reviewed the draft policy (issued to Councillors 22nd January 2018). Discussed the NALC toolkit.
  - ii. Noted the need for a future change to job description of Clerk - Clerk likely to be appointed as Data Protection Officer, pending final legislation and further advice from NALC.
  - iii. The Council will also need to publish the final policy on to the website and update the risk management policy.
  - iv. Noted the Council holds no data with the exception of correspondence.

## 10. FINANCIAL MATTERS

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

- i. Received and signed Bank Reconciliation – current balance £7,662.98
- ii. Noted there were no **receipts** in the period.
- iii. Authorised **payments** for:-
  - 1. Clare Male – salary January/February £395.72
  - 2. Clare Male - mileage £21.60
  - 3. Thinking Fuel subscription - not required
- 10.2. Noted that the Thinking Fuel subscription is now being provided free of charge as a lifetime member.
- 10.3. Agreed the appointment of Catherine Moore as internal auditor for 2017/18 at a fee of £25.

- 10.4. Noted that the Clerk attended an “End of Year” training course and noted 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 - discussed the addition of responsibility for the Common as described by NNDC and update to the asset register. Clerk to go out for quotes.

**ACTION CLERK**

**11. POLICIES - to sign off:**

- 11.1. Complaints procedure - agreed.
- 11.2. Standing orders - carried over.
- 11.3. Financial Regulations - agreed.
- 11.4. Financial Risk Assessment - noted updated to include data protection. Agreed.

**12. ITEMS FOR NEXT AGENDA - Tuesday 1st May 2018 at 7.00pm**

The meeting closed at 7.53pm.

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Clare Male  
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Signed.....

Dated.....