



DRAFT MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

held in the Preston Room on Tuesday 1st May 2018 at 7.00pm

Parish councillors present:

Cllr A Buxton

Cllr H Buxton (Chair)

Cllr S Bland

Cllr N Coleman

Cllr C Phillippo (Vice Chair)

Cllr J Pond

Cllr G Saunders

Clerk: Mrs C Male

NNC & NNDC Cllr Nigel Dixon attended. Two members of the public attended.

1. **ELECTION OF CHAIR** - Harry Buxton was nominated and unanimously voted in.
2. **ELECTION OF VICE CHAIR** - Chris Phillippo was nominated and unanimously voted in.
3. **ATTENDANCE** - all Councillors present.
4. **DECLARATIONS OF INTEREST AND DISPENSATIONS** - as before.
5. **MINUTES OF PREVIOUS MEETING**
 - 5.1. The minutes of the Parish Council meeting held on 6th March 2017 was confirmed as a true and accurate record.
6. **COUNCILLORS MATTERS**
 - 6.1. Smallburgh Parish Council - Cllr Coleman gave a short report on the presentation he attended on the work of HMP Bure, 13th March.
7. **PUBLIC SPEAKING**
 - 7.1. Report from County and District Councillor Nigel Dixon:
 - i. New Local Plan update - work focusing on sites for development in the larger towns, including Hoveton. This will be followed by a review of the service villages and then smaller villages and rural areas. Expected that the process will be completed at the end of 2019.
 - ii. Programme of review of Highway junctions, including A149 and A1151 junction.
 - iii. Tunstead Primary School - pleased to report that it recently achieved a Good inspection report.
 - 7.2. Noted crime figures from Norfolk Police.
 - 7.3. Questions from the public relating to local issues.:
8. **MATTERS ARISING**
 - 8.1. No correspondence received since the agenda was issued.
 - 8.2. Report on any matter not covered on the agenda.
 - i. Confirmation from NNDC that new ward boundaries have been agreed and will be enforced from May 2019.
 - ii. Asset register inspection required. Cllr Phillippo to accompany Clerk.

ACTION CLERK/CLLR PHILLIPO

9. CORRESPONDENCE

- 9.1. North Norfolk District Council - invitation to attend an event to discuss Armistice centenary celebrations - 27th March 2018.
- 9.2. Norfolk County Council - consultation on the draft Norfolk Access Improvement 10 year Plan - deadline 15th June.
- 9.3. Review of Local Government Ethical Standards - Committee on Standards in Public Life consultation - deadline 30th April.
- 9.4. National Planning Policy framework consultation on revisions - deadline 20th April.
- 9.5. Norfolk Police - report of illegal hare coursing in Tunstead.
- 9.6. Age Uk Norfolk - request for a donation - due to the size of the Parish, the Parish Council has a policy of not awarding grants to charities. To review policy at next budget setting meeting.
- 9.7. Stalham and Smallburgh First Responders - request for a donation. See 9.6.

10. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

- 10.1. One planning applications were received in the period:
 - i. Park Farm, School Road, Ashmanhaugh, NR12 8YJ - see end.
- 10.2. The Common:
 - i. Boundary markings - NCC are not willing or able to provide a boundary marking service. A rough estimate given by a land surveyor is £600-700. Agreed that the working party will review the matter on site and then come back to the Council with a recommendation for a vote. Clerk to arrange. **ACTION CLERK**
 - ii. Tree works and drainage works. Awaiting quotes from contractors for the drainage works which Hoveton Hall Estate will pay for. Quote for tree works was £200 which the Clerk has approved.
 - iii. Footbridge across the ditch behind the pavillion. Agreed that this will be made from railway sleepers covered with chicken wire.
 - iv. Budget - the work to install the sleepers will be expensive. Need a ballpark cost for budget purposes.
- 10.3. External lighting and dark skies. Carry over to next meeting.

11. ADMINISTRATIVE MATTERS

- 11.1. Data Protection legislation:
 - i. Discussed whether to subscribe to the NALC Data Protection service - see ii.
 - ii. Update on legislation - the government has made an amendment to the Data Protection Bill that no longer requires Parish and Town Councils to have a Data Protection Officer. Final wording is being agreed, which will allow the Data Protection policy and Standing Orders to be changed accordingly. A Data Protection service will not be required. **ACTION CLERK**
- 11.2. Approved 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

12. FINANCIAL MATTERS

12.1. Agreed and adopt the Accounts and Annual Return for year 2017/18

- i. Noted the internal audit report. Agreed to acquire a debit card to make the PAYE payments and other small payments as required. Agreed to add the Clerk to the mandate to enable the application to go forward. **ACTION CLERK**
- ii. Noted that expenditure for the 2017/18 year was £3,088 and income was £3,893. Considered and agreed by resolution the Accounting Statements and these were signed by the Chair and the Clerk.
- iii. Noted the audit posting dates for the exercise of public rights - 4th June 2018 to 13th July 2018.

12.2. To review this period's financial position

- i. Received and signed Bank Reconciliation – current balance £9137.66
- ii. There was one **receipts** in the period - NNDC first half of precept payment - £1892.
- iii. Authorised **payments** for:-
 1. Clare Male – salary March/April £399.10
 2. Clare Male - mileage £20.70

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| | 3. Clerk expenses - | £44.03 |
| | 4. NALC renewal, including website | £119.23 |
| | 5. Insurance renewal | £218.00 |
| | 6. Internal audit fees | £45.00 |
| 12.3. | Agreed to set up a direct debit for the data protection fee renewal with ICO - £35 p.a. | |
| 12.4. | Noted amount of VAT due to be reclaimed for 2017/18 as £53.52 | |
| 12.5. | Insurance renewal - agreed. | |
| 12.6. | Noted new NJC pay scales for 2018-19. | |

13. POLICIES:

- 13.1. Standing orders outstanding - propose to put this on hold for a further month until Data Protection legislation is finalised. See 11.1.ii.

COUNCILLORS A BUXTON & H BUXTON LEFT THE MEETING DUE TO DECLARATIONS OF INTEREST:

10.1.i One planning application received:

Park Farm, School Road, Ashmanhaugh, NR12 8YJ - change of use from agricultural building to flexible commercial use. Deadline 11th May 2018. Voted to support the application for change of use. Councillors commented that the proposal would generate local employment and would be a good use of an agricultural building that is in a poor state of repair. It was noted that no external drawings were submitted as part of the application. Councillors expressed concern as the arrangements for parking, the access along the narrow lane and the visibility at the junction with the Norwich Road. It was noted that this was a change of use application and the expectation is that a further planning application will be made detailing external landscaping and access.

ITEMS FOR NEXT AGENDA - Tuesday 3rd July 2018 at 7.00pm. None.

The meeting closed at 8.26pm.

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