



DRAFT MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

held in the Preston Room on Tuesday 4th September 2018 at 7.00pm

Parish councillors present:

Cllr S Bland

Cllr A Buxton

Cllr H Buxton (Chair)

Cllr N Coleman

Cllr C Phillipo (Vice Chair)

Cllr J Pond

Cllr G Saunders

Clerk: Mrs C Male

Norfolk County Council (NCC) & North Norfolk District Council (NNDC) Cllr Nigel Dixon attended for items 1- 4. No members of the public attended.

1. **ATTENDANCE** All present.
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS** As before.
3. **MINUTES OF PREVIOUS MEETING**
Confirmed the accuracy of the minutes of the Parish Council meeting held on 3rd July 2018.
4. **PUBLIC SPEAKING**
 - 4.1. NCC & NNDC Councillor Nigel Dixon reported:
 - i. Raised item 6.5. The Council thanked Cllr Dixon for his correspondence but had no further comments.
 - ii. Raised item 6.2.
 - iii. Traffic survey for Hoveton being undertaken with regard to housing development in the area. In addition Hoveton & Wroxham have been chosen to form part of NCC's Market Town Improvement Strategy. There will be a stakeholders meeting on the 27th September to discuss the initiative. This will be used to inform the Highways comments on the new NNDC Local Plan.
 - 4.2. Crime figures from Norfolk Police - figures for July received for the wider area.
 - 4.3. Questions from the public - none.
5. **MATTERS ARISING**
 - 5.1. Matters received since the agenda was issued:
 - i. Dairy Farm Barns conversion - a resident has expressed concern that asbestos is being removed without a specialist contractor. It was reported that it is cement sheet which does not require a specialist contractor.
 - 5.2. Report on any matter not covered on the agenda:
 - i. Norwich Road Runners - discussed correspondence exchanged regarding issues with the last race series.
6. **CORRESPONDENCE**
 - 6.1. NNDC - Gambling Policy Consultation - closing date 3rd September. Noted.
 - 6.2. Norfolk Police - consultation on changing the governance of the Fire Service to be governed by the Police Service. Clerk noted that Lorne Green will be attending the Wroxham Parish Council meeting on the 1st November.

- 6.3. North Norfolk District Council - invitation to attend a Local Plan update event. Agreed attendees (max 2). The Clerk and Cllr Pond will attend on the 30th October.
- 6.4. North Norfolk Community Grants - Arts & Culture, Transport, Big Society - noted that details are on the website.
- 6.5. Cllr Nigel Dixon - response to the refusal of planning permission at Park Farm Barn. Noted.
- 6.6. Ongoing complaint re height of verges obstructing visibility on Rectory Road. Thanks to Cllr Phillippo and Saunders who strimmed the verge.

7. **COUNCILLORS MATTERS**

- 7.1. Discussed closer relations and communications with Tunstead Parish Council. Discussed the possibility of working together to produce a newsletter. Agreed the Chair will attend the next Tunstead Parish Council meeting. **ACTION CHAIR**

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

- 8.1. No planning applications was received in the period.
- 8.2. Parish Partnership scheme - possible bid for a SAM2. Discussed the option of borrowing a device from Tunstead. Upon reviewing the budget (see item 10.3) it was agreed to go ahead and make a Parish Partnership bid for the Council's own unit. **ACTION CLERK**
- 8.3. The Common:
 - i. Ditch - reported that a first leveling and scrape has been undertaken but it has been agreed that the ditch needs to be deeper. Cllr Phillippo is organising. **ACTION CLLR PHILLIPO**
 - ii. Installation of railways sleepers - Clerk had sourced reclaimed sleepers, but it was agreed new sleepers preferred. Agreed the bridge should be 2 sleepers wide and that 10 sleepers were required for the boundary. Clerk to source sleepers and talk to contractors about installation. Discussed a gate or bollards for the gap, but noted that the Council does not have permission for this. **ACTION CLERK**
 - iii. Boundary markers - agreed to buy metal post, paint and install. **ACTION CLERK**

9. **ADMINISTRATIVE MATTERS**

- 9.1. Clerks appraisal - agreed 17th September at 6pm. Any salary alteration will need to be back dated.

10. **FINANCIAL MATTERS**

10.1. **To review this period's financial position:**

- i. Received and signed Bank Reconciliation – current balance £7,682.17
- ii. Noted there were no **receipts** in the period.
- iii. Authorised **payments** for:-

1. Clare Male – salary July/August	£354.68 (chq)
2. HMRC tax payment	£47.80 (DC)
3. Kaspersky Internet security	£14.00 (DC)

10.2. Noted that the Council now has a Debit Card.

- 10.3. Reviewed budget.
 - 1. To increase the budget on the Common to allow for installation of the sleepers
 - 2. To add training for 3 Councillors - Clerk to look at dates **ACTION CLERK**
 - 3. Discussed the possibility of taking over the grass cutting from NCC. Clerk to get quote from NCC on delegated grass cutting. **ACTION CLERK**
 - 4. Agreed to allocate a budget to part fund a SAM2 device and mounting posts pending a successful NCC Parish Partnership bid.

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

- 11.1. Increase in number of heavy agricultural vehicles

Published: 17th September 2018

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