



FINAL MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

held in the Preston Room on Tuesday 5th March 2019 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

Two members of the public attended.

1. **ATTENDANCE** - all Councilors present.
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS** As before. An additional planning application has been received for Wroxham Barns - Cllr Saunders declared a non-pecuniary interest as a neighbour.
3. **MINUTES OF PREVIOUS MEETING** - Confirmed the accuracy of the minutes of the Parish Council meeting held on 8th January 2019.
4. **PUBLIC SPEAKING**
 - 4.1. NCC & NNDC Councillor Nigel Dixon not present.
 - 4.2. Discussed the crime report received from Norfolk Police - no reported incidents in the period. PC Tom Gibbs & PC Keely Smith expecting to attend the Annual Parish meeting next week.
 - 4.3. Questions from the public relating to local issues:
 - i. NCC Highways have renewed the grlps and have piled the spoil in mounds making the ditches very difficult to cut.
 - ii. Concern about item 8 iii - area proposed for the new ditch is higher than the area to be drained. Clerk to write to Highways on these two matters. **ACTION CLERK**
5. **MATTERS ARISING**
 - 5.1. Correspondence received since the agenda was issued:
 - i. One lane closure on Wroxham Bridge for 3 weeks from the 17th March for essential bridge repairs.
 - ii. Planning application for Wroxham Barns - to be added to item 8.
 - 5.2. To receive a report on any matter not covered on the agenda - none.
6. **CORRESPONDENCE**
 - 6.1. Broads Authority - consultation on the Local Plan modifications following examination - deadline 15th March 2019.
 - 6.2. North Norfolk District Council (NNDC) - invitation to Candidate's Briefing 4th March 6pm, Cromer.
 - 6.3. Road closures:
 - Crowgate Street - 26th to 28th February for connection to a new water supply.
 - School Road - 4th to 8th March for BT duct works - cancelled.
7. **COUNCILLORS MATTERS**

- 7.1. Election - nominations open on the 26th March and close on the 3rd April, with the election on the 2nd May. Nomination forms have to be delivered by hand to NNDC offices in Cromer.
- 7.2. Training - confirmed arrangements for the joint session with Tunstead and Hoveton at 7pm, 6th March at the Preston Rooms.

8. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

- 8.1. Two planning applications were received in the period:
 - i. PF/19/0255 Viewlands, Stone Lane, Ashmanhaugh, Norwich, NR12 8YR - erection of a single storey side extension. Deadline for response 12/03/19. Agreed to support the application.
 - ii. PF/19/0295 Wroxham Barns, Tunstead Road, Hoveton, Norwich, NR12 8QU - three children's rides including a roller coaster. Deadline for response 25/03/19. Agreed to support the application but request that the rides are not lit at night.
- 8.2. NNDC Local Plan - discussed the consultation on Open spaces, sport and recreation - deadline 8th March 2018. Agreed no response required.
- 8.3. Highways members grant fund. NCC to dig a ditch to the west to help with the persistent flooding at the end of Church Lane. Concern about levels - Clerk to raise with Highways.

ACTION CLERK
- 8.4. The Common
 - i. Work to install railway sleepers taking place Thursday 7th March. The Clerk has sent letters to residents.
 - ii. Scrap metal needs to be removed.

9. ADMINISTRATIVE MATTERS

- 9.1. Arrangements for the Annual Parish meeting - Tuesday 12th March at 7pm. Need to discuss the future of a separate Annual Parish meeting.
- 9.2. Discussed the Ashmanhaugh page in the Tunstead Parish magazine. Agreed the front cover needs to say Ashmanhaugh - Clerk to raise with Tunstead.

ACTION CLERK

10. FINANCIAL MATTERS

- 10.1. **To review this period's financial position**
 - Received and signed Bank Reconciliation – current balance £7,956.79
 - Noted there were no **receipts** in the period..
 - Authorised **payments** for:-

• Clare Male – salary Jan/Feb	£340.31
• HMRC tax payment	£67.95
• Tunstead Parish Council	£50.00
• CT Bakers, railway sleepers	£220.74
- 10.2. Noted forthcoming arrangements for the internal and external audit.
- 10.3. Forthcoming insurance renewal - reviewed updated levels of cover and agreed to note installation of the railway sleepers on the Common on the asset register. Cllr Coleman offered a noticeboard to replace the existing public notice boards. Clerk to view. Cllr Buxton to speak to the maker of the existing notice boards,

ACTION CLERK

11. POLICIES - to discuss and approve the following policies:

- 11.1. Planning policy - agreed updates.
 - i. Financial Regulations - no changes required this year.
 - ii. Financial risk assessment - added Debit card and updated Data Protection details.
 - iii. Code of conduct (pre-election) - roll over to next meeting.
 - iv. GDPR - risk assessment, privacy notice, information audit - - roll over to next meeting.
 - v. Document retention policy - roll over to next meeting.

12. ITEMS FOR NEXT AGENDA - Tuesday 7th May 2019 at 7.00pm

Published: 25th March 2019

Clare Male, Clerk & RFO to the Parish Council

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Signed.....

Date.....