



NOTICE OF ANNUAL PARISH COUNCIL MEETING

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

Tuesday 7th May 2019 7.00pm

Members of the press and public are invited to attend

AGENDA

1. **WELCOME TO COUNCILLORS FOR A NEW FOUR YEAR TERM FOLLOWING ELECTIONS ON THE 2ND MAY. ALL COUNCILLORS PRESENT TO SIGN AN ACCEPTANCE OF OFFICE FORM.**
2. **ELECTION OF CHAIR**
3. **ELECTION OF VICE CHAIR**
4. **ATTENDANCE** - To note those present and to consider apologies for absence. Apologies received from John Pond
5. **DECLARATION OF INTEREST:**
 - 5.1. **SUBMISSION OF DECLARATION OF INTEREST FORMS**
 - 5.2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS FOR THIS MEETING** Members are invited to declare a previously undisclosed interest relating to any item 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 5th March 2019 and the extraordinary planning meeting of the 16th April 2019.
7. **PUBLIC SPEAKING**
 - 7.1. To note the results of the District Council election and receive a report from the newly elected Councillor.
 - 7.2. To receive a report from County Councillor Nigel Dixon..
 - 7.3. To receive crime figures from Norfolk Police.
 - 7.4. 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.
8. **MATTERS ARISING**
 - 8.1. To discuss correspondence received since the agenda was issued.
 - 8.2. To receive a report on any matter not covered on the agenda.
9. **CORRESPONDENCE**
 - 9.1. NNDC Local Plan update - consultation will run from the 7th May to 19th June. Drop in sessions across the District - closest will be Hoveton on the 23rd May 2.30 - 7.30pm.
 - 9.2. Temporary closure of Crowgate Street, Tunstead, from the 29th April for meter exchange works.
 - 9.3. To note the publication of notices for the European elections on the 23rd May.

10. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

- 10.1. No additional planning applications were received since the extraordinary planning meeting of the 16th April.
- 10.2. Crossroads - to discuss the road traffic accident that took place on Saturday 20th April and the response from Norfolk Police.
- 10.3. To discuss correspondence with NCC Highways:
 - 10.3.1. Issue with grips as raised at last meeting.
 - 10.3.2. Concerns about the levels of the new ditch on Church Road.
- 10.4. The Common - to discuss the installation of the railways sleepers.

11. ADMINISTRATIVE MATTERS

- 11.1. To review the Ashmanhaugh page in the Tunstead Parish magazine.
- 11.2. To discuss the proposal for a FB page.
- 11.3. To agree Clerks annual leave w/c - 8th April, 27th May, 5th August, 21st October, 23rd December.

12. FINANCIAL MATTERS

12.1. To review this period's financial position

- 12.1.1. To receive and sign Bank Reconciliation – current balance £9,392.77
- 12.1.2. To note **receipts** in the period of:
 - 12.1.2.1. First half precept payment, NNDC £1,888.00
- 12.1.3. To authorise **payments** for:-
 - 12.1.3.1. Clare Male – salary Mar/Apr £343.72
 - 12.1.3.2. Clare Male - mileage £33.30
 - 12.1.3.3. HMRC tax payment £85.80
 - 12.1.3.4. Andy Payne - installing railway sleepers £1,100.00
 - 12.1.3.5. NALC membership renewal £125.93
 - 12.1.3.6. Insurance renewal for 2019/20 £tbc
 - 12.1.3.7. Refreshments for training - Roys £14.45 (Debit card)
 - 12.1.3.8. Refreshments for Annual Parish meeting £6.26 (Debit card)
 - 12.1.3.9. Land registry fees £6.00 (Debit card)
 - 12.1.3.10. Data protection renewal £35.00 (Direct Debit)
- 12.2. To update on the audit Annual Return and to request a change to the date of the next meeting to the 25th June to comply with statutory requirements.
- 12.3. Insurance renewal - to review quotes and agree Clerks recommendation for cover.

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

- 13.1. Code of conduct.
- 13.2. GDPR - risk assessment, privacy notice, information audit.
- 13.3. Document retention policy.

14. ITEMS FOR NEXT AGENDA

The meeting will then be closed to the press and public in accordance with Schedule 12A of the Local Government Act 1972.

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Clare Male
Clerk & RFO to the Parish Council
ashmanhaughparishcouncil@gmail.com
07803 705434