



NOTICE OF PARISH COUNCIL MEETING

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

Tuesday 25th June 2019 7.00pm

Members of the press and public are invited to attend

AGENDA

1. **ATTENDANCE** - To note those present and to consider apologies for absence.
Apologies - Nigel Dixon (NNDC Council meeting), John Pond and Andrew Buxton
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.
Declaration of interest forms outstanding from Cllr Saunders, Phillipo and A Buxton.
3. **MINUTES OF PREVIOUS MEETING** To confirm the accuracy of the minutes of the Parish Council meeting held on 7th May 2019.
4. **PUBLIC SPEAKING**
 - 4.1. To receive a report from District & County Councillor Nigel Dixon..
 - 4.2. To receive crime figures and/or report from Norfolk Police.
 - 4.3. 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.
5. **MATTERS ARISING**
 - 5.1. To discuss correspondence received since the agenda was issued.
 - 5.2. To receive a report on any matter not covered on the agenda.
6. **CORRESPONDENCE**
 - 6.1. NNC - invitation to bid for this years Parish Partnership fund which can be used for various types of Highway improvement schemes. Closing date 6th December 2019.
 - 6.2. SLCC - invitation to the annual Norfolk conference on the 12th July 2019 at Carrow Road.
 - 6.3.
7. **APPOINTMENT OF NEW CLERK**
To note that the current Clerk resigned on the 10th June. Clerk will stay in post until the 31st July. Adverts have been placed with NALC and social media with a closing date for applications of the 8th July. To agree interview panel.
8. **HIGHWAYS, PLANNING, LAND AND ASSET ISSUES**
 - 8.1. One revised planning application received since the last meeting:
 - 8.1.1. PF/19/0295 Wroxham Barns, Tunstead Road, Hoveton, Norwich, NR12 8QU - Change of use of amenity space to provide for three new rides (1x Dizzy Caterpillar ride, 1x Jumping Frogs and 1x mine train roller coaster including 5 carts) and associated works (part retrospective). Deadline 26th June.

- 8.2. NNDC Local Plan consultation - to note that a submission was made by the deadline.
- 8.3. Crossroads - update on correspondence with NNDC Highways Ranger and with residents.
- 8.4. SAM2 - to note the completion of the bid paperwork and to confirm purchase of the unit.
- 8.5. Church Road - no turning/cul-de-sac sign - update.
- 8.6. Church Road new ditch - update.
- 8.7. The Common - to discuss the installation of additional railway sleepers.

9. ADMINISTRATIVE MATTERS

- 9.1. Parish magazine - update.
- 9.2. Facebook page - not yet started.

10. FINANCIAL MATTERS

10.1. To review this period's financial position

- 10.1.1. To receive and sign Bank Reconciliation – current balance £???
- 10.1.2. To note **receipts** in the period of:
 - 10.1.2.1. First half precept payment, NNDC £1,888.00
- 10.1.3. To authorise **payments** for:-
 - 10.1.3.1. Clare Male – salary May/June £343.72
 - 10.1.3.2. HMRC tax payment £85.80
 - 10.1.3.3. Insurance renewal for 2019/20 £186.73
 - 10.1.3.4. Norfolk ALC training (50% to be reclaimed) £250.00
 - 10.1.3.5. Internal audit fee (S&C Farming Ltd) £45.00
- 10.2. Audit sign off for 2018/19 proposed by the Clerk
 - 10.2.1. To agree the financial statement for 2018/19.
 - 10.2.2. To note the report of the internal auditor.
 - 10.2.3. To consider and agree by resolution the Governance Statement.
 - 10.2.4. To consider and agree by resolution the Accounting Statement.
 - 10.2.5. To note the dates for the exercise of public rights.
- 10.3. Insurance renewal - to review revised quotes and agree Clerks recommendation for cover.

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

- 11.1. Code of conduct.
- 11.2. GDPR - risk assessment, privacy notice, information audit.
- 11.3. Document retention policy.

12. ITEMS FOR NEXT AGENDA

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