



## **DRAFT MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING**

**held in the Preston Room on Tuesday 25th June 2019 at 7.00pm. The meeting was recorded.**

### **Parish councillors present:**

Cllr S Bland

Cllr A Buxton

Cllr N Coleman

Cllr C Phillipo (Chair)

Cllr G Saunders

**Clerk:** Mrs C Male      Minutes from recording: Sarah Hunt

### **1. ATTENDANCE.**

Apologies received and accepted from Cllr Harry Buxton and John Pond.  
Cllr Dixon also apologised.

### **2. DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS FOR THIS MEETING**

None

### **3. MINUTES OF PREVIOUS MEETING**

The minutes of the Parish Council meeting held on 7th May 2019 were agreed as a true and correct record and signed by the Chair.

### **4. PUBLIC SPEAKING**

4.1 The planning applicant from Wroxham Barns addressed the Council - and gave a short history of the site and business. Concerns had been received over traffic, litter and noise. Technical reports had been undertaken providing reassurance over noise levels for local residents. Increases in figures for attendance over the years were presented. The current ride is quieter than the previous ride - it's smaller by footprint, and also by height. Traffic has not increased significantly over the years - Wroxham Barns have installed and maintained a footpath since 1989 allowing pedestrian access.

Members of the public and Councillors expressed their concerns regarding the Planning Application for Wroxham Barns. Questions were directed to the applicant who answered the issues raised.

### **5. MATTERS ARISING**

5.1. To discuss correspondence received since the agenda was issued. NONE

5.2. To receive a report on any matter not covered on the agenda. NONE

### **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. Next Meeting

6.2. SLCC - invitation to the annual Norfolk conference on the 12th July 2019 at Carrow Road. Noted.

## 7. APPOINTMENT OF NEW CLERK

Noted 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.

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

- 8.1. One revised planning application received since the last meeting:  
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). This is in Hoveton and under Hoveton Parish Council - Ashmanhaugh Parish Council are only a consultee due to proximity. Councillors had received information which indicated the ride height was greater than previously understood. Council RESOLVED to OBJECT to the application in support of the strong feeling in the Parish. Comment to be added concerns regarding potential light pollution.
- 8.2. NNDC Local Plan consultation - noted that a submission was made by the deadline.
- 8.3. Crossroads - update on correspondence with NNDC Highways Ranger and with residents. Next Meeting.
- 8.4. SAM2 - to note the completion of the bid paperwork and to confirm purchase of the unit. Next Meeting.
- 8.5. Church Road - no turning/cul-de-sac sign - update. Next Meeting.
- 8.6. Church Road new ditch - update. Next Meeting.
- 8.7. The Common - to discuss the installation of additional railway sleepers. Next Meeting.

## 9. ADMINISTRATIVE MATTERS

- 9.1. Parish magazine - Next Meeting.
- 9.2. Facebook page - not yet started. Next Meeting

## 10. FINANCIAL MATTERS

### 10.1. To review this period's financial position

- 10.1.1. Received and signed Bank Reconciliation – current balance £7,704.02.
- 10.1.2. Noted **receipts** in the period of:
- 10.1.2.1. First half precept payment, NNDC £1,888.00
- 10.1.3. **Payments authorised** for:-
- 10.1.3.1. Clare Male – salary May/June £343.72 (to be adjusted slightly)
- 10.1.3.2. HMRC tax payment (payable next month) £85.80
- 10.1.3.3. Insurance renewal for 2019/20 £186.73
- 10.1.3.4. Norfolk ALC training (50% to be reclaimed - Tunstead Parish Council to be invoiced for 50%). £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. The financial statement for 2018/19 was AGREED.
- 10.2.2. The report of the internal auditor was NOTED after circulation to councillors. PAYE issues need to be rectified. Data Protection Privacy Notices needed.
- 10.2.3. Council considered and agreed by resolution the Governance Statement.
- 10.2.4. Council considered and agreed by resolution the Accounting Statement.
- 10.2.5. Noted the dates for the exercise of public rights 20 days 26th June to 7th August 2019..
- 10.3. Insurance renewal - Council reviewed revised quotes and agreed Clerks recommendation for cover as detailed in payments. Community Action Suffolk.

## 11. POLICIES - NEXT MEETING:

- 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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