



NOTICE OF ANNUAL PARISH COUNCIL MEETING

You are hereby summoned to attend the 'Virtual' Ashmanhaugh Annual Parish Council Meeting on:

Tuesday 4th May 2021 7.00pm

Members of the press and public are invited to attend via the Zoom application reference:
Meeting ID: 859 7058 6338, Passcode: 921503,
alternatively contact the Clerk via email for a direct link (ashmanhaughparishcouncil@gmail.com)

AGENDA

1. **ELECTION OF CHAIR**
2. **ELECTION OF VICE CHAIR**
3. **ATTENDANCE** - To note those present and to consider apologies for absence.
1. **DECLARATION OF INTEREST:**
 - 1.1. **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.
2. **MINUTES OF PREVIOUS MEETING** To confirm the accuracy of the minutes of the Parish Council meeting held on 2nd March 2021.
3. **PUBLIC SPEAKING**
 - 3.1. To receive a report from County and District Councillor.
 - 3.2. To receive a crime report from Norfolk Police.
 - 3.3. 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.
4. **MATTERS ARISING**
 - 4.1. To discuss correspondence received since the agenda was issued.
 - 4.2. To receive a report on any matter not covered on the agenda.
5. **CORRESPONDENCE**
 - 5.1. General correspondence
 - 5.2. Norfolk ALC Bulletins and updates, including Wellbeing emails
 - 5.3. Police newsletters
 - 5.4. Norfolk County Council Tourism Survey
 - 5.5. Norfolk County Council 1 million trees for Norfolk update
 - 5.6. Broads Authority adopted the Peat Guide information
 - 5.7. Wellbeing Workshops (email 27/03/21)
 - 5.8. Tunstead Parish Council regarding clearing of ditches
 - 5.9. Invitation to attend the Norfolk Association of Local Councils General Meeting on 20th May 2020
6. **HIGHWAYS, PLANNING, LAND AND ASSET ISSUES**
 - 6.1. To consider any planning applications received
 - 6.2. To receive planning decisions:
PF/21/0239 - Harris Barn, Stone Lane, Ashmanhaugh, Norwich, Norfolk, NR12 8YW - Change of use of barn with external alterations to form dwelling - revision of approved scheme (ref. no. PF/171824) in respect of Unit 4 – **WITHDRAWN**
 - 6.3. To note notification of NNDC Tree Preservation Order (TPO (ASHMANHAUGH) 2020 No.15 - Land South of Carousel, Stone Lane, Ashmanhaugh - Reference Number TPO/20/0977)
 - 6.4. To update on Highways issues (Church lane and missing signage)
 - 6.5. Dog/Litter bin installation
To agree installation of dog/litter bin at Stone Road crossroads

- To consider and accept sponsorship of dog/litter bin
- To consider and agree frequency of collections
- 6.6. To note clearance of straw at crossroads
- 6.7. To consider and agree Parish Partnership Scheme amendment
- 6.8. SAM2 device:
 - 1) To receive data collected from SAM2 device
- 6.9. To discuss proposed gateway locations re: Parish Partnership Scheme Initiative 2021/22
- 6.10. To discuss and agree footpath map and locations to install

7. FINANCIAL & ADMINISTRATIVE MATTERS

- 7.1. To review this period's financial position
 - i. To receive and sign Bank Reconciliation
 - ii. To note receipts in the period:
NNDC 1st instalment precept 2021/22 - £2001.00
- 7.2. To authorise **payments** for:

Sarah Martin - salary April/May 21 (inc. expenses)	£371.44
HMRC tax payment	£ 86.40
Norfolk Association of Local Council annual subscription 2021/22	£126.79
Community Action Suffolk Insurance renewal 01/06/21-31/05/22	£186.74
Mrs C Moore (Internal Audit 2020/21)	£ 40.00
Norfolk County Council (50% Parish Partnership bid contribution)	£ TBC
- 7.3. To note Direct Debit payment to Information Commissioners Office for
Data Protection Renewal (23/04/21 to 22/04/22) £ 35.00
- 7.4. To receive Internal Auditor's report 2020-21
- 7.5. To approve certificate of Exemption 2020-21
- 7.6. To approve the Annual Governance Statement in the 2020-21 Annual Return
- 7.7. To approve the Statement of Accounts in the 2020-21 Annual Return
- 7.8. To receive update on virtual meetings
- 7.9. Policies for Review:
 - i. Data Protection Regulation Policy
 - ii. Information Audit
 - iii. Retention and Disposal Policy (inc. Appendix 1)
 - iv. Freedom of Information Model Scheme
 - v. Complaints Procedure
 - vi. Social Media Policy
 - vii. Code of Conduct
- 7.10. To note any Financial/Administrative correspondence

8. ITEMS FOR NEXT AGENDA – 6th July 2021 – Parish Council Meeting

Sarah Martin

Clerk & RFO to the Parish Council
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