



MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

Held at the Preston Rooms on Tuesday 3rd May 2022 at 7.00pm

Parish councillors present:

Cllr. H Buxton (Chair), Cllr. N Coleman, Cllr. C Phillipo, Cllr. J Pond and Cllr. C Russell

Clerk: Mrs S Martin

Members of the public present - 5

1. ELECTION OF CHAIR

Cllr. Buxton was nominated and proposed as Chair by Cllr. Coleman; this was seconded by Cllr. Pond. With no further nominations, all AGREED to elect Cllr. H. Buxton to serve as Chair for the coming twelve months.

Cllr. Buxton duly signed the Declaration of Acceptance.

2. ELECTION OF VICE CHAIR

Cllr. H Buxton invited nominations for the office of Vice-Chair. Cllr. Phillipo was nominated and proposed by Cllr. Pond and seconded by Cllr. Russell. With no further nominations, all AGREED to elect Cllr. Phillipo to serve as Vice-Chair for the coming twelve months.

3. ATTENDANCE:

Apologies were received and approved from Steve Bland (personal reasons).

It was noted the resignation of Cllr. Laingchild. Thanks were given to Lorraine for her time and contribution whilst on the Council. NNDC have been informed. There has already been one application received for the vacancy.

4. DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS FOR THIS MEETING: None.

5. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 1st March 2022 were proposed as a correct record without amendment by Cllr. Coleman and seconded by Cllr. Pond - all Cllrs. AGREED. They were duly signed by the Chair.

6. PUBLIC SPEAKING

6.1. To receive a report from County and District Councillor.

Cllr. Nigel Dixon reported on the recent Natural England ruling regarding nutrient neutrality. This will effect District and Parish planning applications which will all now have to demonstrate how they will comply with this. It also will have an impact of the Local Plan adding a new requirement.

Cllr. Dixon's understanding is that this ruling would affect the 28-day camping rules.

The four planning authorities are all working together on this ruling.

It was reported that NNDC has a role in resettling refugees from Ukraine.

6.2. To receive a crime report from Norfolk Police.

No report received.

6.3. To receive questions from the public relating to local issues.

It was asked if the PC would consider a donation towards the Queens Jubilee event being held at the Preston Rooms. This will an item on the next agenda for consideration.

A Parishioner raised signage from other Parishes being placed in the village and asked if permission had been granted by the PC - the Chair responded that the PC does not have the authority to grant permission, but any concerns should be raised direct with Highways.

7. MATTERS ARISING

7.1. To discuss correspondence received since the agenda was issued.

A parishioner had raised the Openreach fencing which have been left on Church Road – Clerk to report.

7.2. To receive a report on any matter not covered on the agenda.

The Chair gave thanks to those who attended the village litter pick on 3rd April 2022.

8. CORRESPONDENCE – all noted.

8.1. General correspondence

8.2. Norfolk ALC Bulletins and updates

8.3. Police newsletters

- 8.4. North Norfolk Local Plan - Comment Published
- 8.5. Good Grant Applications Get Good Results Seminar (May 5, 2022)

9. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

9.1. To consider any planning applications received: None

9.2. To receive planning decisions: None

9.3. To update on Parish Partnership Schemes

Following the successful bid for 3 further village gateways (additional gateway on School Road and two on Stone Lane) it was AGREED to go ahead with the 50% contribution of £1054.96 from reserves. Cllr. Dixon contributed £1055.04 to this project.

9.4. SAM2 data

Data collected from Stone Lane heading towards Wroxham from 24th February to 7th April 2022 had been circulated. SAM2 now cited outside Preston rooms as entering village.

10. FINANCIAL & ADMINISTRATIVE MATTERS

10.1. To review this period's financial position and sign the bank reconciliation – All AGREED

10.2. To authorise payments for:

Sarah Martin - salary Apr/May 22 (inc. expenses)	£ 472.34
HMRC PAYE payment	£ 97.00
Mrs C Moore (Internal Audit 2021/22)	£ 50.00
Norfolk Association of Local Councils (Annual Subscription 22/23)	£ 129.54
Preston Rooms (hall hire)	£ 48.00
Norfolk County Council (Parish Partnership Scheme 22/23)	£1054.96*

*See item 9.3

All payments were AGREED.

10.3. To receive Internal Auditor's report 2021-22

Report circulated - noted recommendations given by the Internal Auditor - no further comments.

10.4. To approve the Certificate of Exemption 2021-22

APPROVED - signed by the Chair and Clerk/RFO

10.5. To approve the Annual Governance Statement in the 2021-22 Annual Return

Each of the statements in the Annual Governance section of the Annual Return requiring Councillors' response was read out. The Council RESOLVED to APPROVE the Annual Governance Statement. The Chair and the Clerk/RFO signed the AGAR on behalf of the Council.

10.6. To approve the Statement of Accounts in the 2021-22 Annual Return

The Accounting Statement had been circulated to Councillors prior to the meeting. The Council RESOLVED to APPROVE the Statement of Accounts. The Chair and the Clerk/RFO signed the AGAR on behalf of the Council.

10.7. Insurance renewal - to review quotes and agree

The Council APPROVED delegated Authority to the Clerk to agree the renewal of the insurance and review of the asset register. Current Insurance expires 31st May 2022.

10.8. To approve purchase of new laptop and agree disposal of old laptop from asset register

The Council APPROVED the Clerk to purchase a new laptop (within agreed budget) and the disposal of the old laptop from the Asset register.

10.9. To receive an update on The Queen's Platinum Jubilee Celebrations - 2-5 June 2022

Event planned at the Preston Rooms on 4th June 2022.

PC to consider donation to event as per public participation.

11. ITEMS FOR NEXT AGENDA – Tuesday 5th July 2022 – Parish Council Meeting

As discussed.

12. To consider excluding the public under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items to be discussed:

It was AGREED to approve this resolution.

12.1. Clerk's appraisal

The Clerks appraisal was noted.

12.2. Clerk's salary

It was proposed by Cllr. Russell; seconded by Cllr. Phillipa and AGREED by all Councillors to increase the Clerks salary by one pay scale to SCP17, backdated to 01/04/22.

Meeting closed 19.51