



MINUTES OF ASHMANHAUGH ANNUAL PARISH COUNCIL MEETING

Held in the Preston Rooms on Wednesday 17th May 2023 at 7.00pm

Parish councillors present:

Cllr. H Buxton (Chair), Cllr. C Phillippo, Cllr. N Coleman, Cllr. C. Ramsbottom, Cllr. A Naylor-Clements and Cllr. D. Bradley.

Clerk: Mrs S Martin

Members of the public present - 5

1. **ELECTION OF CHAIR**
Cllr. Buxton was nominated and proposed as Chair by Cllr. Phillippo; this was seconded by Cllr. Ramsbottom. 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. Phillippo was nominated and proposed by Cllr. Buxton and seconded by Cllr. Ramsbottom. With no further nominations, all AGREED to elect Cllr. Phillippo to serve as Vice-Chair for the coming twelve months.
3. **ATTENDANCE:**
Attendance noted. There were no apologies received. The Chair welcomed Cllrs. A Naylor-Clements and D. Bradley to the PC following election.
4. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS FOR THIS MEETING:**
None.
5. **To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant**
All declarations of office were signed.
6. **MINUTES OF PREVIOUS MEETING**
The minutes of the meeting held on 6th April 2023 were proposed as a correct record without amendment by Cllr. Phillippo; seconded by Cllr. Ramsbottom and AGREED by all. They were duly signed by the Chair.
7. **GENERAL POWER OF COMPETENCE** It was noted that the Council still met the eligibility criteria, and it was AGREED to re-adopt the General Power of Competence.
8. **TO CONSIDER CO-OPTION**
Hannah Maidstone briefly introduced herself. It was unanimously voted by a show of hands to co-opt Hannah onto the Parish Council. Hannah duly signed the Declaration of Office form and joined the meeting.
9. **PUBLIC SPEAKING**
 - 9.1. **To receive a report from County and District Councillor**
District/County Cllr. Nigel Dixon sent apologies to the meeting. No report was received.
 - 9.2. **To receive questions from the public relating to local issues.**
A member of the public raised speeding vehicles within the Parish.
10. **MATTERS ARISING**
 - 10.1. **To discuss correspondence received since the agenda was issued**
None.
 - 10.2. **To receive a report on any matter not covered on the agenda**
To note two further payments to be added to the agenda under finance.

11. **CORRESPONDENCE** – all correspondence noted.
- 11.1. **General correspondence**
- 11.2. **Norfolk ALC Bulletins and updates**
- 11.3. **Police updates**
- 11.4. **The new Bridge magazine** – *The Preston Rooms already has copies of these available.*
- 11.5. **PositiviTea Wellbeing event 15th-19th May** – *information on PC website.*
12. **HIGHWAYS, PLANNING, LAND AND ASSET ISSUES**
- 12.1. **SAM2** – data was circulated from Stone Lane and School Road, and although data shows vehicles exceeding the speed limit, the 85th percentiles in these 2 locations were acceptable. Thanks were given to John Pond for looking after and moving the devices during his time on the Council, and to Cllr. Ramsbottom for taking this role forward.
13. **FINANCIAL & ADMINISTRATIVE MATTERS**
- 13.1. **To review this period's financial position and sign the bank reconciliation**
- 13.2. **To authorise payments for:**
- | | |
|---|------------|
| Sarah Martin - salary Apr/May 23 (inc. expenses) | £ 417.54 |
| HMRC PAYE payment Apr/May 23 | £ 85.00 |
| Mrs C Moore (Internal Audit 2022/23) | £ 60.00 |
| Norfolk Association of Local Councils (Annual Subscription 23/24) | £ 174.94 |
| Community Heartbeat Trust (Defibrillator) (inc. VAT £411.00) | £2,466.00 |
| Business Services at CAS Ltd. (Insurance renewal 23/24) | £ 291.21** |
- ** agreed at item 13.7
- All payments were AGREED.
- The Chair added two invoices to be considered:
- | | |
|---|---------|
| The Preston Rooms (Hall hire up to March 2023) | £ 99.00 |
| The Preston Rooms (Kings Coronation event donation) | £100.00 |
- Both payments were AGREED.
- 13.3. **To receive Internal Auditor's report 2022-23**
Report circulated - noted recommendations given by the Internal Auditor - no further comments.
- 13.4. **To approve the Certificate of Exemption 2022-23**
APPROVED - signed by the Chair and Clerk/RFO.
- 13.5. **To approve the Annual Governance Statement in the 2022-23 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.
- 13.6. **To approve the Statement of Accounts in the 2022-23 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.
- 13.7. **To consider and agree insurance renewal (1st June 2023)**
It was proposed by Cllr. Buxton to accept the renewal from Community Action Suffolk (Ansvar) for a one year policy at £291.21; this was seconded by Cllr. Ramsbottom and AGREED by all.
- 13.8. **To receive update on defibrillator project**
Clerk conformed the grant from NNDC, and all donations pledged received. The defibrillator has been ordered, and location on the Preston Rooms exterior wall agreed. Cllr. Phillipso has arranged for installation.
- 13.9. **To receive update on bank account**
Clerk updated the Council on the 'Historic Incorrect Records' process which the PC is having to undergo. This will mean a change in bank account type, however confirmed no change to account details or terms and conditions.
The updated signatories are in the process of being updated, however not in place as of yet. It was RESOLVED by the Council to allow the Clerk to sign the agreed payments in item 13.2 on this occasion to prevent delays.
- 13.10. **To consider Council training**
It was AGREED to arrange full Council training/ for new and existing Councillors to attend.

13.11. Policies/Register for Review:

- Freedom of Information Model Scheme
- Planning Policy
- Social Media Policy

All policies were AGREED.

14. ITEMS FOR NEXT AGENDA – Tuesday 4th July 2023 - Parish Council Meeting

It was asked regarding the trees on Stone Lane which have been removed and updated this was as per NNDC' instructions to make safe.

Cllr. Buxton gave a brief update on the burnt trees/hedges in the Parish.

Next agenda – to discuss planning policy.

Meeting closed 19:48