



# MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING

Held in the Preston Rooms on Tuesday 4<sup>th</sup> July 2023 at 7.00pm

## Parish councillors present:

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

Clerk: Mrs S Martin

Members of the public present - 4

## 1. ATTENDANCE:

Attendance noted. Apologies received and accepted from Cllr. Harry Buxton (personal).

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

None.

## 3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 17th May 2023 were proposed as a correct record without amendment by Cllr. Ramsbottom; seconded by Cllr. Bradley and AGREED by all. They were duly signed by the Chair.

## 4. PUBLIC SPEAKING

### 4.1. To receive a report from County and District Councillor

District/County Councillor Nigel Dixon reported on the local election and that NNDC is run by a Liberal Democrat administration. Cllr. Dixon asked if there were any issues with local bin collections, which for Ashmanhaugh have been often on the wrong days, but still emptied. It was noted that NNDC will collect small electrical items and batteries with the recycling collections.

Cllr. Dixon also updated the PC on the Norwich Western Link; Parish Partnership Scheme and briefly regarding the 20 minute neighbourhood – although this currently is not relevant North Norfolk rural areas such as Ashmanhaugh; but to continue to monitor.

### 4.2. To receive questions from the public relating to local issues.

A member of the public asked if a list of Councillor names could be added to the noticeboard. It was also raised that the white lines on Church Road had been repainted; however, the member of the public commented that the road is scheduled to be redressed later in the year and was this cost effective. This PC has not been made aware of the redressing.

## 5. MATTERS ARISING

### 5.1. To discuss correspondence received since the agenda was issued

Further Norwich Distributor Road update as of 3<sup>rd</sup> July 2023.

Planning Training Meeting - Thursday 24th August 2023.

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

None.

## 6. CORRESPONDENCE – all correspondence noted.

### 6.1. General correspondence

### 6.2. Norfolk ALC Bulletins and updates

### 6.3. Police updates

### 6.4. Invitation to '20 minute Towns in Rural Areas' webinar (28<sup>th</sup> June 2023)

### 6.5. Norwich Western Link project update

### 6.6. Invitation to Bid for Parish Partnership 2024/25 – to consider bids at September meeting.

### 6.7. Armed Forces Covenant Pledge 2023 – to consider again next year.

### 6.8. Submission of North Norfolk Local Plan for Independent Examination

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

### 7.1. To note the following NNDC planning decision:

**PF/23/0503** - Pintail Barn, Stone Lane, Ashmanhaugh, Norwich, Norfolk, NR12 8YW - Single storey rear extension to dwelling.

**NNDC Decision: Approve**

### 7.2. **SAM2** - data circulated from School Road, Outside Preston Rooms Entering Village from 11/06/2023 through 01/07/2023. Cllr. Chris Ramsbottom thanked for taking on the role of relocating and analysing the data.

### 7.3. To consider any items to raise ahead of the Highways Ranger Visit w/c 17th July

To report cleaning of signs within the Parish and cut around them to make for visible.

To speak to Hoveton PC re: 'unofficial' passing places along Stone Lane.

To report to NNDC damaged name plate on Stone Road.

## 8. FINANCIAL & ADMINISTRATIVE MATTERS

### 8.1. To review this period's financial position and sign the bank reconciliation

AGREED by all.

### 8.2. To authorise payments for:

Sarah Martin - salary Jun/Jul 23 (inc. expenses) £ 419.64

HMRC PAYE payment Jun/Jul 23 £ 175.80\*

\*see item 8.3 below

Community Heartbeat Trust (Defibrillator) (inc. VAT £411.00) £2,466.00

Business Services at CAS Ltd. (Annual insurance) £ 291.21

All payments were AGREED.

### 8.3. To consider cancelling of cheque

Clerk explained that HMRC have not received the last cheque which was posted in May. It was AGREED to send a new cheque covering the May (£85.00) and July (£90.80) amounts and if the lost cheque is banked a future payment can be adjusted. The cost to cancel a cheque is £12.50; however, cannot be banked after 6 months (17/11/23).

### 8.4. To discuss and consider Internal Auditor appointment for y/e 23/24

It was AGREED to appoint Catherine Moore, at a cost of £100.

### 8.5. To receive update on defibrillator project

The defibrillator was installed on 28<sup>th</sup> June 2023, however not live yet with the ambulance service.

Cllr. Phillip, a representative from the Preston Rooms and the Clerk will be trained in weekly checking the defibrillator and reporting on Webnos. It was discussed the PC looking at a plaque to place showing who contributed to this community project. Action: Clerk.

### 8.6. To arrange community defibrillator training session

Clerk to investigate dates for late September 2023. To be advertised via a leaflet to each residence in the Parish.

### 8.7. To consider Horning Reach/NIB publications

It was discussed and AGREED for the PC to place articles in the Horning Reach as this is distributed to all households within Ashmanhaugh. Cllr. Casey volunteered to draft the articles.

### 8.8. To receive update on bank account

New signatories finally set up. Still to action online banking.

### 8.9. To update on full Council training

Clerk to investigate further dates for late October.

## 9. ITEMS FOR NEXT AGENDA – Tuesday 5<sup>th</sup> September 2023 - Parish Council Meeting

Meeting closed 19:59