

ASHBY ST MARY PARISH COUNCIL

**Minutes of the Meeting held on Thursday 19 January 2012 at 7.45 pm at
Ashby St Mary and Thurton Village Hall**

Present: Robert Todd (Chairman), Sarah Cook, Terry Kitt and Edgar Hoddy.

Also Present: Linda Gray (Clerk), Adrian Gunson, County Councillor, Derek Blake, District Councillor
and 0 Member of Public.

1. Apologies

Apologies were received from Peter Wright and Mark Rolph.

2. Declaration of Interest

There were no declarations of interest relating to items on the Agenda.

3. Minutes of the meeting held on 10 November 2011

The minutes, previously circulated, were approved and signed by the Chairman.

4. Matters Arising

Bergh Apton Household Waste Recycling Centre. The planning application for usage of the site should be received in February.

Diamond Jubilee – No contact had been received from any groups in the village. Terry Kitt confirmed he would be planting some rose bushes around the base of the village sign for the Parish Council.

Annual Parish Meeting – The Clerk would contact and invite a speaker regarding the Oil Syndicate. The village hall users would be invited along with the whole Parish through the normal 4 page flyer which will include information regarding the setting up on an Oil Syndicate. No refreshments would be served at the meeting.

5. Correspondence (tabled separately)

Chapel Lane/Road sign – Ann Carty from South Norfolk had contacted the Clerk to find out where to place a new sign for Chapel Lane. After a discussion it was agreed Terry Kitt would draw a new map detailing road names. It was also agreed that Chapel Road came from the Church down the hill to the T junction. It is at this point where Chapel Road changes to Chapel Lane it comes from the Claxton area and carries on round the T junction to Spong Lane. The Clerk would contact Ann Carty and relay this information. Councillors were agreed the road signs were correct and did not need changing.

Electoral Role – The Clerk had signed Data Protection documents from South Norfolk to receive the Electoral Role and monthly updates.

Older Peoples Forum – Wanted information on activities for the over 50s in the village. The Clerk passed the email to the Village Hall Secretary for response.

Broads Authority – New Member for the Broads Authority wanted.

6. Finance

Balance of Account and Payment table

Date	Detail	Cheque No	Amount	Totals
30.12.11	Balances of Accounts			
	Savings		£0.00	
	Current		£440.47	
	Web Site Account		£33.82	
	Sub Total of Balances	Sub total		£474.29
	<u>Receipts</u>			
	Sub Total of Receipts	Sub total		£0.00
	<u>Payments</u>			
23.01.12	L Gray Salary - Standing Order	STO	£113.72	
23.02.12	L Gray Salary - Standing Order	STO	£113.72	
	Sub Total of Payments	Sub total		£227.44
	Balance of Accounts		Balance	£246.85

7. Planning

Planning Application Ref & Date	Address and Proposal	Parish Council Decision	SNDC Planning Decision
2010/1921 05/11/10	Claxton House, Church Lane, Claxton Proposed extension to existing care home to provide 40 bedroom dementia unit	Refuse	TBA

Claxton House – The planning application would not be fully approved until the Highway Engineers had agreed the passing bay specifications in Green Lane and Mill Road.

Development Plan Policies – The consultation for South Norfolk to review its Development Policies would start 23 January until 16 March 2012.

New legislation available shortly regarding CIL – A special meeting regarding the Community Infrastructure levy charge, which once agreed, was expected to be implemented in July 2012 instead of September 2012.

LDF Site Specifics – Confirmation of land that had been accepted in the Local Development Framework would be sent to land owners in the next 6-8 weeks.

Scheme of Officer Delegation for determining Planning Applications – Any application after 1 January 2012 would only be referred to the Planning Committee for determination in specific circumstances.

8. Report from Representative on the Village Hall Committee

The plans for the new play area were complete. The Village Hall committee are applying to WREN for a grant to build the play area and to address some maintenance issues on the Village Hall. The boundary fencing close to the Village Hall needed replacing which belonged to Saffron Housing. Derek Blake confirmed the VH committee needed to contact Saffron to highlight the problem and request replacement fencing.

Questionnaires – It was confirmed by Councillors that the Village Hall Questionnaires had not been delivered to all residents in Ashby St Mary.

9. Web Site

Mark Rolph had sent a report which the Clerk read out detailing the updates completed on the site including agenda's, Active Norfolk's Pledge logo, Bin Collections and Rainfall.

Housing Standards - Derek Blake had produced a report detailing the ways in which the Housing Standards Team at South Norfolk could help residents. A copy would be included on the Web Site.

10. Homewatch

The Clerk reported the Police were changing the reporting system for Homewatch.

11. Public Consultation and Reports from County and District Councillors

Report from Adrian Gunson, County Councillor

Northern Distributor Road - £8m from Government to build a route from the Broadland Business Park to the Airport. Once the planning application had been approved the work was expected to start by 2015.

A11 – Clearance between Eleveden and Barton Mills had started to make way for the last section of the A11 between Norfolk and London to be dualled.

NCC Budgets had been set with no increase in Council Tax.

Broadband Speed – NCC had set up a campaign online for residents to register their interest to increase Broadband speeds in the area.

THE MORE PEOPLE WHO REGISTER IN ASHBY ST MARY WITH NCC THE GREATER CHANCE OF THE VILLAGE BEING HIGHER ON THE LIST FOR UPDATING.

Trowse Bypass – The repainting of the white lines would be completed in the spring.

Thurton – Installation of a vehicle activated sign on the Beccles bound carriage way of A146.

Nursery in Thurton – Although the Nursery is open more problems are expected in September 2012 regarding traffic and parking on Ashby Road, Thurton.

Report from Derek Blake, District Councillor

Council Tax frozen and Budgets would be set shortly

LDF Site Specifics Confirmation of land that had been accepted in the Local Development Framework would be sent to land owners in the next 6-8 weeks.

Winter Warmer Packs could be claimed from South Norfolk. It was agreed to claim 25 Packs for Ashby St Mary residents.

Wherrymans Way – Some sculptures were in need of maintenance report to Adrian Gunson.

Film Festival – Film Festival – Thurton School 24 February 7pm and Bergh Apton Village Hall 25 February 7pm

Road Sweeping – Mill Road, close to South Lodge, was in need of sweeping. Derek would report this to South Norfolk

12. Other Matters for future agendas and items for information

Annual Parish Meeting

Diamond Jubilee

13. Date of next meeting 22 March 2012

The meeting closed at 9.30pm

ASHBY ST MARY PARISH COUNCIL

Minutes of the Meeting held on Thursday 24 May 2012 at 7.45 pm at
Ashby St Mary and Thurton Village Hall

Present: Robert Todd (Chairman), Peter Wright, Sarah Cook,
Mark Rolph, Terry Kitt, and Edgar Hoddy.

Also Present: Linda Gray (Clerk), Adrian Gunson, County Councillor, Derek Blake, District
Councillor and 0 Member of Public.

1. **Appointment of Chairman** – Acceptance of Offer. The Clerk asked for nominations for Chairman. Terry Kitt, proposed Robert Todd seconded by Edgar Hoddy and was agreed unanimously. As there were no further nominations Robert Todd accepted the post of Chairman, the acceptance of Office form was completed and witnessed by the Clerk.
2. **Appointment of Vice-Chairman** - Acceptance of Offer. Mark Rolph proposed Peter Wright, seconded Sarah Cook and agreed unanimously. Peter Wright was not present at the meeting to accept the post as Vice- Chairman. There were no further nominations and the confirmation of post and acceptance of Office form would be included on the next agenda.

Parish Councillor Vacancy on Council

There remained one vacancy on the Parish Council.

Any resident of Ashby St Mary can stand on the Parish Council.

Further information was available by contacting

The Clerk Linda Gray 07580 796044 or Clerk.ashby@googlemail.com.

Information regarding the work of Ashby St Mary Parish Council and contact details was also available on the website. www.ashbystmary.org.uk

3. **Register of Interest** – All Councillors
All Councillors present completed and returned Registration of Members Interest forms.
4. **Standing Orders** – General Review. The present copy of the Standing Orders had been made available for all Councillors to read. It was agreed there were no updates to be made.
5. **Apologies** were received from Peter Wright. Councillors accepted his apologies.
6. **Declaration of Interest**
There were no declarations of interest relating to items on the Agenda.
7. **Minutes of the meeting held on 19 January 2012**
The minutes, previously circulated, were approved and signed by the Chairman.
8. **Matters Arising**
Bergh Apton Waste Recycling Site – The planning application c/7/2012/7009 at Norfolk County Council was open for consultation. Parish Council to support the application for a permanent site.
9. **Correspondence** (tabled separately)
Loddon On Call – The Clerk had received a letter to advise the Parish Council that they could not accept any further donations as the continuation of the group was unsure.
Norfolk Playing Field Association – Councillors agreed not to join this organisation as the Village Hall was already a member.
10. **Finance**
 - a. **Financial Standing Orders** - The Financial Standing Orders had been circulated to Councillors before the meeting. It was agreed after review no amendments were required.

- b. **Responsibilities of Parish Council** - The Responsibilities of the Parish Council had been circulated to Councillors before the meeting and it was agreed after review no amendments were required.
The Village Sign had signs of rust; Terry Kitt would contact the makers, Thurton Foundries to find out the correct paint to use to touch up the paintwork on the sign. The Notice boards also required some work. Terry Kitt would undertake to clean and re-stain the Notice boards.
- c. **Asset Register** - The Asset Register had been circulated to Councillors before the meeting, it was agreed after review no amendments were required.
- d. **Audit** - The Clerk presented the Annual Accounts to Councillors. The bank reconciliation was signed by Robert Todd, Chairman. The Councillors agreed the Annual Governance Statement and Accounting Statement for the year ended 31 March 2012. Proposed Mark Rolph, seconded Terry Kitt and agreed unanimously.
- e. **Clerks Salary** - The Clerk had gained the Certificate of Local Council Administration CiLCA and her salary scale would increase by two scales because of this qualification. The salary scale of the clerk increased from scale SCP 23 to SCP 25 as at 1 April 2012.

Payment Table proposed Sarah Cook, seconded Mark Rolph and agreed unanimously.

Balance of Account and Payment table

Date	Detail	Cheque No	Amount	Totals
29.02.12	Balances of Accounts			
	Savings		£0.00	
	Current		£203.03	
	Web Site Account		£43.82	
	Sub Total of Balances	Sub total		£246.85
25.04.12	<u>Receipts</u>			
	Precept		£1,250.00	
	Sub Total of Receipts	Sub total		£1,250.00
23.02.12	<u>Payments</u>			
	1&1 Internet	Card	35.86	
23.03.12	L Gray Salary - Standing Order	STO	£113.72	
23.04.12	L Gray Salary - Standing Order	STO	£113.72	
23.05.12	L Gray Salary - Standing Order	STO	£113.72	
24.05.12	C Dix Internal Auditor	100287	£55.00	
24.05.12	Roberts Printers	100288	£15.00	
24.05.12	Norfolk ALC	100289	£95.94	
24.05.12	SNDC Dog Bin Service Charge	100290	£69.30	
24.05.12	Norfolk RCC	100291	£15.00	
24.05.12	L Gray Clerk Expenses	100292	£101.58	
24.05.12	Village Hall annual Fee	100293	£105.00	
	Sub Total of Payments	Sub total		833.84
	Balance of Accounts		Balance	£663.01

11. Planning

Local Development Framework or Local Plan site specifics although published had not entered the consultation stage which was expected to start around August 2012. 5 properties were expected on the site in Low Common but the type of dwelling had not been decided.

The Chair, Robert Todd reported that residents of Ashby St Mary were very disappointed with the published result. The Parish Plan for Ashby, supported by residents, stated specifically no further development of the village and residents felt extremely let down by South Norfolk Council. Through joint public meetings last year Thurton was happy for a small development and take on Ashby St Marys quota of housing. The land that was supported for development by both villages in Thurton is owned by a resident of Thurton and the Parish Councils agreed this was a way of supporting South Norfolk Policy, Thurton's agreement for more houses and the land owner, who wants to support the village. The owner of the land in Low Common is not resident of either village and is not concerned with effects of the development of this land on Ashby St Mary

Derek Blake District Councillor assured Councillors that although the consultation process for these sites had not yet begun, residents and the Parish Council could formally write in their objections and concerns and South Norfolk would hold them over and add them to the consultation process when it began. The identified sites in Thurton did not fit the selection criteria as both had 3 roads to join the A146 and the site in Low Common only had one. South Norfolk Council's interpretation of supporting rural villages is to encourage the building of 10 to 15 houses per village

Planning Application Ref & Date	Address and Proposal	Parish Council Decision	SNDC Planning Decision
2010/1921 05/11/10	Claxton House, Church Lane, Claxton Proposed extension to existing care home to provide 40 bedroom dementia unit	Refuse	Approved
2012/0513 16.03.12	The Gardens, Chapel Lane, Ashby St Mary Norfolk Single and two storey extension to a detached dwelling including alterations to roof	Approve	Approved
2012/0588 26.03.12	The Old Coach House, Chapel Lane, Ashby St Mary New Garage and Workshop with extended drive (Single Storey)	Approve	TBA

12. Fuel Bulk Oil Buying Scheme

There was a discussion regarding the decision to join the Bulk Oil buying scheme. Some Councillors were concerned about joining a scheme that promoted the use of fossil fuels for heating but the Clerk explained that the membership also included the services of the Norfolk Rural Community Council who were a charity that supported rural communities such as Ashby St Mary in many ways.

It was agreed to submit the £15.00 subscription fee to join the Norfolk Rural Community Council and the Bulk Oil buying scheme.

13. Diamond Jubilee

Terry Kitt reported that roses had been planted around the sign and asked permission to attach bunting to the sign for the Diamond Jubilee.

The Village would celebrate the occasion of the Diamond Jubilee by holding a picnic at the Village Hall.

14. Report from Representative on the Village Hall Committee

The Village Hall Committee were in the process of submitting an application to WREN for funding to install the planned play area.

15. Web Site

Mark Rolph reported 2 updates had been made to the site since the Annual Parish Meeting.

16. Homewatch

An email report of a burglary in Mill Common had been received from the Police Neighbourhood team. The Clerk reported that anyone could receive these reports by submitting their email address to the Loddon Neighbourhood Police Team web site.

17. Public Consultation and Reports from County and District Councillors

Report from Derek Blake, District Councillor

NPPF National Planning Policy Framework – A Policy update had been received.

Norfolk Place Making Guide was at the consultation stage – this guide would provide design forms as part of the planning process and would become enforceable.

Local Development Framework or Local Plan site specifics although published had not entered the consultation stage which was expected to start around August 2012.

Speed Awareness – South Norfolk would be providing speed guns for residents to use.

Code of Conduct – A new Norfolk wide Code of conduct was expected shortly.

Economic Development – The Science Park in Norwich had gained more funding, but there remained concerns for the continuation of Lotus Cars whose business rates contributed to 6% of South Norfolk's annual budget.

Gypsy and Traveller sites to be reviewed and published.

Report from Adrian Gunson, County Councillor

Local Development Framework Site Specifics - Because of the lack of infrastructure continues to support Ashby St Mary with its decision for no further development. Thurton meets the main criteria of development including children could walk to school without crossing the A146, two nursery provision sites, Village Hall and Play area/field. Concerns regarding Broadland District Council through the renewed consultation process could push more housing on to South Norfolk Council. Loddon had been offered 200 houses but could be closer to 300 once the site on George Lane is complete.

Speed Sign Thurton – A vehicle speed activated sign was to be installed in Thurton.

Claxton House – The planning application for the extension for 40 beds had been approved no building work could take place until the agreed passing places had been installed.

The Nursery at the Old School – Double yellow lines will be painted opposite the site.

Grass cutting – The schedule of highway grass cutting was due to start shortly. Footpaths would not be included this year and the Wherryman's way footpath would be cut when reported.

Highway – potholes reported on Church Lane Claxton to be repaired ready for surface dressing. Loddon surface dressing to include Church Plain, Hobart Road, Drury Lane and Beccles Road.

Hobart High School – Governors started consultation for Academy Status.

Chet River – Hardley weir needs some work to more effectively control the speed of water.

18. Other Matters for future agendas and items for information

Speed Awareness – Terry Kitt to contact the resident who raised concerns regarding speed in the village to offer the use of South Norfolk's speed equipment.

Road Sweeping – Follow up earlier email.

19. Date of next meeting 12 July 2012

The meeting closed at 9.50pm

Meeting Dates for 2012

19 January 2012 22 March 2012

26 April 2012 Annual Parish Meeting

24 May 2012 12 July 2012

20 September 2012 22 November 2012

ASHBY ST MARY PARISH COUNCIL

Minutes of the Meeting held on Thursday 12 July 2012 at 7.45 pm at

Ashby St Mary and Thurton Village Hall

Present: Peter Wright, Sarah Cook,
Mark Rolph, Terry Kitt, and Edgar Hoddy.

Also Present: Linda Gray (Clerk) and 0 Member of Public.

1. Apologies

Apologies were received from Robert Todd, Adrian Gunson, County Councillor and Derek Blake, District Councillor.

2. Declaration of Interest

There were no declarations of interest relating to items on the Agenda.

3. Minutes of the meeting held on 24 May 2012

The minutes, previously circulated, were approved and signed by the Chairman.

4. Matters Arising

Speed Awareness – Terry Kitt had tried to contact the resident who had previously highlighted concerns regarding speeding in the village but had been unable to make contact.

Road Sweeping – The Clerk confirmed that an email detailing the comments from Councillors had been sent to South Norfolk but no reply had been received.

Road Sweeping issues – Sandy Lane had a build up of sand on the road the gully had been cleared but the pipe remained blocked. The road recently had flooded as the ditch was not cut out. Terry Kitt asked for Councillors to send him photographs of any problems and he would contact the Highway Rangers with the information.

5. Appointment of Vice- Chairman – Acceptance of Offer

The Clerk asked for nominations for Vice Chairman Terry Kitt proposed Peter Wright seconded Sarah Cook and was agreed unanimously. As there were no further nominations Peter Wright accepted the post of Vice-Chair, the acceptance of Office form was completed and witnessed by the Clerk.

As the Chairman, Robert Todd was absent. Peter Wright the re-elected Vice Chairman, Chaired the meeting.

6. Code of Conduct

The Standards Board for England has now ceased and a new code of conduct for the local Authority had been published. The Parish Council had to decide whether to adopt a. The Local Authority Code, b. The codes published by Norfolk ALC specifically for Parish Councils or, c. independently write their own code which would necessitate the appointment of a legal representative.

Peter Wright proposed the Parish Council adopted the Norfolk ALC code, seconded Sarah Cook and agreed unanimously. All Councillors completed and signed a new business Interest Document and the Clerk circulated the new code to all Councillors

7. Correspondence (tabled separately)

Code of conduct. – The Clerk had brought this to the attention of Councillors.

8. Finance

Finance

Balance of Account and Payment table

Date	Detail	Cheque No	Amount	Totals
29.06.12	Balances of Accounts			
	Savings		£26.26	
	Current		£500.00	
	Web Site Account		£7.96	
	Sub Total of Balances	Sub total		£534.22

	<u>Receipts</u>			
	Sub Total of Receipts	Sub total		
	<u>Payments</u>			
23.07.12	L Gray Salary - Standing Order	STO	£121.20	
12.07.12	L Gray Clerk Expenses	100294	£85.19	
23.08.12	L Gray Salary - Standing Order	STO	£121.20	
	Sub Total of Payments	Sub total		327.59
	Balance of Accounts		Balance	£206.63

The payment table was agreed by Councillors.

9. Planning

Planning Application Ref & Date	Address and Proposal	Parish Council Decision	SNDC Planning Decision
2012/0588 26.03.12	The Old Coach House, Chapel Lane, Ashby St Mary New Garage and Workshop with extended drive (Single Storey)	Approve	Refused
2012/0878 10.05.12	18 St Marys Road, Ashby St Mary, Erection of an aluminium greenhouse (3.2m x 2.5M) and wooden fence	Approve	Approved

Local Development Framework

Councillors were concerned that Thurton Parish Council had changed its priority regarding this issue. Before the site specific notification was received in March 2012, Thurton Parish Council had agreed in a Public Meeting to merge with Ashby St Mary and take Ashby's quota of housing development in Thurton. Now the site identified is located in Ashby St Mary, Thurton Parish Council had decided not to fight this decision.

Councillors wanted to highlight to residents, to reverse the site specific decision residents would need to independently respond to the Consultation which would run from 3 September 2012 to 26 October 2012.

Action Points

Posters - Sarah Cook to print information posters to be put up around the village.

Flyer/Circular – Terry Kitt and Mark Rolph to put together information to include main bullet points to help residents to respond to the consultation. A leaflet drop to be undertaken early September 2012.

Website – Mark Rolph to include information on the Web site.

Thurton Parish Council – Peter Wright to contact Chris Popplewell to discuss the stance of Thurton Parish Council.

Parish Plan – To consider converting the Parish Plan to a Neighbourhood Plan.

10. Fuel Oil Bulk Buying Scheme

The membership subscription had been paid and Peter Wright had set up a Community Group for Ashby St Mary. Peter Wright was the co-ordinator and could be contacted directly or through the Clerk. The information regarding the scheme would be included on the notice board and Website.

11. Report from Representative on the Village Hall Committee

Terry Kitt reported the recent meeting of the Village Hall Committee had been cancelled. The Wren application for funding for the Play Area at the Village Hall had been returned for more consultation to be undertaken.

12. Web Site

Mark Rolph acknowledged that the Web site would be updated to include the information regarding the Local Development Framework. Updates to include the Bulk Oil Buying Scheme had already been completed.

13. Homewatch

PCSO Donna Boggis from the Loddon Neighbourhood Police team attended the meeting to report and highlight the following information. No crime had been recorded in Ashby St Mary in the past month. The Police were trying to work with the Mobile Library visits to villages. The next Neighbourhood meeting was due to take place on 6 November 2012.

14. Public Consultation and Reports from County and District Councillors

Report from Adrian Gunson, County Councillor was read by the Clerk;

Bergh Apton Waste Site – The planning application had been submitted and consultation had taken place. The Council would return a decision in August.

Vehicular Activated Sign – A speed activated sign had been installed in Thurton on the A146 on the hill towards Norwich.

Pot Holes – Park Close had been reported and Green Lane Hellington repaired.

Sign Post – An arm of the sign close to Ashby Church was missing but had been reported.

Grass Cutting – The height of the grass at some junction was causing safety issues.

Claxton House – The passing places would be completed in the near future.

Hobart High School – The Governors were undertaking the consultation for Academy Status

Surface Dressing – This year's programme was running late.

Loddon Day Centre – The funding for this centre had changed and negotiations with Norfolk County Council were ongoing to retain the centre.

River Chet – The Environment Agency would be undertaking work on the river bank.

15. Other Matters for future agendas and items for information

Remove Homewatch

Village Footpath Maintenance – Due to the reduction of grass cutting several of the village footpaths had become impassable. Clerk to write to Andy Williamson NCC Highways and report back to the next meeting.

Emailing Correspondence – Clerk to look into making a weekly correspondence email.

16. Date of next meeting 13 September 2012 Please note this date has changed.

Meeting Dates for 2012

19 January 2012 22 March 2012

26 April 2012 Annual Parish Meeting

24 May 2012 12 July 2012

13 September 2012 22 November 2012

The meeting closed at 8.56pm

ASHBY ST MARY PARISH COUNCIL

Minutes of the Meeting held on Thursday 13 September 2012 at 7.45 pm at
Ashby St Mary and Thurton Village Hall

Present: Peter Wright, Mark Rolph, Terry Kitt, and Edgar Hoddy.

Also Present: Linda Gray (Clerk), and 0 Member of Public.

1. **Apologies** received from Robert Todd, Sarah Cook, Adrian Gunson, County Councillor and Derek Blake, District Councillor.
2. **Declaration of Interest**
There were no declarations of interest relating to items on the Agenda.
3. **Minutes of the meeting held on 12 July 2012**
The minutes, previously circulated, were approved and signed by the Chairman.
4. **Matters Arising**
 - Footpath Cutting of Vegetation** – The Clerk had spoken to Richard Deller at Norfolk County Council Highways regarding this matter and he confirmed that footpaths would only receive attention this year if found to be dangerous.
 - Bergh Apton Waste Site** – The site had been retained on a permanent basis as a waste site.
 - Road Sweeping** – There were a couple of areas in the village suffering from a build up of sand on the road. Both Adrian Gunson and Terry Kitt had reported the matter to Norfolk County Council and a road sweeper had been sent out and dealt with the area of concern on Mill Road close to South Lodge. Chapel Lane and Chapel Road areas remained outstanding. Edgar Hoddy stated that in the area of Chapel Lane and Chapel Road the sand on the road slowed the traffic down and suggested that some sand be left on the road for traffic calming.
5. **Correspondence** (tabled separately)
Ashby St Mary Parochial Church Council request for contribution to Grass cutting at St Mary's Church. The Clerk had prepared a budget analysis for the rest of the year. After examining the figures and a discussion Parish Councillors agreed the Parish Council were unable to contribute as the funds of the Parish Council were fully committed and the minimal surplus must be retained as a contingency fund. The Clerk would reply.
6. **Finance**

Balance of Account and Payment table

Date	Detail	Cheque No	Amount	Totals
31.08.12	Balances of Accounts			
	Savings		£0.00	
	Current		£241.62	
	Web Site Account		£7.96	
	Sub Total of Balances	Sub total		£249.58
	<u>Receipts</u>			
30.09.12	Precept			
	Sub Total of Receipts	Sub total		£1,250.00
	<u>Payments</u>			
13.09.12	Mazars Auditors	100295	£60.00	
13.09.12	Norfolk ALC Insurance	100296	£194.51	
23.09.12	L Gray Salary - Standing Order	STO	£121.28	
23.10.12	L Gray Salary - Standing Order	STO	£121.28	
	Sub Total of Payments	Sub total		£497.07
	Balance of Accounts		Balance	£1,002.51

Replacement Debit Card – To be retained by the Clerk
Audit – Had been completed and agreed by Mazars Auditors.

7. Planning

Local Development Framework Site Specific Consultation.

The consultation paperwork and disc had now been received from South Norfolk. A leaflet to help residents with their response had been delivered from the Parish Council in August. Peter Wright had spoken with Chris Popplewell from Thurton PC to gauge their response. Both Edgar Huddy and Sarah Cook had researched the highlighted site in Mill Common, Ashby for Tree Preservation Orders and the existence of a Bat colony in the area. Councillors remained unhappy with South Norfolk's action of combining both Thurton and Ashby for housing development. If Ashby St Mary remained independent it would not meet any criteria in this consultation and would not be faced with fighting to stop a development in Mill Common.

Mark Rolph and Terry Kitt had formulated responses to the consultation. In the absence of the Chair, Robert Todd, who was the best placed to respond on behalf of the Parish Council it was agreed for these responses to be sent to Robert so sections could be used for the Parish Council response.

When completed, the response would be sent to all Councillors to read before submission. Other factors to consider were that two building sites had recently become available in Thurton and Ashby St Mary Parish Council would support these sites to be developed as they would address major problems in the village of Thurton regarding the A146 if agreed.

Action Point – Robert Todd to formulate response to Local Plan site specific consultation due to end on 26 October 2012. Forward a copy to all councillors before submission and to include points regarding Tree Preservation Orders, Bats, New submitted sites in Thurton and how historic major problems would be addressed; the lack of infrastructure and quality of the roads in Ashby St Mary.

Planning Application Ref & Date	Address and Proposal	Parish Council Decision	SNDC Planning Decision
2012/1391 02.08.12	Wisteria Cottage, Mill Common, Ashby St Mary, Replace single storey conservatory to the west of the house with a two storey extension with staircase.	Approve	
2012/1410 06.08.12	Lilac Cottage, Low Common, Ashby St Mary, Erection of a flower storage and preparation shed on agricultural land	Refused	

New Planning Application – Ashby Villa, Chapel Road, Ashby St Mary, Norfolk NR14 7BH
 Internal alterations, new window in east gable end and change of use of part of dwelling to a holiday let. The Councillors present at the meeting viewed the proposed plans and agreed to approve the above planning application.

8. Fuel Oil Bulk Buying Scheme

Peter Wright had received several phone calls and talked to a number of residents in the village and had discussed the pros and cons of the scheme. The scheme is open to any residents in the village and can contribute to the purchasing of lower cost household fuel oil.

9. Report from Representative on the Village Hall Committee

Terry Kitt had been instrumental in helping the Village Hall Committee submit a new grant proposal. He would now be away and called for a Councillor to attend the next meeting of the Village Hall Committee.

10. Web Site

Mark Rolph reported that 3 updates had been made to the website. The new consultation information and links to South Norfolk Council regarding the site specific consultation would be included shortly.

11. Homewatch

This item had been agreed to be removed at the last meeting. Councillors were keen to find out how many residents information remained current. It was agreed the agenda item would need to be retained under a new heading of Neighbourhood Security – Police Report and residents would be invited to update their information or join the data base at the next mail drop. Mark Rolph to contact Carol Powell for any up to date contact information of the data base and to invite residents via the website to subscribe to the web site for up to date information from the Police.

12. Public Consultation and Reports from County and District Councillors

Report from Derek Blake, District Councillor was not present at the meeting.

Report from Adrian Gunson, County Councillor although was not present at the meeting had sent a report for the Clerk to read out including the following,

Road Closure – Chapel Road, Hall Road and Chapel Lane for utilities work

NCC Footpath cutting arrangements. The Wherrymans way walk had been cut along with two circular walks in Claxton and Surlingham that form part of the Wherrymans Way.

Surface Dressing – Green Lane Hellington had been completed and next on the list would be Ashby Street and Mill Common.

Bergh Apton Waste Site – the news the site would remain on a permanent basis was a great result and thanks for the support the Parish Council was extended from Mr Gunson.

Double Yellow Lines – To be input on the road opposite the Tiffen Nursery before Christmas.

Grasscutting of verges and junctions had now finished for the season.

13. Other Matters for future agendas and items for information

14. Date of next meeting 22 November 2012

Meeting Dates for 2013

24 January 2013	21 March 2013
25 April 2013 Annual Parish Meeting	
23 May 2013	11 July 2013
19 September 2013	21 November 2013

The meeting closed at 9.30pm

ASHBY ST MARY PARISH COUNCIL

Minutes of the Meeting held on Thursday 22 November 2012 at 7.45 pm at
Ashby St Mary and Thurton Village Hall

Present: Robert Todd (Chairman), Peter Wright, Sarah Cook, Mark Rolph,
Terry Kitt, and Edgar Hoddy.

Also Present: Linda Gray (Clerk), Adrian Gunson, County Councillor and 0 Member of Public.

14. Apologies were received from Derek Blake, District Councillor.

15. Declaration of Interest

Terry Kitt – Non Pecuniary Interest – Planning Item 8 – Mill Cottage
Mark Rolph – Non Pecuniary Interest – Planning Item 8 – Lilac Cottage
Edgar Hoddy – Non Pecuniary Interest – Planning item 8 –Lilac Cottage

16. Disclosable Pecuniary Interest

The Norfolk Association of Local Councils had encouraged Clerks to obtain dispensations from Councillors in order that the Precept and Budget could be discussed at Parish Council Meetings. Due to changes in the Code of Conduct the best practice at the moment was unclear. Councillors discussed this issue and all completed the forms provided by the Clerk to apply for a dispensation and agreed the DPI should stand until the Parish Council elections in May 2015.

17. Minutes of the meeting held on 13 September 2012

The minutes, previously circulated, were approved and signed by the Chairman.

18. Matters Arising

Declaration of Interests had been completed by all Councillors and the results were available on the South Norfolk Website. Mark Rolph would set up a link from the Ashby St Mary Website to the South Norfolk Website.

Highway Rangers – Sand on the road in Sandy Lane, Terry Kitt to contact the H Rangers.

19. Correspondence (tabled separately)

Anglian Water – Replacement of the existing cast iron water mains with a new main constructed of HPPe on Chapel Road and Chapel Lane, Ashby St Mary. Work due to commence on 15 October 2012 and last for 12 weeks had been postponed until the new year.

20. Finance

a. Half year controls and checks

The Clerk presented the accounts to confirm the half year bank reconciliation which the Chairman signed as correct. The controls and checks were then completed and signed. Chris Dix was appointed as the internal auditor

b. Budget 2013/14

The Clerk had previously circulated the budget figures for 2013/14

c. Precept

After a review of the 2013/14 budget Councillors agreed to increase the precept for 2013/14 to £2,600. Councillors felt it was important for the small increase of £100.00 to be made as costs to the Council were increasing as shown by the negative position of the end budget figure.

Balance of Account and Payment table

Date	Detail	Cheque No	Amount	Totals
30.10.12	Balances of Accounts			
	Savings		£494.56	
	Current		£500.00	
	Web Site Account		£7.96	
	Sub Total of Balances	Sub total		£1,002.52
	<u>Receipts</u>			

	Sub Total of Receipts	Sub total		
	<u>Payments</u>			
22.11.12	Norfolk ALC Insurance top up	100297	£1.92	
22.11.12	Robert Printers	100298	£14.40	
22.11.12	L Gray Expenses	100299	£74.70	
23.11.12	L Gray Salary - Standing Order	STO	£121.28	
23.12.12	L Gray Salary - Standing Order	STO	£121.28	
	Sub Total of Payments	Sub total		333.58
	Balance of Accounts		Balance	£668.94

21. Planning and including Local Plan Update

Local Plan update – Robert Todd contacted Derek Blake, District Councillor to discuss the present position and the way forward of the Local Plan. Derek Blake confirmed he would not be able to attend the Parish Council meeting. Robert Todd highlighted to Cnllr Blake how dissatisfied and discontented the residents of Ashby St Mary were regarding the site chosen on Mill Common for development of housing and how it had appeared that local opinion had been ignored. Robert Todd asked if South Norfolk would be reviewing all the proposed sites on the Local Development Framework for Ashby and Thurton against the newly defined requirement of just 5 dwellings, especially the Vale Road site, as an alternative highway access review could result in a completely different result. Derek Blake confirmed that all the responses received by South Norfolk regarding the consultation would be considered and that the process and consultations would be sent for independent review as part of the on going process of the Local Plan. Derek Blake also confirmed that South Norfolk were currently reviewing their planning policies, including building on former Brownfield sites. Again, this could significantly change the view on the former petrol station site in Thurton. Derek Blake requested that the Parish Council submits responses to consultation on these policy reviews.

Thurton Parish Council – a letter from Thurton Parish Council dated 26 July 2012, received 16 August 2012 regarding the stance of Ashby St Mary and the Local Development Framework consultation. Councillors confirmed they had received and read the letter in August 2012 and decided there was no requirement to respond and it was now beyond the closing date and the LDF consultation was now closed.

Planning Application Ref & Date	Address and Proposal	Parish Council Decision	SNDC Planning Decision
2012/1391 02.08.12	Wisteria Cottage, Mill Common, Ashby St Mary, Replace single storey conservatory to the west of the house with a two storey extension with staircase.	Approve	Approved
2012/1410 06.08.12	Lilac Cottage, Low Common, Ashby St Mary, Erection of a flower storage and preparation shed on agricultural land	Refused	tba
2012/1504 22.08.12	Ashby Villa, Chapel Road, Ashby St Mary Internal alterations, new window in east gable end and change of use of part of dwelling to a holiday let	Approve	Approved
2012/1966 08.11.12	Mill Cottage, Mill Road, Ashby St Mary Variation of condition 2 of planning permission 2009/1085/f- to change single garage to double garage and height of boundary fence.	Approve	tba

8.35pm Sarah Cook left the meeting

22. Fuel Oil Bulk Buying Scheme

Peter Wright reported he had received calls from residents requesting information about the scheme. Residents were always advised to research the price of heating oil independently

before agreeing to the price from the scheme. A heating oil trend guide was now included on the Parish Councils website.

23. Report from Representative on the Village Hall Committee

Terry Kitt reported the bookings clerk for the Village Hall would now be Dolly Howes. Recent work carried out at the Village Hall included internal painting throughout and new blinds fitted. The Community Play Area site plan and Wren grant application were ongoing.

24. Web Site

Mark Rolph confirmed two updates had been completed including the Ashby St Mary PC's response to the LDF consultation and the Heating oil buying trend link.

25. Neighbourhood Security – Police Report

Mark Rolph was the temporary Homewatch Co-ordinator and was keen to maintain the data base of contacts. At a local event recently Mark Rolph and Terry Kitt had gained more residents details for the scheme. Residents were asked to provide an email address for Norfolk Police Reports to be sent as well as local updates. Although residents can unsubscribe at anytime it was discussed and agreed that this contact information could be used to contact residents for the next round of Local Plan consultation. Councillors agreed.

9.00pm Peter Wright left the meeting

26. Public Consultation and Reports from County and District Councillors

Report from Adrian Gunson, County Councillor

Highways – Double yellow lines outside the Tiffin Nursery would be painted shortly.

Surface dressing had been completed. The Church Road and Ashby Street missing fingerpost had been reported. The footway in Hellington to be resurfaced.

Claxton Manor – Drainage problems – This problem although historic had received some remedial work recently. Councillors commented the work had not been completed in the correct place and that more work was required on Church Road.

Buses – X2 Service – Reports of overcrowding and breakdowns were not good for the service. Adrian Gunson had spoken to the First Bus Company to discuss how these areas could be improved for the service.

Road Sweeper – Chapel Road and Chapel Lane area had been swept recently as a lot of sand had come off the land through the wet weather.

Traffic Census – NCC had undertaken a traffic census recently around the City.

River Chet – South Bank – The South Bank of the river Chet required extensive work to maintain the navigability of the River Chet. A weir at Hardley Flood would be built soon. The Environment Agency had agreed to undertake some work.

Edgar Hoddy a representative of the Broads Authority confirmed the River Chet would be dredged shortly as tourist links to Loddon were considered very important.

Chedgrave Common – Footpath – the footpath to the bird hide required some attention.

Broadband – the work to improve Broadband in the area would be completed by 2015 when a speed of 2.5mb per second would be achieved.

Reports Edgar Hoddy reported that an area of Bramerton Street had sunk

27. Other Matters for future agendas and items for information

Winter Warmer packs – There were 3 packs left which needed to be distributed. Robert Todd had contacted the Church but they did not have anywhere to store them. If anyone is aware of anyone in need of a pack, please contact the Clerk.

Local Development Framework – Terry Kitt highlighted an issue that arose during the last consultation period of the LDF. Communication between the Chairman and Councillors was disappointing. It was paramount that emails during these consultation periods were acknowledged by all.

28. Date of next meeting 24 January 2013 2012

9.10pm The meeting closed

Meeting Dates for 2013

24 January 2013 21 March 2013

25 April 2013 Annual Parish Meeting

23 May 2013 11 July 2013

19 September 2013 21 November 2013