

ASHBY ST MARY PARISH COUNCIL

Minutes of the Meeting held on Thursday 21 November 2013 at 7.45 pm at
Ashby St Mary and Thurton Village Hall

Present: Sarah Cook, Mark Rolph and Edgar Hoddy.

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

*This meeting was not quorate until Sarah Cook arrived at 8pm
Once the meeting was quorate Edgar Hoddy was elected acting Chairman.*

DRAFT MINUTES

1. **Apologies were** received and accepted from Robert Todd, Peter Wright and Terry Kitt.
2. **Declaration of Interest**
There were no declarations of interest relating to items on the Agenda.
3. **Minutes of the meeting held on 19 September 2013**
The minutes, previously circulated, were approved and signed by the acting Chairman.
4. **Matters Arising**
Edgar Hoddy reported there were no marine finishes suitable for the Village Sign.
Notice board – Thanks were extended to Mr Taylor who had kindly donated his time and materials to refurbish the Village Notice board. It was discussed and agreed that Mark Rolph would make 3 laminated signs to include the village name on all the Notice boards.
All other matters arising were covered in the following agenda.
5. **Correspondence**
Highway Rangers – The Clerk would report sign washing in the following areas, Hall Road, Chapel Road, Chapel Lane, Spong Lane and Sandy Lane and a pot hole repair in The Street.
Footpaths report – The Clerk would respond to the request for each of the parish's footpaths to be Footpaths to cut in summer 2014.
6. **Village Sign Maintenance Update**
Councillors commended the work of Terry Kitt who had been instrumental in organising the fundraising collection and work to be carried out on the village sign. The total of £238.00 had been raised with around £50.00 more expected. The repainting of the sign was nearly complete and would cost £190.00. Thanks were extended to Mr Capps at Thurton Foundry who had arranged removal and sandblast cleaning of the sign. The remaining funds would be held in a Maintenance Fund specifically for the Village Sign.
7. **Councillor Vacancy**
Councillors had been proactive but the vacancy on the Parish Council remained unfilled.
8. **Finance**
 - a. **Budget Forecast** – The Clerk presented the Budget Forecast to Councillors which would be updated for the January meeting when agreement of the Precept was required.
 - b. **Precept** – The Clerk reported the Precept forms had not been issued as South Norfolk Council were required to make a decision regarding grants for Council Tax Benefits. The decision was scheduled to be reported to Parish Councils in the week of 20 December 2013. The return was required by 20 January 2014. The next Parish Council meeting was scheduled for 23 January 2014 and the Clerk would contact Susan Buller of South Norfolk to confirm the response would be accepted. The Clerk would circulate the relevant information regarding the Precept when received.
 - c. **Appoint Internal Auditor** – Councillors agreed to appoint Chris Dix as the Internal Auditor.
 - d. **Half Year Accounts and Controls and Checks** – The Clerk presented the bank reconciliation for the half year accounts and the Controls and Checks. All were agreed unanimously

Balance of Account and Payment table

Date	Detail	Cheque No	Amount	Totals
26.09.13	Balances of Accounts			
	Savings		£442.76	
	Current		£26.02	
	Web Site Account		£10.00	
	Sub Total of Balances	Sub total		£478.78
	<u>Receipts</u>			
27.09.13	Precept		£1,300.00	
23.10.13	Donation - Village Sign		£238.00	
	Sub Total of Receipts	Sub total		£1,538.00
	<u>Payments</u>			
23.10.13	L Gray Salary - Standing Order	STO	£133.75	
21.11.13	L Alden - Village Sign	100309	£190.00	
21.11.13	L Gray Expenses	100310	£64.10	
23.11.13	L Gray Salary - Standing Order	STO	£126.37	
	Sub Total of Payments	Sub total		£514.22
	Balance of Accounts		Balance	£1,502.56

9. Planning

- **Complaint re Mill Common** – An acknowledgement response had been received concerning the complaint confirming the Planning department would be investigating shortly.
- **Local Plan site specific allocation** – Written confirmation had now been received concerning the withdrawal of the proposed site allocation in Ashby St Mary.

10. Report from Representative on the Village Hall Committee

Terry Kitt was not present at the meeting but had sent a report.

WREN – The application had now been withdrawn as unfortunately they had been unable to meet the terms required. A case officer had been allocated to the application and despite lengthy conversations the requirement to show support for the project from the two villages were not met.

Councillors of Ashby St Mary Parish Council had supported this project from the beginning and would continue to support the future plans to refurbish the Play Area.

Bookings remained good with a local Football Club now using the pitch for matches and the Committee were researching cost for the access road refurbishment.

11. Web Site

Recent updates included details of St Mary's Churchyard and the Oil syndicate.

Councillors agreed the Oil Syndicate location could be included on a map of Norfolk's Big Switch and Save.

12. Neighbourhood Security – Police Report

PCSO Kevin Nightingale – Highlighted the recent changes to the local Loddon team and the new Inspector at Poringland was Inspector Tony Abigail There had been no reported crimes in Ashby St Mary in the past 6 months.

Cold Calling – Councillors commended both Mark Rolph and Kevin Nightingale for their collaboration regarding Cold Calling. A resident had highlighted at the Annual Parish Meeting their concerns regarding the amount of Cold Calling in the village with in 24 hours Kevin Nightingale through contact from Mark Rolph had visited the resident to discuss ways to deal with Cold Callers.

Police Reports - Residents now included in the Village Neighbourhood Security data base totalled 40 and Mark Rolph had sent through 8 Police reports to residents since September.

13. Public Consultation and Reports from County and District Councillors

Report from Adrian Gunson, County Councillor

X2 Bus Service – Reports of unsatisfactory service had been taken up with the First Bus Company. From 29 December an extra bus will be available and the former X1 buses will replace older X2 buses shortly.

Speed Activated Sign – The roving speed sign would be present in the village shortly after requests from the residents of St Marys Close.

Loddon Planning application for 200 houses was much opposed by the residents of Loddon. The planning application included designs for a roundabout on the junction with George Lane and the A146.

50mph speed restriction on Trowse Bypass had been requested.

Councillors reported to Adrian Gunson the flooding problem on Green Lane.

Report from Derek Blake, District Councillor

Council Tax freeze agreed.

Recycling- Green Bins to include glass and various plastics in spring 2014. South Norfolk would continue to support the Glass recycling bins in villages.

Mobile Gym – Grants to make permanent being sought.

Place making guide – Planning responses should include elements of the guide.

14. Other Matters for future agendas and items for information - None

15. Date of next meeting 23 January 2014

The meeting closed at 9.35 pm

Meeting Dates for 2014

23 January 2014 - 20 March 2014 - **24 April 2014 Annual Parish Meeting**

15 May 2014 - 3 July 2014 - 18 September 2014 - 20 November 2014

ASHBY ST MARY PARISH COUNCIL

Minutes of the Meeting held on Thursday 19 September 2013 at 7.45 pm at
Ashby St Mary and Thurton Village Hall

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

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

16. Apologies Robert Todd, Mark Rolph and Sarah Cook

17. Declaration of Interest

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

18. Minutes of the meeting held on 23 May 2013

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

19. Matters Arising

There were no matters arising, which were not covered by the Agenda.

20. Correspondence

Norfolk Winter Service Grit Bin Register – all grit bins detailed were correct, NCC will aim to fill the bins prior to mid November and again at least once during the remainder of the winter season

Autumn Leaf clearing squad – to focus on the following areas – the junction with Mill Road with Mill Common. The junction with Chapel Road and The Street/Mill Common

Police Report – Report received from PCSO C Rose, there had been no reported crime or incident calls in Ashby St Mary.

South Norfolk Local Plan Documents – The pre-submission versions of the site specific allocations and policy documents, development management policy document and Wymondham Area Action plan would be presented to Cabinet and full Council on 23 September 2013.

21. Village Sign Maintenance

Terry Kitt reported the village sign was in need of cleaning and repainting. The cost would approximately be £200.00 to sandblast and repaint. After speaking to many residents in the village Terry proposed the Parish Council asks for donations from residents towards the cost of the sign maintenance. If each house donated £2.00 there would be enough funds to repaint the sign and hold funds for future maintenance work on the sign in the accounts. Governors present agreed for Terry Kitt to print a flyer and supply an envelope to each house asking for donations. Edgar Hoddy would research marine finishes that could be applied to the metal work to maintain the paintwork.

Action Point – Terry Kitt – to produce a leaflet and envelope to be delivered to each house

Action Point – Edgar Hoddy – to research marine finishes.

22. Finance

- a. **Financial Standing Orders** – Councillors reviewed and agreed the financial standing orders
- b. **Responsibilities of Parish Council** – Councillors reviewed and agreed the responsibilities of the Parish Council.
- c. **Norfolk RCC subscription** – After a discussion it was agreed not to renew the Norfolk RCC Subscription
- d. **Clerks Pay increase** – The award of 1% raise in pay to all Government staff included the pay of the Parish Clerk. The Clerk had printed an amendment letter for the standing order which required 2 signatures. Councillors agreed unanimously.
- e. **Audit** – The audit had been agreed and highlighted two areas of concern. The asset register should not be depreciated, the items should remain on the asset register at cost price if they are still used and only removed if they are no longer in use or sold. It was noted the Parish Council had been charged £0.14p overdraft charge and Parish Councils should not have an overdraft.

Action Point – Clerk – to update the asset register

Finance

Balance of Account and Payment table

Date	Detail	Cheque No	Amount	Totals
22.07.13	Balances of Accounts			
	Savings		£500.00	
	Current		£401.39	
	Web Site Account		£10.00	
	Sub Total of Balances	Sub total		£911.39
	<u>Receipts</u>			
	Sub Total of Receipts	Sub total		£0.00
	<u>Payments</u>			
23.07.13	L Gray Salary - Standing Order	STO	£125.14	
23.08.13	L Gray Salary - Standing Order	STO	£125.14	
19.09.13	Roberts & Sons	100305	£28.80	
19.09.13	Thurton Village Hall	100306	£105.00	
19.09.13	Norfolk ALC Insurance	100307	£200.36	
19.09.13	L Gray Expenses	100308	£57.24	
23.09.13	L Gray Salary - Standing Order	STO	£125.14	
	Sub Total of Payments	Sub total		£766.82
	Balance of Accounts		Balance	£144.57

23. Planning

Complaint Re Mill Common

A resident of Mill Common had highlighted to the Parish Council the extension of gardens on to agricultural land on Mill Close. It was understood the land owner was leasing small pieces of land. As an application for the change of use for the land had not been submitted the actions of the land owner needed to be reported to the enforcement team at South Norfolk.

Action Point – The Clerk - to draw this matter to the attention of South Norfolk Planning.

24. Report from Representative on the Village Hall Committee

Terry Kitt continued to be the Parish Councils representative on the Village Hall committee. He was unable to attend the recent meeting as it was held concurrently with the Parish Councils meeting.

25. Web Site

Mark Rolph was not at the meeting but had sent a report. 45 updates had been made and included AGM minutes and reports from the Annual Parish Meeting along with the financial statement of the Parish Council. The Cricket Club fixture list had been included along with some photos of events from the summer.

26. Neighbourhood Security – Police Report

Police alerts/Homewatch Report updates continue to be sent through to residents on a regular basis. The general theme of alerts from the Police is a continual reminder to secure as many movable objects in gardens, sheds and outhouses and leave no items visible in vehicles. Mark would report back about the Cold Calling item raised at the Annual Parish Meeting.

27. Public Consultation and Reports from County and District Councillors

Report from Adrian Gunson, County Councillor

Highways Church Road Ashby and Claxton Church Lane the ditch close by had been dug out. Sand and Gravel on Chapel Lane had been removed.

Buses the Anglian 146 bus has ceased. Norwich bus station will now be open on Sundays from 9am-5pm for waiting room and toilets.

Hobart High School GCSE results were good with 72% of pupils gaining 5 A*-C GCSE's

River Chet – A 21ft medieval boat had been found intact in the river bank during improvement works to the southern river bank. The boat had been removed to be dated from the age of its timbers.

Northern Distributor Road – The scheme had been designated of national importance by the Government. A bridge over the river Wensum would not be included as this was a conservation area.

A11 – The dualling scheme was expected to be completed by Autumn 2014.

In response to concerns from a resident Edgar Hoddy confirmed the gateway to a field on The Street/Mill Common had been an access point for a number of years and suggested the gate way had been widened for larger machinery to gain access to the field and he confirmed in recent weeks a lot of water had collected on the road due to the removal of undergrowth.

Report from Derek Blake, District Councillor

Gypsy and Traveller transit site had been approved close to the Park and Ride on the A120. There will be permanent wash areas, parking space for 6 units. Once an application process had been undertaken Travellers will only be able to stay on the site temporarily.

Green Bin and Recycling – The Green bin will be able to take more plastics as the main recycling centre had been updated. Glass will not be accepted until Autumn 2014. South Norfolk had confirmed they would still pay Village Halls and Community Groups for the material collected at the village recycling centres.

Mobile Gym – A mobile Gym had been running for a couple of months on a Friday morning at the Jubilee Hall in Loddon and now had 30 to 40 members. Any age can join and receive an exercise plan for £3.00 a session. The Gym would now be seeking funding from South Norfolk Council to continue.

The River Chet – The Broads Authority would be dredging the basin at the staithe in Loddon.

28. Other Matters for future agendas and items for information

Councillor Vacancy

Cold Calling

29. Date of next meeting 21 November 2013 7.45pm

The meeting closed at 9.05pm

Meeting Dates for 2014

23 January 2014 - 20 March 2014

24 April Annual Parish Meeting

15 May 2014 – 3 July 2014

18 September 2014 - 20 November 2014

ASHBY ST MARY PARISH COUNCIL
Annual Meeting of the Parish Council
Thursday 23 May 2013 at 7.00 pm at Ashby & Thurton Village Hall

MINUTES

Present: Robert Todd, Peter Wright, Edgar Hoddy, Mark Rolph and Terry Kitt,
Also Present: Linda Gray (Clerk),

Annual General Meeting

- 1 **Appointment of Chairman** Acceptance of Offer. The Clerk asked for nominations for Chairman. Peter Wright proposed Robert Todd seconded by Terry Kitt, 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 Edgar Hoddy and agreed unanimously. As there were no further nominations Peter Wright accepted the post of Chairman, the acceptance of Office form was completed and witnessed by the Clerk.
- 3 **Apologies** were received and accepted from Sarah Cook and Derek Blake
- 4 **Declaration of Interest – All Councillors**
 The Clerk asked if any councillor required updating their information. Mark Rolph completed a form to update his information
- 5 **Minutes of the meeting held on 21 March 2013.** The minutes, previously circulated, were approved and signed by the Vice Chairman
- 6 **Matters Arising**
 Highway Repairs – Pot holes on Low Common and Green Lane had been repaired.
- 7 **Finance**
 - a. **Asset Register** - The asset register had been circulated to Councillors before the meeting and was discussed and agreed.
 - b. **Audit** – The Clerk had circulated the financial statement for the accounts of 2012/13 before the meeting. Councillors discussed the figures with the Clerk. The Clerk confirmed the accounts had been approved by the Internal Auditor Chris Dix who had not highlighted any areas of concern or action. The Audit was proposed by Terry Kitt, seconded by Mark Rolph and agreed unanimously. Robert Todd signed and agreed the Audit and the Controls and Checks.

Action Point – Clerk – to send the completed Audit to Mazars the auditors

Norfolk Rural Community Council – NRCC

The bulk oil buying co-ordinator Peter Wright had received the new subscription form with an increased subscription of £20.00. For the continuation of the Ashby Bulk Oil buying scheme this subscription must be paid. Councillor agreed to differ this item until the next meeting due to Mark Ralph's research regarding Ashby St Mary residents clubbing together to independently purchase a tanker of heating oil.

Action Point – Clerk – To include the Norfolk RCC subscription on the July agenda.

Finance

Balance of Account and Payment table

Date	Detail	Cheque No	Amount	Totals
23.04.13	Balances of Accounts			
	Savings		£0.01	
	Current		£46.73	

	Web Site Account		£10.00	
	Sub Total of Balances	Sub total		£56.74
	<u>Receipts</u>			
26.04.13	Precept		£1,341.00	
16.04.13	VAT Refund		£43.02	
	Sub Total of Receipts	Sub total		£1,384.02
	<u>Payments</u>			
23.05.13	Norfolk ALC	100302	£94.80	
23.05.13	C Dix Auditor	100303	£55.00	
23.05.13	L Gray Expenses	100304	£82.25	
23.05.13	L Gray Salary - Standing Order	STO	£121.28	
23.06.13	L Gray Salary - Standing Order	STO	£133.06	
	Sub Total of Payments	Sub total		£486.39
	Balance of Accounts		Balance	£954.37

8 Planning Applications

Local Development Framework/Local Plan

Robert Todd reported he had contacted South Norfolk LDF team to discuss the present position of the ongoing process. They confirmed the Ashby St Mary site on Mill Common had been proposed to be removed from the process under the present consultation. They also confirmed they had not received many responses to this consultation regarding Ashby St Mary.

Planning Application Ref & Date	Address and Proposal	Parish Council Decision	SNDC Planning Decision
2012/2275 02.01.13	Hill Top Barn, Mill Common, Ashby St Mary Sub-division of existing property to form two independent properties to include new wooden fencing on boundary and new shared driveway to access	Approve	Approved
2013/0449 21.03.13	The Old Coach House, Chapel Lane, Ashby Addition of a new single storey garage and workshop and extension of driveway	Approve	Approved

9 Date of next meeting 4 July 2013

The meeting closed at 7.30pm

ASHBY ST MARY PARISH COUNCIL

Minutes of the Meeting held on Thursday 21 March 2013 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) and 0 Member of Public.

MINUTES

30. Apologies were received and accepted from Sarah Cook and Adrian Gunson
Derek Blake did not attend the meeting.

31. Declaration of Interest

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

32. Minutes of the meeting held on 24 January 2013

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

33. Matters Arising

Gritting Routes – The request to change the gritting route had been submitted to Highways but no response had been received.

Highways – The clerk had contacted highways to request in periods of bad weather that grit piles could be delivered to the village for residents to use. No response had been received.

34. Correspondence (tabled separately)

Wispire – The Parish Council had agreed to include an information leaflet in the Annual Parish Meeting flyer to residents. No response had been received.

South Norfolk Clean sweep – Road sweeper to visit the village and clean Church Road/Hall Road and Chapel Road. Councillors discussed and agreed Chapel Lane to Low Common needed to be included. Terry Kitt would send a detailed map to the Clerk to send to South Norfolk Council.

Anglian Water – Details of the closure of Church Road, Chapel Road and Hall Road for work to install a replacement water main.

8.05pm Robert Todd arrived

35. Finance

Balance of Account and Payment table

Date	Detail	Cheque No	Amount	Totals
01.03.13	Balances of Accounts			
	Savings		£0.00	
	Current		£317.65	
	Web Site Account		£10.00	
	Sub Total of Balances	Sub total		£327.65
	<u>Receipts</u>			
	Sub Total of Receipts	Sub total		
	<u>Payments</u>			
21.03.13	SNDC Dog Bin Service	100301	£71.38	
23.03.13	L Gray Salary - Standing Order	STO	£121.28	
23.04.13	L Gray Salary - Standing Order	STO	£121.28	
	Sub Total of Payments	Sub total		313.94

	Balance of Accounts	Balance	£13.71
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The payment table was proposed by Edgar Hoddy, seconded by Terry Kitt and agreed unanimously.

36. Planning

Planning Application Ref & Date	Address and Proposal	Parish Council Decision	SNDC Planning Decision
2012/1410 06.08.12	Lilac Cottage, Low Common, Ashby St Mary, Erection of a flower storage and preparation shed on agricultural land	Refused	Approved 29.01.13
2012/2275 2.01.13	Hill Top Barn, Mill Common, Ashby St Mary Sub-division of existing property to form two independent properties to include new wooden fencing on boundary and new shared driveway to access	Approve	Pending Decision Last checked 21.03.13

Local Plan formerly the LDF

There was no new information available.

37. Annual Parish Meeting Planning

Councillors could not confirm Derek Blake would be available at the meeting as he had not responded to his invitation.

Residents Flyer – Councillors agreed the content of the flyer. The Clerk would deliver the printed flyers to Councillors shortly

Agenda – The agenda was agreed by Councillors. The Clerk would send the agenda and last years Annual Parish Meeting Minutes to Councillors and display them in the notice board.

38. Report from Representative on the Village Hall Committee

Terry Kitt reported the last meeting had been cancelled.

A 100 Club had been set up and the first draw would take place on 29 March.

The Clerk highlighted the lack of light at the key holders property.

39. Web Site

Mark Rolph reported two updates had been made. The QR (Quick Response) code had been advertised at all 3 notice boards and included on the Annual Parish Meeting flyer. Prior to setting this up Mark had contacted NALC to enquire if other councils displayed this type of link for smart phones. NALC confirmed none were in place and immediately installed one for themselves. Ashby St Mary was the first Parish Council in Norfolk to include this communication link. Councillors congratulated Mark Rolph for this innovation and implementation.

Ashby Past Photos – Any old Ashby St Mary photos to be sent to the Clerk to be included on the website.

40. Neighbourhood Security – Police Report

Mark Rolph had been sending the police reports through to the 31 residents now held on the data base. Any resident wanting to be included can contact the Clerk with their email addresses.

41. Fuel Oil Bulk Buying Scheme

Peter Wright confirmed he had received no further enquiries to the Parish scheme since the last meeting. Mark Rolph was pursuing an alternative village scheme and interested persons were growing in number. He was researching the price a whole tanker of 10,000.00 ltrs being delivered to residents of Ashby and how this would influence the price. Obviously everyone would receive their delivery on the same day.

42. Public Consultation and Reports from County and District Councillors

Report from Adrian Gunson, County Councillor Mr Gunson was unable to attend the meeting but had sent a report to the Clerk

Yellow lines had been installed outside the old school site on Ashby Road, Thurton
50mph –An extension of the 50mph speed limit from Slade Lane Alington to past Hellington Corner had been requested. Green Pastures Nursery had also applied for planning permission to extend their site to include a Cafe’.

The Anglian Water replacement pipe work was ongoing –Reports had been made of damage to the verge close to the works site on Hall Road and Mill Common close to the work. Councillors discussed the reports and decided wait until the work had been completed to see if Balfour Beatty made any attempt to rectify the damage and clean the materials from the road.

Pot Holes – Terry Kitt had inspected the roads of the village and submitted a report of all pot holes to Highways.

Report from Derek Blake, District Councillor – No report received.

Councillors were concerned regarding the lack of contact recently from the District Councillor. The LDF/Local Plan was a major issue of the village and the Parish Council expected to be kept up-to-date with progress and future events of the whole process even if there were no further developments at present.

43. Other Matters for future agendas and items for information

Neighbourhood Plans - Does this need to be considered

May Meeting – The Clerk reported the May meeting was the AGM of the Parish Council and several housekeeping items would need to be included in the meeting along with the election of Chair.

44. Date of next meeting 23 May 2013 Annual Parish Meeting

The meeting closed at 9.00pm

Meeting Dates for 2013

24 January 2013 ---- 21 March 2013

23 May 2013 Annual Parish Meeting

4 July 2013

19 September 2013 ---- 21 November 2013

ASHBY ST MARY PARISH COUNCIL

Minutes of the Meeting held on 24 January 2013 at 7.45 pm at
Ashby St Mary and Thurton Village Hall
Draft Minutes

Present: Robert Todd (Chairman), Peter Wright, Sarah Cook, Mark Rolph and Terry Kitt,
Also Present: Linda Gray (Clerk), Adrian Gunson, County Councillor and 1 Member of Public.

45. Apologies were accepted from Edgar Hoddy and Derek Blake, District Councillor.

46. Declaration of Interest

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

47. Disclosable Pecuniary Interest

This item had been included on the agenda in error as it had been dealt with in a previous meeting. Mark Rolph confirmed a link from the Ashby St Mary Web site to the South Norfolk Council page for Councillor Declarations had been set up.

48. Minutes of the meeting held on 22 November 2013

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

49. Matters Arising

There were no matters arising, which were not covered by the Agenda.

50. Correspondence

Anglian Water – Road Closures

Zurich Municipal – Certificate of Insurance

51. Finance

Finance

Balance of Account and Payment table

Date	Detail	Cheque No	Amount	Totals
31.12.12	Balances of Accounts			
	Savings		£111.03	
	Current		£500.00	
	Web Site Account		£57.96	
	Sub Total of Balances	Sub total		£668.99
	<u>Receipts</u>			
	Sub Total of Receipts	Sub total		
	<u>Payments</u>			
23.01.13	L Gray Salary - Standing Order	STO	£121.28	
24.01.13	L Gray Expenses	100300	£55.75	
08.02.13	1&1 Web Site charge*	Card	£50.00	
23.02.13	L Gray Salary - Standing Order	STO	£121.28	
	Sub Total of Payments	Sub total		348.31
	Balance of Accounts		Balance	£320.68

* Forecast amount

Precept – The Clerk highlighted the changes of rules regarding Council Tax Benefit and the grant South Norfolk would be paying this year. Councillor discussed and agreed the precept decision made in November 2012 to remain the same and the precept for 2013/14 would be £2600.00.

52. Planning

Planning Application Ref & Date	Address and Proposal	Parish Council Decision	SNDC Planning Decision
2012/1410 06.08.12	Lilac Cottage, Low Common, Ashby St Mary, Norwich Erection of a flower storage and preparation shed on agricultural land	Refused	Pending Decision
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	Approved
2012/2275 2.01.13	Hill Top Barn, Mill Common, Ashby St Mary Sub-division of existing property to form two independent properties to include new wooden fencing on boundary and new shared driveway to access	Pending Decision	Pending Decision

Hill Top Barn – Councillors had now approved this application.
Local Development Framework – Update,
Robert Todd, Chairman had contacted South Norfolk Council twice to find out further information regarding the present position of the process. No information was available at this time.

53. Winter Warmer Packs

Robert Todd confirmed that most of the packs had now been distributed via the Ashby Poor Fund and the Church had also been contacted. Two packs remained available. Contact the Clerk if you know someone who could use a Winter Warmer Pack, contents include a blanket, socks, hat and thermos mug.

54. Annual Parish Meeting Planning

Councillors discussed and agreed for there to be no refreshments and for the Clerk to invite the usual Community Groups.
APM Flyer – It was agreed to include the invite to residents on the front and the agenda on the back. The middle of the flyer would include information regarding the Bulk Oil Scheme, Homewatch.
Local Development Framework – Councillors agreed this should be included as an agenda item and for the Clerk to invite Derek Blake to attend the meeting to give an update on the present position of the process and discuss any points with residents.

55. Village Hall Committee Report from the Parish Council Representative

Terry Kitt reported the grant application to WREN for the play area would be submitted shortly. An application for a Community Grant would also be submitted.
100 Club – To be set up to cost £12 per person annually. The monthly prize of £40 would be drawn at the beginning of each month; the main prize of £120 would be drawn in October/November annually. The committee requested the information for the 100 club to be included in the Annual Parish Meeting leaflet drop for Ashby St Mary. Councillors agreed.

56. Web Site

Mark Rolph reported the Web Site had been updated twice since the last meeting and now included the Minutes of the last Parish Council meeting, change of bin collection details, rainfall and the new Anglian 146 bus service timetable link.
Scam Letters – a link to the Police fraud department Scam Letters information had been included.

57. Neighbourhood Security – Police Report

Mark Rolph reported he had added some new contacts to the database and had continued to forward the Police Reports and messages to all.

58. Fuel Oil Bulk Buying Scheme

Peter Wright reported no new contacts had been requested information and this should be included as an agenda item at the Annual Parish Meeting and on the APM Flyer. Councillors agreed.

59. Public Consultation and Reports from County and District Councillors

Report from Adrian Gunson, County Councillor

Yellow lines – Yellow lines would be installed in February 2013 opposite the school and old school sites.

Speeding – the Village had been included on the list to have the VAS equipment visit the village and the results of the speed survey would be sent to the Parish Council.

Puddle at Church Road Ashby St Mary had been reported

Pothole at Graygables had been reported.

Highways would get to this work shortly but had been busy gritting roads 3 times a day during the period of bad weather and snow.

Road Closures in Ashby St Mary – Hall Road and Chapel Road would close from 22 January to 5 March for Anglian Water to complete work.

Hobart High School – The school would convert to an Academy on 1st February 2013.

George Lane Loddon – Traffic lights would be installed as utilities work was required.

Hellington Corner – The footway would be refurbished soon.

Councillors asked if the money would be better spent on providing a turning lane from the A146. Adrian Gunson had previously requested a turning lane but Highways were not funding any new projects at present.

Councillors then requested a lower speed limit to be enforced in this area as this would cost significantly less than a turning lane. The reduced speed limit further along the A146 close to Highway Nurseries had been very successful. Councillors requested the 50mph speed limit be extended from close to the Slade Lane turning to include Hellington Corner.

Loddon Doctors Surgery – Peter Wright reported the parking on George Lane opposite the access road to the Doctors Surgery was at times, especially at school pick up times, causing a lot of congestion and problems getting out of the Doctors Surgery access road. Adrian Gunson reported he had been aware of the problems and was trying to get some Yellow lines installed.

Gritting Routes – The Clerk had received a request from a resident to extend the gritting route in Ashby St Mary from Cuckoos Nest to the Chapel Road junction. Highways had confirmed the route could be considered to be included on a priority 3 basis (in periods of snow and ice) if the Parish Council formally requested the change.

Action Point – Clerk- Contact Bob Edwards from Highways to extend the gritting route as detailed above.

Salt and Sand Mix for gritting - Councillors discussed if grit piles could be placed around the village during periods of ice and snow for residents to use.

Action Point – Clerk – Contact Bob Edwards to request piles of grit to be delivered to the village during snow and ice.

60. Other Matters for future agendas and items for information

None

61. Date of next meeting 21 March 2013

Date Change - the Clerk was no longer able to attend the 11 July meeting. Councillors agreed to move the meeting to 4 July 2013.

The meeting closed at 9.35pm

Meeting Dates for 2013
24 January 2013 21 March 2013
25 April 2013 Annual Parish Meeting
23 May 2013 4 July 2013
19 September 2013 21 November 2013