

# ASHBY ST MARY PARISH COUNCIL

**Minutes of the Meeting held on Thursday 17<sup>th</sup> November 2016 at 7.30 pm  
at Ashby St Mary and Thurton Village Hall**

**Present:** Terry Kitt (Vice Chair), Sarah Cook, Rachel Cooper, Edgar Hoddy and Carol Powell.

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

**This meeting was quorate**

1. **Apologies** of absence were received and accepted from Robert Todd and Mark Rolph.
2. **Co-option of Councillor** Rachel Cooper was unanimously co-opted to the Parish Councillor. (Proposed Sarah Cook and seconded Carol Powell). There remained one vacancy on the Parish Council.
3. **Declaration of Business and Pecuniary Interest** - there were no declarations made.
4. **Minutes of the meeting held on 15<sup>th</sup> September 2016**  
The minutes, previously circulated, were approved and signed by the Vice Chairman.

## 5. **Matters Arising**

Highways issues – Terry Kitt had been in communication with a Highways engineer regarding the build up of silt on the roads in the village particularly on the junction of Chapel Lane and Chapel Road. There had been discussions regarding the actions the landowner could take to redirect the silt in heavy weather, without channelling it towards any houses. It was established the responsibility of reducing and clearing the build up of silt from the fields on the highway, lay with the landowner and in the event of an accident or injury the land owner could be held liable for not clearing the road surface. It was discussed that a procedure for a quick cleanup and temporary warning signage, after heavy weather was required by local landowners, where there continued to be a reoccurrence of debris build up.

**Action Point** Terry Kitt to remain in contact with Highway engineers regarding highway issues  
The Clerk had reported the state of the overgrown gorse bush on the corner of Mill Lane and Mill Common but as yet no action had been taken by the Highway Rangers

Complaint from Resident – The speed of contractors in Tractors during recent muck spreading work had been highlighted along with the amount of debris left on the road during the work.

**Action Point** – clerk to report concerns to the Police.

### **19.42pm Edgar Hoddy arrived**

Chapel Road verge markers – The main post had been reinstated which the householder was very happy. There however had been no work to install the additional requested road markers or reinstate the verge to redirect run off water from the fields causing a high risk of flooding to properties.

The Street – The reinstatement of the two finger posts had been requested. As yet no action to the request had been recognised by Highways.

School bus – The issues of child safety regarding the new location of the school bus pick up point remained a concern. The County council had taken photographs of school children standing at the bus stop, once it had been established where they should stand and the reality of the situation of child safety without supervision had not been fully realised or documented. Several years previous it had been the risk assessment of the County Council that had changed the location of the pick-up point away from the A146 to Mill Road, however the recent risk assessment had not highlighted a significant risk of a large group of unsupervised children waiting for a bus on the A146 and the position of the pick-up point had reverted to meet economic issues rather than addressing the safety of unsupervised children. The bus reversing into St Georges Close in the morning had been flagged as a risk however the same bus reversing in the same location in the afternoon, with no environmental changes taking place during the day, is acceptable. It was noted by the Councillors this dispute had been taken to

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appeal by a concerned parent however the County council had remained resolute and do not intend changing their decision.

**Action Point** – Clerk – send a copy of the minutes to Barry Stone highlighting the area of highway concern.

## 6. **Correspondence** (tabled separately)

East Rivers Gym – Donation request – See Finance.

Home watch co-ordinators – Mark Rolph was the co-ordinator. It was requested by councillors that a separate report for Homewatch be issued in the future.

Leaf Clearance - The Clerk had highlighted to South Norfolk the areas of concern

Reuse Event - 9<sup>th</sup> December 2016 – Hempnall Village Hall

Highway Rangers – Councillors requested the grips throughout the village required clearing especially on Chapel Lane and Low Common. The drainage pipes through to Valley Farm were causing water build up and required clearing.

Gorse bush on the corner of Mill Common and Ashby Road - The Highway rangers will be requested to contact Terry Kitt when visiting in the village in order that he can direct them to the areas of concern.

## 7. **Finance**

The payment table was agreed and accepted by councillors

2016/17 Budget Forecast – The Clerk discussed the figures circulated at the meeting which would aid the precept setting in January 2017.

Precept Review – It was noted the grant from south Norfolk concerning Council Tax Support would be reduced again next year. Councillors reviewed the increases in the precept from the past three years and agreed a small increase would be agreed in January 2017.

Pension auto enrolment – The Clerk would complete the process with HMRC

Payroll – The clerk highlighted the need for support with payroll now the auto enrol pension guidance had been implemented and it was agreed for costs to be explored.

Eastern Rivers Gym – It was noted that some people from the village attended the gym in Loddon and Councillors agreed to install the link from the Parish Council website however a donation at this point could not be agreed and a donations budget would be discussed at the next meeting.

## 8. **Planning**

2016/2513 – Laurel Cottage Low Common Ashby St Mary. PC Approved awaiting DC approval.

## 9. **Village Boundary Review**

Nothing to report. Documentation regarding the Local Government Boundary Commissions review of District ward boundaries was circulated to Councillors.

## 10. **Village Hall report** – Carol Powell

The recent disco held at the village hall had been very well attended and made £629.00

The meeting of the village hall committee was due to be held next week and Carol would report back to the PC meeting in January 2017. The 100 club winners were on the PC website.

## 11. **Website report** - report from Mark Rolph

Two updates had been undertaken. Updated transparency documents would be added shortly.

## 12. **Neighbourhood security** - report from Mark Rolph

There had been no reported crime in Ashby St Mary. The Clerk would be updating the details of the Homewatch co-ordinator with the Neighbourhood team

## 13. **Public Consultation and reports from District and County councillors**

The November report from Barry Stone was discussed.

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Ash die back, Edgar Hoddy tree warden recommended that wood from infected trees should not be transported but burnt at the source and not sold for fire wood to reduce infecting more trees. Any unaffected Ash trees should be maintained to build up resilience from the disease. Wind energy – the leaflets from the company were distributed to councillors  
Extra parking in Norwich would be at County Hall.

## 14. **Other matters for future agendas and items for information**

Precept for 2017/18 Payroll costs Donations budget

At a recent meeting at Whitlingham Park, Adrian Gunson had extended his wish to Edgar Hoddy to be remembered to the Councillors. Councillors were delighted to hear Adrian was in good health.

## 15. **Date of the next meeting** 19<sup>th</sup> January 2017

The meeting closed at 8.45pm

### **2017 Meeting Dates**

19 January 2017, 16 March 2017, 18 May 2017, 6 July 2017. Annual Parish Meeting 20 April 2017

# ASHBY ST MARY PARISH COUNCIL

Minutes of the Meeting held on Thursday 15<sup>th</sup> September 2016 at 7.30 pm at  
Ashby St Mary and Thurton Village Hall

**Present:** Robert Todd (Chairman), Terry Kitt (Vice Chair) and Carol Powell.

**Also Present:** Linda Gray (Clerk) and 1 Members of Public.

**This meeting was quorate**

1. **Apologies of absence** were received and accepted from Mark Rolph, Edgar Hoddy, Sarah Cook, Jaan Lerner and Barry Stone.
2. **Declaration of Pecuniary Interest** there were no declarations of interest made for this agenda.
3. **Minutes of the meeting held on 19<sup>th</sup> May 2016** previously circulated, were approved and signed by the Chairman without amendment.
4. **Matters Arising**  
**Highways** – Terry Kitt had been in communication with Highways regarding the build up of silt on the roads in the village particularly on the junction of Chapel Lane and Chapel Road. There had been discussions regarding the actions the landowner could take, to redirect the silt in heavy weather without channelling it towards any houses. It had been established it was the responsibility of the landowner to clean the silt and debris from the highway. It was discussed that a procedure for a quick cleanup and temporary signage after heavy weather was required. The Clerk had reported the state of the overgrown gorse bush on the corner of Mill Lane and Mill Common but as yet no action had been taken by the Highway Rangers.  
All other matters arising were covered in the following agenda.
5. **Correspondence** (tabled separately)  
**Chapel Road** - A resident on Chapel Road had requested that a verge marker be replaced. The Parish Council would send a supporting request to Highways.  
**The Street** – Two finger posts were missing from the sign post on the corner of The Street and Church Road  
**Road Closure** – lack of advanced signage for motorist during the duration of recent works had been raised as a concern.  
**Barry Stone** – County Councillor had sent a written report  
**Loddon SNT** – New police arrangements for the area were reported.  
**Electoral Review** – The correspondence was highlighted to Councillors.  
**Came and Company** – The insurance brokers had changed their trading style however communication with officers remained unchanged.  
**CPRE Housing Target** – In accordance with the Ashby Parish Plan councillors agreed to sign the pledge to support opposing damaging new housing targets.
6. **Finance**  
The Payment table was approved by the Councillors.  
**Audit** – The audit now completed had been returned with no issues and could now be included on the website for the transparency code.  
**Clerks Salary adjustment** – Councillors agreed the changes to the Clerks Salary and supported a payment of salary adjustment to be issued at the meeting in November 2016.
7. **Planning Applications**  
All existing planning application had been approved by the PC and South Norfolk and no more planning applications had been received.
8. **Village Boundary review** – information in the County Councillors report below.
9. **Grid Reference for Emergency Services**  
The information had been given to the Emergency services some time ago and an review of the information was required. It was discussed and agreed this would form part of the Annual Parish

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Meeting flyers. There were new properties to add and when the update had been completed by Terry Kitt and Mark Rolph the information would be forwarded to the Emergency services.

## 10. Village Hall Report

Carol Powell reported there had been a successful meeting and a number of fundraising events agreed including a one night only family disco £5 per ticket, a bucket auction, 50/50 auction, sausage and mash night and the Auto Jumble.

Carol Powell agreed to be the Parish Council representative going forward and would ask other councillors to attend when support was required.

## 11. Website

Now the Audit had been returned it would be included on the website. The Annual Parish reports had been up loaded along with the up to date status of the oil buying syndicate.

A more reader-friendly font was being adopted throughout the site. Since the summer photos from the Queens 90<sup>th</sup> birthday had been included and a Cheese and wine fundraiser. The copying of parish births and deaths was progressing well and would be uploaded in due course.

## 12. Neighbourhood security

Since the meeting of 19<sup>th</sup> May, no Police Alert reports of crimes have been reported affecting Ashby or its immediately adjacent parishes.

### Ashby Oil Syndicate

The last syndicate order was placed on 16<sup>th</sup> May so there has been none since the parish council meeting on 19<sup>th</sup> May. Another member has joined bringing the total to 31 but one more is expected shortly.

## 13. Public Consultation

### Public Consultation and Reports from County and District Councillors

#### Written Report from Barry Stone, County Councillor –

**Devolution Update-** Councillors were concerned the results for the consultation had been low and had expected to be consulted as residents of the area individually.

**Boundary Review** – The draft proposal had been submitted for the revised District Wards increasing the number of electors per councillor to +2556 for the 2019 elections. It was proposed for Ashby St Mary and Thurton to join the Rockland ward as they share a link through the Thurton group Benefice of 11 Ecclesiastical parishes.

**Report from Jaan Lerner, District Councillor** – Nothing to report.

## 14. Other Matters for future agendas and items for information

Future agenda - Co-option of Councillor and Budget

School Bus – Councillors were concerned the bus pick up had been moved for the morning collection to the bus stop on the A146 and the dropping point remained in the same place. Some years ago the pickup point had been moved for safety reasons but had now been changed back. The Clerk would contact NCC and Barry Stone County Councillor highlighting the risk element.

**Date of next meeting 17<sup>th</sup> November 2016.**

**The meeting closed at 20.29pm**

### Meeting Dates for 2016/17

15 September 2016, 17 November 2016,

19 January 2017, 16 March 2017,

18 May 2017, 6 July 2017

Annual Parish Meeting 20 April 2017

# ASHBY ST MARY PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council

held on Thursday 19<sup>th</sup> May 2016 at 7.45 pm at Ashby St Mary and Thurton Village Hall

**Present:** Robert Todd (Chairman), Terry Kitt (Vice Chair), Sarah Cook, Mark Rolph and Edgar Hoddy.

**Also Present:** Linda Gray (Clerk) Jaan Lerner, District Councillor and 0 Members of Public.

### DRAFT MINUTES

#### This meeting was quorate

15. **Election of Chair** - The Clerk asked for nomination for the role of Chairman. Robert Todd was proposed by Sarah Cook and seconded by Mark Rolph and with no further nominations was unanimously elected. Robert Todd confirmed his willingness to stand as the Chair and the acceptance of offer was duly signed.
16. **Election of Vice Chair** - The Clerk asked for nomination for the role of Vice Chairman. Terry Kitt was proposed by Robert Todd and seconded by Mark Rolph and with no further nominations was unanimously elected. Terry Kitt confirmed his willingness to stand as the Vice Chair and the acceptance of offer was duly signed.
17. **Register of Interest** – All Councillors present were asked to review their Register of Interest information on the South Norfolk Website and complete a new document if records required updating.
18. **Standing Orders** – a general review of the Standing Orders was undertaken without alteration.
19. **Apologies of absence** were received and accepted from Edgar Hoddy and Barry Stone, County Councillor.
20. **Co-option of Councillor** – Carol Powell indicated her willingness to stand as a Parish Councillor after the Annual Parish Meeting, she was proposed by Robert Todd and seconded by Mark Rolph. She confirmed her willingness to stand and the acceptance of offer was duly signed.
21. **Declaration of Business and Pecuniary Interest** There were no declarations of interest made in relation to the following agenda.
22. **Minutes of the meeting held on 17<sup>th</sup> March 2016**  
The minutes, previously circulated, were approved and signed by the Chairman.
23. **Matters Arising from the meeting held on 17<sup>th</sup> March 2016**  
**Highways** – The overgrown gorse bush and the request for replacement signs had been reported to Highways on 18<sup>th</sup> March. Both were yet to be addressed by Highways.
24. **Correspondence**  
**Bin Collection Day** changes were yet to be reported to residents.  
**Eleven Says** – The parish magazine had been sent via email and would be included on the parish website.  
**Information from Nalc** regarding Planning Changes and Broadband would be circulated to Councillors.
25. **Finance – tabled separately**
  - a. **Financial Standing Orders** - A review of the financial standing orders of the Parish Council was undertaken and approved without alteration.
  - b. **Responsibilities of Parish Council** - A review of the responsibilities of the Parish Council was undertaken and approved without alteration.
  - c. **Asset Register** - As part of the audit process the asset register was reviewed and approved.
  - d. **Insurance Quote** - The insurance brokers Came and Co had provided 3 quotes for the renewal of the insurance policy and the quote for Ecclesiastical costing £164.25 for twelve months was discuss and approved

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- e. **Audit 2015/16**– Councillors approved the recommendation from the internal auditor to sign the completed audit document. The bank reconciliation and the Audit documents were signed by the Chair. The Annual Governance statement was agreed by the Councillors.

Balance of Account and Payment table

Date	Balances of Accounts		Amount	Totals
27.04.2016	Savings		£715.97	
	Current		£500.00	
	Web Site Account		£10.07	
	<b>Sub Total of Balances</b>	<b>Sub total</b>		£1,226.04
<b>Receipts</b>	<b>Precept</b>		£1,451.07	
	<b>Sub Total of Receipts</b>	<b>Sub total</b>		£1,451.07
	<b>Payments</b>	<b>Detail</b>		
19.05.2016	Roberts and Sons Printers	100334	24.00	
19.05.2016	SNC Dog Bin Annual Charge	100335	63.14	
19.05.2016	Norfolk ALC	100336	101.39	
19.05.2016	Village Hall Annual Fee	100337	105.00	
	Came & Co - Insurance			
19.05.2016	Premium	100338	164.25	
19.05.2016	Adepta Auditors	100339	42.00	
19.05.2016	L Gray Expenses	100340	69.40	
23.05.16	L Gray Salary -	STO	£133.43	
23.06.16	L Gray Salary -	STO	£133.43	
	<b>Sub Total of Payments</b>	<b>Sub total</b>		£836.04
	<b>Balance of Accounts</b>		<b>Balance</b>	£1,841.07

## 26. Planning Applications

Planning Application Ref & Date	Address and Proposal	Parish Council Decision	SNDC Planning Decision
25 Feb 16 2016/0443	<b>Hill House Cottages Mill Road Ashby St Mary Norfolk</b> Single storey annex extension with colour-washed render walls (re-submission)	Approve	Approve
28/04/2016 2016/0990	<b>Ashby Hall, Hall Road, Ashby St Mary</b> - Removal of existing extension. Erection of timber and double glazed garden room	Approve	TBA
28/04/2016 2016/0991	<b>Ashby Hall, Hall Road, Ashby St Mary</b> - Removal of existing extension. Erection of timber and double glazed garden room	Approve	TBA
05/05/2016 2016/1081	<b>The Cottage, Chapel Road, Ashby St Mary</b> - Two Storey Side Extension.	Approve	TBA

There was a discussion regarding the Tree Preservation Orders applied by South Norfolk to a previous planning application

## 27. Report from the Representatives on the Village Hall Committee

Sarah Cook had been unable to attend a Village Hall Committee meeting however Carol Powell was a Village Hall Committee member and gave the following report,

**Events** – the Spanish Night had been very well supported.

**100 Club** – the next winner would be drawn at the Auto Jumble event.

**Grass Cutting costs** – The costs of cutting the grass of the playing field as a shared village facility was raised at the Annual Parish Meeting of the Parish Council with the Village Hall requesting that a donation towards the costs be reinstated by the Parish Council.

Robert Todd reported that due to the Parish Council taking the decision not to increase the Precept in the past few years there had been no funds available to consider giving a donation to any community groups. Whilst Councillors recognised the significance of supporting the cost of cutting the playing field the Vicar had made a strong case at the Annual Parish Meeting for the

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Parish Council to offer financial support to the BYRUS Youth Group which also supported both villages. It was agreed that £100.00 from the small reserves of the Parish Council should be awarded to local community groups who support both villages. Councillors approved £50.00 for the Village Hall Committee towards grass cutting costs and £50.00 for BYRUS towards the cost of the Youth Leader and the cheques would be issued at the meeting in July 2016.

## 28. Web site – Transparency code

**Updates** - The Annual Parish Meeting reports from community groups had been included on the site along with the change of contact details of the local PCSO which from June 2016 would be PCSO Joe Pike.

**Parish Register** –the Parish Register of Baptisms and Funerals at St Mary’s Church Ashby was due to be added to the site.

**Transparency Code** – The details regarding the Audit for the year ending 31<sup>st</sup> March 2016 would be included on the website shortly.

## 29. Neighbourhood security and Heating Oil Syndicate

There were no reports for the Neighbourhood security and another Heating Oil member had joined and an order made.

## 30. Public Consultation and Reports from County and District Councillors

**Report from Barry Stone, County Councillor**- His report had been circulated to Councillors.

**Report from Jaan Larner, District Councillor** –

**Village Boundary** – There was no information to report.

**Devolution** – The ongoing effects were uncertain until the end of the year.

**Dog Bin Invoicing** – The Clerk had raised an issue where South Norfolk each year issued the Dog Bin invoice too close to the end of the financial year and usually after the meeting in March delaying the payment of the invoice to May activating the credit recovery process.

**Jaan would provide a progress report at the next meeting.**

**Member Award** – There was a discussion regarding the parameter of the award and how it could be applied to projects to benefit the parish.

**Planning Notices** – it was confirmed that planning notices would cease in the future however they would be available on the South Norfolk Planning website.

**This item was taken first and Jaan Larner left the meeting at 20.05pm**

## 31. Other Matters for future agendas and items for information

**Grid references for emergency services**–to be updated and included on next year’s APM flyer

**Norfolk ALC** – Brokering information regarding Grid References with the emergency services.

**Meeting Start time** – The meetings from July 2016 would start at 7.30pm

## 32. Date of next meeting 7<sup>th</sup> July 2016

**The meeting closed at 21.38pm**

### **Meeting Dates for 2016/17**

15 September 2016, 17 November 2016,

19 January 2017, 16 March 2017,

18 May 2017, 6 July 2017

Annual Parish Meeting 20 April 2017

# ASHBY ST MARY PARISH COUNCIL

## Ashby St Mary and Thurton Village Hall

**Present:** Robert Todd (Chairman), Mark Rolph and Edgar Hoddy.

**Also Present:** Linda Gray (Clerk) and Jaan Larner, District Councillor and 2 Members of Public.

### DRAFT MINUTES

#### This meeting was quorate

33. **Apologies of absence** were received and accepted from Terry Kitt and Sarah Cook.
34. **Declaration of Pecuniary Interest** - There were no declarations of interest reported.
35. **Minutes of the meeting held on 21<sup>st</sup> January 2016** - The minutes, previously circulated, were approved and signed by the Chairman.

#### 36. Matters Arising - Highway Issues

**Low Common** – The pot holes had been repaired.

**Sandy Lane**- The signage had not been replaced and would be reviewed by Highways when they were next in the area.

**Gorse Bush** – There had been no action with the overgrown gorse bush on the junction of Mill Road and Mill Common.

**Action Point Clerk** – Report again the overgrown Gorse bush - junction of Mill Road and Mill Common. All other matters arising were covered by the following Agenda.

#### 37. Correspondence

**County Councillor Reports** – Both the February and March Reports had been received and circulated to Councillors.

**Tree Warden** – Edgar Hoddy had been registered with South Norfolk as the Tree Warden.

#### 38. Finance

Date	Balances of Accounts		Amount	Totals
01.03.16	Savings		£982.68	
	Current		£500.00	
	Web Site Account		£10.07	
	Sub Total of Balances	Sub total		£1,492.75
Receipts				
	Sub Total of Receipts	Sub total		£0.00
	Payments	Detail		
23.03.16	L Gray Salary -	STO	£133.43	
23.04.16	L Gray Salary -	STO	£133.43	
	Sub Total of Payments	Sub total		£266.86
	Balance of Accounts		Balance	£1,225.89

#### 39. Planning Applications

Ref & Date	Address and Proposal	Parish Council Decision	SNC Planning Decision
25 Feb 16 2016/0443	Hill House Cottages Mill Road Ashby St Mary Norfolk NR14 7BN Single storey annex extension with colour-washed render walls (re-submission)	Approve	

#### Tree Preservation Orders – The Old Rectory, Church Road, Ashby St Mary

Councillors recognised that whilst there were some trees on the site that could benefit from a TPO they felt that South Norfolk were taking a heavy handed approach in this matter.

#### 40. Village Boundary Review

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Robert Todd reported his understanding of the implications of this intended review and subsequent consultation and stated that Ashby St Mary village and Parish Council had no appetite to join forces and there was no potential to link with neighbouring villages. The Parish Plan mandate, which had been updated twice through consultation with residents since its publication, supported this view of the residents. In response to a question from Robert Todd, Jaan Larner was unable to neither confirm nor deny there was any consultation in the pipeline for a Village Boundary Review and would report back to the next meeting when he had researched the matter with John Fuller.

**Action Point Jaan Larner** – Report to the Parish Council the outcome of investigation relating to the Village Boundary Report.

## 41. Annual Parish Meeting Planning

Mark Rolph provided an up dated flyer including the items relating to the PCC. Councillors agreed the flyer which would be printed and distributed by Councillors over Easter.

**Action point – Clerk** – send flyer document to Roberts and Sons for printing and distribute to Councillors for delivery.

## 42. Report from Representative on the Village Hall Committee

The minutes from the meeting held on 25<sup>th</sup> February 2016 had been received by the Clerk.

**Driveway lights** – The majority of the lights had been installed with a few remaining which will be installed shortly.

**Fundraising Supper** – 16<sup>th</sup> April 2016 - Tickets were available from  
The next meeting was scheduled for 14<sup>th</sup> April 2016.

## 43. Web Site Transparency code

After reviewing the code it was agreed for Councillor's names to be included on the website with their areas of interest.

The Audit from 2015/16 would be included on the site once approved by the Auditors.

## 44. Neighbourhood Security and Heating Oil Syndicate

**Police Connect** – The service had changed significantly and now only reported generic information relating to Police matters. It was recognised that crime in Ashby was minimal however there was no information being received on any crime in the area. Mark Rolph had contacted PCSO Kevin Nightingale for an update on the situation.

**Heating Oil Syndicate** – 32 Members – continued to negotiate good prices for the village.

## 45. Public Consultation and Reports from County and District Councillors

Barry Stone, County Councillor – Was not present at the meeting

Jaan Larner, District Councillor – Apologised for not visiting the Parish Council earlier.

**Devolution** – Proposal of a Mayor of Norfolk with a 30 year budget to improve infrastructure.

**Planning** – moved to online consultation with Parish Councils.

**Members Award** – Grants of £200 were available to Parish Councils to support their tech support for displaying planning at meetings or other Parish Council requirements.

## 46. Other Matters for future agendas and items for information

Audit

## 47. Date of next meeting Annual Parish Meeting 21<sup>st</sup> April 2016 and 19<sup>th</sup> May 2016.

**The meeting closed at 8.40pm**

### **Meeting Dates for 2015/16**

19 November 2015 - 21 January 2016  
17 March 2016 - 19 May 2016 - 7<sup>th</sup> July 2016  
Annual Parish Meeting 21 April 2016

# ASHBY ST MARY PARISH COUNCIL

Minutes of the Meeting held on Thursday 21<sup>st</sup> January 2016 at 7.45 pm at  
Ashby St Mary and Thurton Village Hall

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

**Also Present:** Linda Gray (Clerk) and 2 Members of Public.

**This meeting was quorate**

1. **Apologies of absence** were received and accepted from Mark Rolph, Terry Kitt, Barry Stone and Jaan Larner
2. **Co-option of Parish Councillor** – Two residents had volunteered for co-option to the Parish Council to fill the current vacancies. The co-option was not able to take place as the residents had not lived in the village for a year. The Parish Council thanked the residents for their interest in the position and invited them to attend subsequent Parish Council meetings, which as Public Meetings, can be attended by any resident. The Parish Council would revisit the co-option process later in the year.
3. **Declaration of Pecuniary Interest** - There were no declarations of interest made
4. **Minutes of the meeting held on 19<sup>th</sup> November 2015**  
The minutes, previously circulated, were approved and signed by the Chairman.

## 5. Matters Arising

**District Councillor – Jaan Larner** – The Clerk raised concerns as she had not received any response to emails from Mr Larner since his election in September 2015 and within that time he had not attended any Parish Council meetings which he had been invited to. On contacting other local Parish Councils she found this to be a widespread issue and reported it to Colin Gould District Councillor for Loddon who would speak to John Fuller Chair of South Norfolk.

**Highway Rangers** – There was no evidence the work requested had been carried out.

**Action Point Clerk** – contact Highway Rangers to find out if work had been scheduled or carried out. All further matters would be addressed in the following agenda

6. **Correspondence** – Had been circulated to Councillors prior to the meeting  
Nalc Newsletter , Parish Councillor Allowances and SNDC Litter Pick.

## 7. Finance

Date	Balances of Accounts		Amount	Totals
31.12.15	Savings		£1,305.84	
	Current		£500.00	
	Web Site Account		£55.00	
	Sub Total of Balances	Sub total		£1,860.84
Receipts				
	Sub Total of Receipts	Sub total		£0.00
	Payments	Detail		
23.01.16	L Gray Salary - Standing Order	STO	£133.43	
21.01.16	L Gray Clerks Expenses		£56.30	
23.02.16	L Gray Salary - Standing Order	STO	£133.43	
	Sub Total of Payments	Sub total		£323.16
	Balance of Accounts		Balance	£1,537.68

Councillors agreed the payment table

**2016/17 Budget** – the Budget figures had been amended and sent to Councillors. Councillors discussed the budget figures.

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**Precept 2016/17** – Figures had been circulated to Councillors prior to the meeting to illustrate differing percentage rises in the Precept and the effect it would have on Residents Council tax bills. On reviewing the amount of Precept to claim Councillors discussed the requirements of the village for 2016/17. Councillors agreed to increase the Precept by 3% costing each household £23.18 for the year signifying an 85p increase on last year's figures.

**Audit Arrangements** – Councillors had read the letter circulated. Councillors **approved** the recommendation not to opt out of the new audit process.

**Byrus Letter** – Councillors discussed the letter and agreed to defer the request to the July or September meeting.

## 8. Planning Applications

**The Old Rectory** – The residents from the property attended the meeting and Councillors were able to discuss concerns of the new proposed access arrangements. The planning officer had visited the site to view the trees and the proposed new access.

As the Highways officer had approved the new access to the site Councillors supported and **approved** the planning proposal.

## 9. Village Boundary Review

No formal information had been received regarding the boundary review, however Ashby St Mary were keen to remain independent. This item would remain on the agenda until more information had been received.

**Action Point – Clerk** to contact the District Councillor regarding the Village Boundary Review

## 10. Annual Parish Meeting Planning

The Agenda items were amended and agreed. Councillors agreed to give Ashby PCC the opportunity to publish the details of the Church room renovation and any events for fundraising in the Annual Parish Meeting flyer.

**Action Point – Clerk** – Ask Ashby PCC if they would like to include information of the church renovations in the APM flyer.

## 11. Report from representatives on the Village Hall Committee

With no scheduled meeting of the Village Hall committee since the last meeting of the Parish Council and the unfortunate rescheduling of the meeting to coincide with this evenings Parish Council meeting there was no report to be made.

## 12. Web site – Transparency Code

As Mark Rolph was not at the meeting the transparency code would be deferred to the next meeting. The Clerk read out the report provided. Amendments and additions had been added to the website to include Police and County Councillor reports.

## 13. Neighbourhood Security and Heating Oil Syndicate

No parish Police alerts for Ashby had been received since the meeting in December 2015.

**Heating Oil Syndicate** – The last purchase on 12<sup>th</sup> January 2016 for 12 households out of the 32 members and was the 12<sup>th</sup> purchase of the syndicate since November 2013.

## 14. Public Consultation and Reports from County and District Councillors

Barry Stone and Jaan Lerner were not present at the meeting. Barry Stone, County Councillor had sent a report that had been circulated to Councillors prior to the meeting.

## 15. Other Matters for future agendas and items for information

**Dog Fouling** – Problems increasing and Parish Council to investigate the purchase of signage

## 16. Date of next meeting 17<sup>th</sup> March 2016

The meeting closed at 9.00pm

### Meeting Dates for 2015/16

19 November 2015 - 21 January 2016  
17 March 2016 - 19 May 2016 - 7<sup>th</sup> July 2016  
Annual Parish Meeting 21 April 2016

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