

ASHBY ST MARY PARISH COUNCIL

Minutes of the Meeting held on Thursday 19th January 2017 at 7.45 pm at
Ashby St Mary and Thurton Village Hall

Present: Robert Todd (Chairman), Terry Kitt, Carol Powell and Mark Rolph.

Also Present: Linda Gray (Clerk) and Barry Stone.

This meeting was quorate

1. **Apologies of absence** were received and accepted from
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 19th November 2015**
The minutes, previously circulated, were approved and signed by the Chairman.

5. Matters Arising

District Councillor – Jaan Larnar – The Clerk raised concerns as she had not received any response to emails from Mr Larnar 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 12th January 2016 for 12 households out of the 32 members and was the 12th 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 17th 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 - 7th July 2016
Annual Parish Meeting 21 April 2016

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ASHBY ST MARY PARISH COUNCIL

Minutes of the Meeting held on Thursday 16th March 2017 at 7.30 pm at
Ashby St Mary and Thurton Village Hall

Present: Terry Kitt (Vice Chairman), Sarah Cook, Rachel Cooper, Edgar Hoddy, Carol Powell and Mark Rolph

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

This meeting was quorate

1. **Apologies of absence** were received and accepted from Robert Todd, Barry Stone, County Councillor and Jaan Lerner, District Councillor
2. **Declaration of Pecuniary Interest** - There were no declarations of interest reported.
3. **Minutes of the meeting held on 19th January 2017**
The minutes, previously circulated, were approved and signed by the Vice Chairman.
4. **Matters Arising from the minutes of 19th January 2017**
Highway Rangers – Feedback had been received from the rangers confirming that mud had been cleared, signs cleaned and offlet work had been completed on 7th March 2017.
Village Sign Mold - The mold and historic information surrounding the commission of the Village sign had been installed in St Mary's Church.
5. **Correspondence**
Police Report – The report had been circulated to all Councillors prior to the meeting. Councillors noted the report and no individual incident was highlighted.
War Memorial funding – The Clerk had forwarded the details of available funding to repair war memorials to the Rectory.
6. **Finance**
The payment table was approved by Councillors and would appendix the minutes.
Website – The cost had risen significantly to £61.70 causing issues regarding the automatic payment which had been addressed.
Auditor – Jacqui Clarke was appointed the Auditor for the 2016/17 accounts
7. **Planning applications**
2016/2785 The Old Rectory, Church Road, Ashby St Mary – Approved
2016/2994 Cuckoos Nest, Hall Road, Ashby St Mary – Approved
2017/0342 Chapel Lane, Ashby St Mary – TBA
The owners of the neighbouring property attended the meeting to discuss the issues of the application. The main concerns included the levels of the site affecting the height of the new building and the boundary fence along with the material to be used for overlooking windows, siting of the oil tank and capacity of the sewage plant were also highlighted.
Councillors supported the concerns of the neighbours and agreed to echo their anxieties in the response to the planning department.
8. **Village Boundary Review** – The consultation for the review was due to commence on 20th March to 12th June 2017 and second period of consultation would start on 31st August to 27th September 2017. The Clerk would circulate the consultation when received.
9. **Annual Parish Meeting planning**
Agenda – The agenda was agreed with reports from Edgar Hoddy, Tree Warden, Mark Rolph website, Neighbourhood Security and Heating Oil Syndicate, Robert Todd, Chairs report and Finance report from Linda Gray.
APM Flyer – The flyer would include the details of new councillors and new church noticeboard.
Distribution of the Flyer – The numbers of flyers per councillor were agreed.
Invitations – The Clerk would issue invitations to community groups.
Broadband service – B4RNorfolk – Mark Rolph had attended a presentation by the not for profit company regarding the improvement of Broadband to rural areas. It was agreed for a letter from

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B4RNorfolk to be distributed to Ashby St Mary with the APM Flyers.

10. Report from Representative on the Village Hall Committee from Carol Powell

Defibrillator – Thurton PC had applied to adopt the telephone box to install a defibrillator.

Car Park and Driveway – The grant applications for these areas would be delayed.

Safety checks – The fire alarm system had been checked and first aid box been updated. A first aid box had been donated by East Community.

Equipment – New tables and two new kettles had been purchased and drains inspected and remedial work completed.

Lunch club – Information had been provided by South Norfolk however this initiative would be put on hold for the time being.

Grant applications – An application from Tesco's bags of help had been submitted for £4k to replace the kitchen equipment.

Events – Sausage and Mash event 18th March where the 100 club winner would be drawn.

Annual Meeting will be held on 15th May 2017.

8.52pm Edgar Hoddy left the meeting

11. Web site – Transparency code – Report by Mark Rolph

Website – An overhaul of the website had been completed and initially successful however some problems had forced the under maintenance screen to be shown.

Transparency Code – A funding application for a Laptop, software and scanner totalling £500 had been submitted however the outcome was yet to be confirmed.

12. Neighbourhood security and heating oil syndicate report by Mark Rolph

Two local messages of suspicious activities had been reported and circulated.

Heating oil – on 11th February 2017 11k litres of oil was delivered to households.

13. Public Consultation and Reports from County and District Councillors

Road repairs – Repairs of potholes on Chapel Lane/Low Common had been completed. The patching work although extensive along the road was not of a high quality and was not expected to stand up to the rigours of the road in the short term.

Potholes - reported on St Marys Road and Mill Road.

Silt on the Road – No programme of clearing after heavy weather had been implemented.

Safety Issue – Terry Kitt had reported the large advertising sign situated on the verge close to the Gull PH.

Unsafe Trees – Edgar Hoddy reported after storm Doris, trees on Low Common very close to the highway had become a safety issue and required removal. Mark Rolph would contact the landowner to highlight the issue.

Action Point Mark Rolph – contact land owner re unsafe trees on Low Common.

Action Point Terry Kitt – Letter to Barry Stone regarding the Highway issues identified.

Report from Barry Stone, County Councillor February 2017 was circulated to councillors

No report from Jaan Lerner, District Councillor.

14. Other Matters for future agendas and items for information

Church Working party – 29th April 2017 – Working party to undertake cleaning and repairs of the Church and Churchyard, refreshments will be provided.

15. Date of next meeting 20th April 2017

The meeting closed at 9.13pm

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 18th May 2017 at 7.30 pm at Ashby St Mary and Thurton Village Hall

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

Also Present: Linda Gray (Clerk), Barry Stone, County Councillor and Jaan Lerner, District Councillor and 1 Member of Public.

This meeting was quorate

1. **Election of Chairman** - The Clerk asked for nomination for the role of Chairman. Robert Todd was proposed by Terry Kitt and seconded by Edgar Hoddy 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.
2. **Election of Vice Chairman** - The Clerk asked for nomination for the role of Vice Chairman. Terry Kitt was proposed by Robert Todd and seconded by Edgar Hoddy and with no further nominations was unanimously elected. Terry Kitt confirmed his willingness to stand as the Vice Chairman and the acceptance of offer was duly signed.
3. **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.
4. **Standing Orders** – a general review of the Standing Orders was undertaken without alteration
5. **Apologies of absence** were received and accepted from Carol Powell, Mark Rolph and Rachel Cooper. Sarah Cook had tendered her resignation which was accepted and recorded. Advertising the Vacancy- The Parish Councillor vacancy would be advertised shortly. Thanks were extended to Sarah Cook for her support and commitment to the Parish Council over a number of years.
6. **Declaration of Business and Pecuniary Interest** There were no declarations of interest made in relation to the following agenda.
7. **Minutes of the meeting held on 16th March 2017**
The minutes, previously circulated, were approved and signed by the Chairman.
8. **Matters Arising from the meeting held on 16th March 2017**
Low Common Trees – The trees which had been dislodged by Storm Doris had been reported to the landowner. The landowner had confirmed they were aware of the situation however at this time it was not a high priority.
Highways issues – Reported to Barry Stone and the advertising sign had been moved. There were no matters arising, which were not covered by the Agenda.
9. **Correspondence**
Tesco Bags of help scheme to support the Village Hall
Allotments – Unfortunately there was no allotment land available at this time.
10. **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 agreed
 - d. **Insurance Quote** - The insurance brokers Came and Co provided the quote for Ecclesiastical costing £164.25 for twelve months was approved
 - e. **Audit** - Councillors approved the recommendation from the internal auditor to sign the completed audit document. The bank reconciliation and the Audit document were signed by the Chairman.
 - f. **Donation and Section 137 payments**

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Village Hall Grass cutting - The request and invitation to consider increasing the grass cutting donation in light of reduced usage from the discussion at the Annual Parish Meeting was discussed and a donation of £100.00 was agreed.

Air Ambulance – A donation of £100.00 was agreed,

BYRUS – Terry Kitt would research and report back to the next meeting.

11. Planning Applications

2017/0342–Jay Bees, Chapel Lane, Ashby St Mary, rebuild barn to three bed residential dwelling - **Withdrawn**.

2017/0865 – Outbuilding adjacent to Grey Gables, Claxton Church Road, Ashby St Mary Conversion of farm outbuildings into single storey three bedroom dwelling with office and relocation of outbuilding providing garage/workshop retrospectively – **Approved**

12. B4RN High Speed Broadband

There had been mixed responses regarding enthusiasm from the discussion at the Annual Parish Meeting. Councillors considered the business plan of the not for profit service to be good with assurances of high speeds. For the provision of the service the link has to be continuous along the river and whilst Ashby St Mary is on the fringes of this project some households may benefit from the service. The company would provide a presentation when 50% responses from households in the village were received. The majority of Councillors received good broadband speeds however it was recognised that for a small quota of households it may improve broadband speeds.

13. Village Boundary Review

The email from Jaan Lerner which included the extract from a letter from John Fuller at South Norfolk had been circulated to all Councillors. Councillors supported Ashby St Mary remaining an independent Parish Council. South Norfolk Council was seeking consultation of residents and it was discussed and agreed that a letter drop was required to inform residents of the current situation and how to respond to the online consultation which ended on 12th July 2017.

14. Report from the Representatives on the Village Hall Committee - No report was available.

15. Web site – Transparency code

New hardware – Confirmation the Parish Council had been successful in its application for Transparency Code funding had been received and £500 had been awarded to the Parish Council to purchase a laptop and printer scanner.

Audit – Once the audit had been signed the Clerk would forward the relevant documents to be included on the Parish Council website for the Transparency Code.

16. Neighbourhood security and Heating Oil Syndicate

The member of public was informed about the neighbourhood security service along with the contact details of the heating oil syndicate.

17. Public Consultation and Reports from County and District Councillors

Barry Stone, County Councillor monthly report was circulated to all Councillors.

Report from Jaan Lerner, District Councillor –item was taken at 19.33pm and ended at 7.50pm.

Monthly report – To be circulated to all councils.

Governance review – The consultation period had been extended to 12th July 2017 due to the General Election.

Village Boundary Review – The consultation requested Parish Councils to consider their positions and reduce costs where possible by grouping together.

Robert Todd reported the Councillors and residents of Ashby were generally concerned regarding the transparency and consultation process for this review, they recognised the cost cutting element of the process but were keen to maintain the present arrangements and required more clarity of the process. There was concern regarding the removal of the decision making process from individual parishes something Ashby was keen to maintain.

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Jaan Lerner confirmed that parishes were required to respond to the South Norfolk consultation as fully as they could. Links to the surveys were available on the South Norfolk Website. Terry Kitt reported that when requesting responses for the Parish Plan and more recently the Local Plan the responses from Ashby St Mary residents were very high and supported Ashby St Mary maintain its independence. He continued that South Norfolk had a tendency to ignore local knowledge which was a loss of a valuable resource.

Large Advertising Signs on A146 – It had been recognised they were a danger and highways issue however the responsibility for removal had not been established between the County Council and South Norfolk.

18. Other Matters for future agendas and items for information
Advertise vacancy on the website.

19. Date of next meeting 13th July 2017 (this was a change to the previously published date)

The meeting closed at 8.48 pm

Meeting Dates for 2017

13 July 2017

21 September 2017, 23 November 2017

ASHBY ST MARY PARISH COUNCIL

Minutes of the Meeting held on Thursday 13th July 2017 at 7.30 pm at
Ashby St Mary and Thurton Village Hall

Present: Terry Kitt (Vice Chairman), Rachel Cooper, Edgar Hoddy and Carol Powell.

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

Due to circumstances beyond the control of the Parish Council and at very short notice the meeting location was moved and held at Malva Rosas, Mill Road, Ashby St Mary.

This meeting was quorate

1. **Apologies of absence** were received and accepted from Robert Todd and Mark Rolph.
2. **Declaration of Pecuniary Interest** - There were no declarations of interest made.
3. **Minutes of the meeting held on 18th May 2017.** The minutes, previously circulated, were approved and signed by the Vice Chairman.
4. **Matters Arising from the minutes of 18th May 2017**
Councillor Vacancy – The councillor vacancy of the Parish Council had been advertised.
Trees on Low Common – The trees damaged after storm Doris had been cut down and removed
There were no matters arising, which were not covered by the Agenda.
5. **Correspondence** (tabled separately)
Footpath – Email from resident confirming the first cut of footpaths had been completed
6. **Finance**
The payment table previously circulated was agreed however cheques could not be issued as only one signatory was present at the meeting delaying the issue of the cheques.
Purchase of Laptop – The new Parish Council laptop had been purchased by Mark Rolph from the transparency funding at a cost of £299.99.
Mandate Change – The process to change the signatories on the signing mandate online had failed and the paper based process had been adopted. The action to replace Sarah Cook with Terry Kitt required the signatory of Robert Todd who was currently on annual leave.
Byrus - From a recent Ashby St Mary PCC meeting Terry Kitt could confirm that BYRUS continued to provide a youth club in the village. The proposal by Edgar Hoddy to donate £100.00 was seconded by Carol Powell. A cheque would be issued at the meeting in September.
7. **Planning application**
JayBees – Rebuild barn to provide short term holiday let – The initial planning application had been withdrawn amended and resubmitted. Although changes had been made to the planning application improving the effect to the neighbours, the neighbours remained concerned regarding the uneven ground level affecting the overall height of the finished building and its impact on the light to their property. Councillors discussed and agreed that subject to removing comments relating to impact on privacy, which had been resolved in the amended application, the comments made for the previous application would be resubmitted for this application.
8. **Village Boundary Review**
The action agreed from the previous meeting to maildrop a letter to all residents highlighting the impact of the boundary review on Ashby St Mary including a request to respond to an online survey had been delayed and not given residents sufficient time to respond. Terry Kitt highlighted the need to know the comments of residents which responding to an online survey did not allow. He continued that historically response and support from Ashby residents for consultations was high and the local knowledge of this type of response invaluable. The Clerk reported that many residents had problems accessing the online survey. Councillors discussed and agreed to maildrop residents with a letter and tear off strip for them to return their comments, which would then be collated and sent in a letter to South Norfolk Council. The Clerk would contact Jaan Larner to ask for an extension to the response date highlighting the problems found by residents accessing the online survey.

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9. Village Hall Report from Carol Powell Village Hall Committee Representative

AGM – From the AGM three new elected members had co-opted three further members

Hire Fees – The increase of fees had been discussed with the main users and with no objections a new charging schedule would be agreed at the next meeting.

Tesco Bag Scheme - The representation at the local Tesco's had failed and there were now concerns regarding the eligibility of the grant and discussions were being held with Tesco's.

Pre-School – The request from the Pre-School to start a Forest School using part of the playing field was being considered and legal matters investigated.

10. Web site – Transparency Code

The website had been updated and this action would become easier when the software for the new laptop purchased from the Transparency code funding was installed.

11. Neighbourhood Security

Mark Rolph had established links and regular contacts with Jim Squires the South Norfolk engagement officer and he was receiving the weekly local updates.

Oil Syndicate – A new order had been made in the week of 26th June and new residents who had recently moved into the area would be contacted in due course.

12. Public Consultation and Reports from County and District Councillors

Report from Barry Stone, County Councillor –monthly report had been circulated to Councillors.

Report from Jaan Lerner, District Councillor – The recent email was read to Councillors.

Potholes – Councillors requested the criteria for repairing potholes regarding depth from Norfolk County Council and South Norfolk Council.

Finger post replacement on the junction of Chapel Road and The Street had on numerous occasions been requested and were yet to be replaced.

Highway Rangers – The Clerk reported that a report of work completed had been received on once occasion however since that time the Highway Rangers had not indicated when they would be returning to the village to complete further work such as the overgrown Gorse Bush on the corner of Mill Road and Mill Common.

13. Other Matters for future agendas and items for information

Village Boundary Review – To remain on the agenda

Pyes Mill, Loddon– South Norfolk had ceased the funding for further improvements to moorings

Wherrymans Way – There was a phased project to repair the long-distance footpath.

14. Date of next meeting 21st September 2017

The meeting closed at 20.52pm

Meeting Dates for 2016/17

19 January 2017, 16 March 2017,

Annual Parish Meeting 20 April 2017

18 May 2017, 13 July 2017

21 September 2017, 23 November 2017,