

ASHBY ST MARY PARISH COUNCIL
Minutes of the Parish Council Meeting
Wednesday 14th April 2021 at 18:00
Ashby and Thurton Village Hall

Present: Robert Todd (RT) Chairman, Terry Kitt (TK) Vice Chairman, Sarah Kings (SK), Jo Mace (JM), Carol Powell (CP) and Mark Rolph (MR). No members of the public were present.

1. Apologies

None

2. Declaration of Business and Pecuniary Interest

None

3. Minutes of the parish council meeting held on 29th January 2020.

Proposed a correct record by RT, seconded by TK and unanimously agreed.

4. Matters Arising from the minutes of 29th January 2020

Local Plan: RT explained that he had not seen anything apart from public information before lock down.

He suggested monitoring of the plan was needed. Information on 2020 was known but any other plans going forward towards 2030 were not.

5. To ratify proposals of the parish council sub-committee at the Zoom meeting held on the 6th July 2020.

a) Confirmation of the £1,000 donation to Thurton and Ashby Pre-School: RT proposed, TK seconded, all agreed.

b) Dog waste bin.

RT to find out the combined cost of emptying, the cost of a second dog bin (Church Road/Chapel Road was suggested) and if bin emptying could be more regular. RT proposed Ashby should supply a second bin. Because of the problem of the over-flowing of the existing bin TK suggested a notice be put on it and on social media to encourage people to take the waste home when the bin was full to avoid a health hazard - unanimously agreed. Current emptying charge was £135 p.a.

c) Speed Limit Sign.

TK said that it would be a removable speed awareness sign that perhaps Thurton could share. He was awaiting a reply from the Highways department regarding the cost.

6 Parish Clerk

RT confirmed the need to employ a replacement clerk. To SK he said this would be dealt with before the next meeting in June. He agreed a group of councillors should discuss the suitability of any candidates.

RT going to collate all information from Jayne Casey and in the process of finding a new clerk, CP to give RT email address of Tina Higlett, Thurton Parish Clerk.

7 Accounts

a) Accounts. RT accepted no account information was available or known as at the meeting date. He would acquire it. MR stated it appeared the website fee had not been paid and probably the NALC subscription also.

MR asked if it was known what funds were in the bank account – it was not known. Agreed the council needed to know the financial situation urgently. When this was known, MR offered to prepare an overview for essential record purposes and publication.

b) Precept

The parish council was aware it had not proposed or given authorisation for its precept amount to South Norfolk District Council. RT had gleaned SNDC had authority to use a default figure of 1.7%. Retrospectively RT proposed 1.7%, seconded by TK and agreed.

c) Dog waste bin

RT had established the bill had been paid which was an oversight by SNDC.

d) Auditor

It was agreed the parish council needed to confirm an auditor which would occur after its finances were known and had been reviewed.

e) Transparency Code

MR offered to try and establish the figures of the items required, once the parish's financial situation was known and if he was given access to sufficient documentation.

8 Planning and Correspondence

Nothing to report apart from the caravan in the Chapel Lane stables premises had been repaired and may be used as a tea room.

9 Ashby St Mary representative, Village Hall Management Committee

Due to the lockdown the Thurton and Ashby Pre-School remain the only users of the village hall. A person or persons had vandalised the play park area again and information had been placed on Facebook. It was hoped if all goes well that others would start to use the hall from May. Stephen Read was looking into registering the land of the village hall as a resident in Park Close had moved their property fence boundary into the land belonging to the Village Hall. RT advised the Land Registry would have ownership details.

10 Website

MR reported there had been a lack of financial information being notified for between 1 and 2 years so no annual budget or financial statement had been able to be uploaded. 7 website updates making 96 changes had taken place. NALC had notified the parish its website was not compliant with recent regulations covering accessibility for persons with various disabilities. It was a legal obligation that first a formal assessment needed to be carried out if the scale of an overhaul was deemed to be a 'disproportionate burden'. MR had carried out an analysis which he would circulate to councillors. The matter would be placed on the agenda of the next meeting and discussed again.

11 Neighbourhood Security and Oil Syndicate

MR provided details of neighbourhood changes he had become aware of involving six households. He had not been made aware of any local thefts or problems during the lockdown. He knew of scrap metal buyers visiting the area and, although not local, the occupants of a red Range Rover had been noted in connection with dog snatching. For the past year police messages had concerned Covid and text scams.

Oil Syndicate - Since January 2020 nine syndicate purchases had taken place totalling 68,850 litres. Red diesel could now be ordered.

12 Public consultations including those from County and District Councillors

Neither councillor was in attendance.

JM and SK reported a village litter pick had recently taken place – they felt the situation was 'not too bad'.

13 Matters for future consideration and items for information

It was accepted the APM could not be expected to take place until June 2021 or later.

TK and MR were looking to replace or add to Ashby's Grid references of properties with What3Words positions.

TK was in conference with resident John Chapman about people abusing their garden and private road with dogs and dog mess. TK was in discussion with Norfolk Highways about it.

TK understood Bob Ramsey had voluntarily cleaned our village sign and proposed a vote of thanks to him – agreed. On behalf of Ashby parish, TK had recorded a note of condolence regarding Prince Philip. He also confirmed a toilet at the Church was now connected and in operation.

CP noted a few footpath signs are broken or missing. TK would notify Norfolk Highways about it.

14 Date of Next Meeting

Wednesday 23rd June in the Village Hall at 7:30 p.m.

Meeting Ended at 7:55 p.m.

Minutes of Ashby St Mary Parish Council (ASMPC)
Wednesday 21st July 2021 at 19:00 at Thurton and Ashby Village Hall

In Attendance: Terry Kitt, Mark Rolph, Carol Powell, Sarah Kings.

Minutes: Tina Higlett – Parish Clerk

Members of the public

1. Clerk welcomed everyone to the meeting and advised attendees that Council are required to appoint a new Chairman due to resignation of Mr Todd. Mr Kitt showed an interest and was duly proposed by M Rolph and seconded by S Kings. Mr Kitt accepted, and Declaration of Acceptance was signed.

2. Appointment of Vice Chairman.

C Powell was appointed to Vice Chair.

3. To consider apologies for absence.

J Mace sent apologies.

4. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.

None.

5. Public Forum

Public interested in Village Clusters Housing Allocations Plan .

No District or County Councillor in attendance.

Chairman asked for agenda point 15. It to be brought forward as members of the public were in attendance to hear Parish Councils views on Village Clusters Housing Allocations Plan.

Council are of the opinion that sites identified in Ashby St Mary should not be included and support South Norfolk Councils decision that none of the sites are identified as preferred or shortlisted and the decision to reject. The proposed sites of which there are four are all outside the development boundary. Any development would see a major increase in traffic. This increase would also present a danger to pedestrians and footways are non-existent. Chairman spoke of the survey carried out in 2005 around the village where 98% of the responses received stated 'any development apart from minor infilling of plots within the development area were neither warranted nor necessary'. Clearly concerns that any development would spoil the character of the village. Members are of the opinion that its residents' views are respected and therefore reject the four sites put forward. Chairman went on to say that the view of the parish council is that the sites put forward for Thurton should also be rejected for the same reasons. It will be late 2022 before we know of the decision.

Member of public wondered if council could consider installing a dog waste bin at the top of the Loke near the rectory. Chairman proposed this should be included on the next agenda and would allow time to obtain costs.

Council resumed with formal agenda.

6. Confirmation of appointment of Parish Clerk.

Tina Higlett had agreed to step in and assist the Parish Council.

7. To approve the Minutes from the meeting held on the 29th January 2020.

These were approved and duly signed.

8. Matters arising from minutes of the 29th January 2020.

Loddon roundabout has now been started. The oak tree on the corner of Mill Common and Mill Road. Highways had advised it was not dangerous.

9. To approve the Minutes of the meeting held on the 6th July 2020.

These were approved and duly signed.

10. Matters arising from the Minutes of meeting held on the 6th July 2020

Preschool donation - proposed by C Powell seconded by S Kings – all in favour

Precept 2021/22 1.7% increase on 2020/21. Proposed by T Kitt seconded by S Kings – all in favour

11. To ratify decisions of the meeting held on the 14th April 2021.

All in agreement.

12. Chairman's report

Appendix 1.

13. Finance

I. To approve the accounts for 2019/20 – all in agreement

II. To approve the accounts for 2020/21 – all in agreement

III. Approve 2021/22 budget - proposed by M Rolph seconded by C Powell – all in favour

IV. Approved the Community Infrastructure Levy report.

V. Council proposed to exempt from the external Audit for 2020/21. Chair duly signed exemption certificate.

14. Asset Register

Register had been updated by M Rolph and was duly approved.

15. Planning

I. 2021/1283 Brackenwood Mill Road Ashby St Mary. Proposal: Erection of single storey side extension to dwelling.

Council ratified decision taken prior to meeting to enable them to meet deadline for comments.

Council could see no reason to object. – All in favour.

II. Village Housing Clusters Allocation Plan – previously discussed.

16. Report from Village Hall Management Committee representative.

Appendix 2. Report from C Powell.

17. Periodic Items

I. Standing Orders – currently under review.

II. Financial Regulations – currently under review.

18. Ashby Oil Syndicate/Neighbourhood Security/Website

Appendix 3 Report by MR attached.

19. Correspondence

I. Parish partnership for Local Highways Development Grant.

II. Reinstating of NCC Highways Rangers.

20. Matters for future consideration and items for information only.

Chairman had investigated the possibility of a speed camera on Mill Road. Council would have to identify six sites to display the camera should we decide to go ahead. Funding would be obtained from the Local Highways Development Grant, which is 50% match funded. Members proposed this maybe something we discuss with neighbouring village.

The editorial team of the Thurton Thunderer had approached the Council with a view to supplying editorial to the magazine. S Kings advised she would attend their next editorial meeting and update members at the next parish council meeting.

Members discussed the footpath around Mill Common which has become overgrown. It was proposed that council should appoint footpath wardens who could then update members on a regular basis. S Kings advised she would be interested and would ask J Mace to work alongside her.

21. Items for next agenda.

Dog waste bin, Co-option to council.

22. Dates of future meetings.

Council proposed to continue with meetings held on a Wednesday at 7pm. Dates agreed for the rest of 2021, 1st September, and 3rd November 2021. Additional meetings to be arranged should the need arise.

Meeting closed at 21.25.



ASHBY ST MARY PARISH COUNCIL

Minutes of Ashby St Mary Parish Council (ASMPCC)

1st September 2021, 19:00 at Ashby and Thurton Village Hall

In Attendance: Terry Kitt- Chairman, Mark Rolph, Carol Powell, Sarah Kings, Jo Mace.

Minutes: Tina Higlett – Parish Clerk.

District Councillor Vic Thomson

1. To consider apologies for absence.

County Councillor Kay Mason Billig

2. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.

None.

3. To approve the minutes of the last meeting held on 21st July 2021.

These were approved and signed by the Chairman.

Chairman asked for agenda point 5 to be brought forward as Cllr V Thomson had another meeting to attend.

Cllr Thomson spoke of South Norfolk Councils plans to house refugees from Afghanistan. The Help Hub is still operating 08:15 – 22:00 Monday to Friday. There has been a reported increase in fires in recycle bins. Majority has been due to people placing old batteries in them rather than recycling them in designated bins. Ketteringham Recycling centre will be holding disposal of hazardous waste days on 15th, 16th and 17th October.

4. Matters arising from the minutes of the meeting held on 21st July 2021.

- (i) Discussion around footpath which runs in front of Bronte cottage. This is not a private road. Norfolk County Council have erected a new sign which has been vandalised and sign is now pointing down the loke. Barrier has been erected and residents are happy for people to use it, however people are abusing it. A plan of the footpaths has been installed on the noticeboards. Dog waste has also been thrown into the hedges. Chairman proposed this should be discussed at the next annual meeting of the parish. Some footpaths have a lot of overgrown vegetation on them. Propose including this on next agenda.
- (ii) Purchase of dog waste bin. As requested at the last meeting member of the public asked if council would consider installing a bin at the top of the loke near the rectory. Members were in favour and unanimously agreed to install a dog waste bin on the island. Clerk advised council would be looking at a cost of £150 but would obtain a quote in readiness for the next meeting.
- (iii) Co-option to parish council. Two people have been approached and will update at next meeting.
- (iv) Report on meeting with editorial team of Thurton Thunderer. Council will be required to contribute a £100 per year towards printing costs. This could be reduced if more advertisers were sourced. Magazine goes to print four times a year and Ashby will be asked to produce editorial for the Christmas edition. Council will produce a flyer which will go to each

household advising them of the joint venture.

5. Public Forum.

Agenda point was brought forward to earlier in the meeting.

Clerk advised the Cllr Kay Mason Billig has been looking into a local flooding issue and as a result has had highways engineer out to check the drains and look at solutions for properties along the main road in Thurlton. Cllr asked that if anyone else had any issues then she would like to know.

6. Finance.

(i) Councils current financial standing was not available.

(ii) To approve payments

Internal auditor £132.00 chq: 100428

Ashby St Mary Village Hall £45.00 chq:100429

Payments for 2020/21 were also approved at this meeting.

Section 137 payments – none to approve

Audit 20/21

a) Council discussed the appointment of Mrs A Barnes as internal auditor for 2020/21

Proposed – M Rolph – seconded by C Powell – all in favour

b) Council acknowledged receipt of Internal audit and discussion followed around appropriate action.

c) Council considered the assertions on and completed Section 1 of the Annual Governance Statement 2020-21. Chairman and Clerk/RFO duly signed.

d) Considered and approved Section 2 Accounting Statements 2020-21. Chair and Clerk duly signed.

e) Council approved the Receipts and Payments Financial Statement 2020/21 and Bank Reconciliation for year end 2020/21.

f) Council set the public rights for 2020/21 to commence 6th September to 15th October 2021. Copies were handed to the Chairman and M Rolph to be placed on noticeboards and parish website.

7. Periodic Items

(i) Standing Orders and financial regulations

S Kings proposed to accept – seconded by C Powell. Chairman duly signed

(ii) Risk Assessment. Clerk advised virtual meetings to be included should face to face meetings not be viable in the future due to pandemic.

8. Community Infrastructure Levy

Council proposed looking into purchasing of new noticeboards and prices to be obtained.

9. Planning

2021/1706 Four Oaks Mill Road Ashby St Mary, New single storey front extension and alterations. Retrospective decision taken to meet comments deadline of 26th August 2021. Council in favour of application.

10. Report from representative of Village Hall Management Committee.

Most regular groups have now recommenced using the facilities. The floor is currently going through refurbishment. New door to be fitted in the kitchen. Emergency door also to be replaced but supplier has advised quote received in 2019 will be honoured. Community café

went well in August. This takes place on the 2nd Monday of the month. Pre-school have had a new fence installed. Risk assessment carried out on the dyke. Grating will need to be installed around the perimeter. A deep-water sign will also need to be erected. Funding will be applied for to assist with costs.

11. Reports re Website/Neighbourhood Security/Oil Buying Syndicate

Two updates have been carried out on the website, including cluster housing and councillor vacancy. Links to rainfall have been updated. Agenda and draft minutes have been posted on website. Nothing to report on security. Oil buying syndicate three orders have been received current price 40.5ppl.

12. Highways

Chairman advised he has yet to speak to Chair of Thurton Parish Council about the possible joint purchase of a mobile speed awareness sign.

13. Correspondence received and circulated

(i) NALC newsletters

(ii) NALC Wellbeing newsletters

(iii) Norwich Transport Consultation. Chair advised this could affect the A146 with major development taking place on the Colman's site at Trowse and the old May Gurney site. Particularly the NCC County Hall roundabout.

14. Matters for future consideration and items for information only.

Footpaths and Transparency code.

15. Date of next meeting

3rd November 2021

Meeting closed at 21.00.



