

ASHBY ST MARY PARISH COUNCIL

Minutes of Ashby St Mary Parish Council (ASMPC)

Wednesday 4th January 2023 at 19:00 at Ashby and Thurton Village Hall

In Attendance: Terry Kitt (Chairman), Carol Powell (CP), Mark Rolph (MR), Sarah Kings (SK)

Minutes: Tina Higlett (TH) – Parish Clerk.

1. Apologies

Apologies received from Cllr K Mason Billig – County Councillor and Cllr V Thomson

2. To consider co-options to Parish Council

Roberta Cargill and Jacqueline Goldring had shown interest in joining the parish council.

MR proposed - SK seconded – all in favour.

3. Declaration of Interest for Items on the Agenda and Dispensations for Councillors with a Pecuniary Interest.

None

4. Minutes of the last meeting held on the 9th November 2022

These were agreed as a true record of proceedings.

5. Public Forum

No public in attendance. Report received from District Councillor

6. Matters arising from minutes.

- Highways maintenance. Chairman advised he was still experiencing difficulties in trying to communicate with NCC Highways. Concerned with the cycle signs that have been erected around the village, since March 2022.
- Chairman has met with highways engineer to discuss the various drainage issues around the village. The consensus was that they don't feel there is much they can do to alleviate the issue. The dyke in Sandy Lane, looks fine but waste has been dumped into it which won't help. Any overspill will go to Chapel Lane rather than Sandy Lane.

7. Planning

2022/2422 Location Cuckoos Nest, hall Road, Ashby St Mary. Proposal: Erection of garden room. Council read through the application and were in favour. Vote no objection.

8. Finance

a) Community account £7046.18

b) To approve payments

Date	Payee	Method	Description	Amount
18/12/2022	T Higlett	Chq:100469	Clerks' salary – December + back pay	£300.60
04/01/2023	HMRC	Chq:100470	Clerks taxation	£148.20
04/01/2023	Autela Payroll Services	Chq:100471	Payroll Services	£54.00
04/01/2023	Ashby & Thurton Village Hall	Chq:100472	Hire of hall	£20.00

ASHBY ST MARY PARISH COUNCIL

18/01/2023	T Higlett	Chq:100473	Clerks Salary - January	£198.00
------------	-----------	------------	----------------------------	---------

- c) To note payments made since last meeting
A – Rudd - £39.00 installation of dog waste bin
- d) To note Community Infrastructure Levy – spend
Spend to date £1094.61. Balance £3108.04

9. Budget 2023/24

Clerk had adjusted figures on contribution towards the printing of the Thunderer to show zero. Thunderer is to cease production.

Council voted to accept budget - Proposed by MR – seconded by SK – all in favour.

a. Precept 2023/24

Council set precept at 3709.00. Proposed by CP – seconded by SK – all in favour.

b. Appoint internal auditor 2022/23

Clerk has contacted L Trueman to see if she would carry out audit again this year.

c. Submission to Parish Partnership Scheme

Clerk submitted grant application before the deadline. Looking for a grant of £6,000.00. Parish Council to contribute £2,000.00. Thurton Parish Council have advised they will match councils' contribution.

d. Report from Village Hall Management Committee

CP apologised she had no report to present, due to non-attendance at committee meeting.

10. Report re Website/Neighbourhood Security/Oil Buying Syndicate.

Neighbourhood Security -MR advised there was nothing to report for the village, however neighbouring village had reported there had been a spate of tyres slashed to vehicles parked on the highway.

Oil Buying Syndicate – No purchases made. Website – nothing to report.

11. Correspondence

- a) Action with Communities in Rural England (ACRE) - Platinum Jubilee Village Hall Fund closing date 20th January 2023

12. Matters for future consideration and items for information.

Planning application 2022/1875 to date no decision made. Chairman also advised he has not received any correspondence from South Norfolk Planning regarding concerns of the Parish Council.

13. Dates of future meetings.

Next meeting date 15th March 2023. Annual Parish meeting 26th April 2023.

Meeting closed at 20:25.



www.ashbystmary.org.uk

ASHBY ST MARY PARISH COUNCIL

Minutes of Ashby St Mary Parish Council (ASMPC)

Wednesday 15th March 2023 at 19:00 at Ashby and Thurton Village Hall

In Attendance: Terry Kitt (Chairman), Roberta Cargill (RC), Jacqueline Goldring (JG), Sarah Kings (SK), Mark Rolph (MR)

Minutes: Tina Higlett (TH) – Parish Clerk.

1. Apologies

Apologies received from Carol Powell and District Councillor Cllr V Thomson

2. Declaration of Interest for Items on the Agenda and Dispensations for Councillors with a Pecuniary

Interest.

None

3. Minutes of the last meeting held on the 4th January 2023

These were agreed as a true record of proceedings.

4. Public Forum

No public in attendance.

Report received from District Councillor V Thomson prior to meeting.

5. Matters arising from minutes.

- Highways maintenance. Chairman advised he had successfully made contact with NCC regarding the cycle signs that have been erected around the village. These have now been moved to the appropriate finger posts.
- Chairman was advised there is a large pothole outside Homeleigh on Low Common. Chairman advised he would report on the NCC Highways portal.
- Chairman advised that to date the parish council had received no correspondence regarding planning application 2022/1875 land between The Street and Sandy Lane Ashby St Mary for the development of a single high-quality sustainable dwelling with garaging.

6. Subscription to Parish Training and Support 2023

Council proposed leaving this till the next meeting of the parish council. Council waiting on subscription to Norfolk ALC for comparison.

7. Finance

- a) Community account £6166.20

b) To approve payments

Date	Payee	Method	Description	Amount
18/02/2023	T Higlett	Chq:100474	Clerks' salary – February	£198.20
15/03/2023	South Norfolk Council	Chq:100475	Dog waste emptying	£132.72
15/03/2023	Autela Payroll Services	Chq:100476	Payroll Services	£71.58
15/03/2023	HMRC	Chq:100477	Clerks' taxation	£129.20
15/03/2023	Ashby & Thurton Village Hall	Chq:100478	Hire of venue	£40.00
18/03/2023	T Higlett	Chq:100479	Clerks' salary – February	198.20

c) To note payments made since last meeting

IONOS £139.18

d) Norfolk ALC payroll provider.

Council approved the move to Norfolk ALC for payroll. By switching provider council could see an annual saving of around £100.

8. Consultations

a) South Norfolk Village Clusters Housing Allocations Plan (Reg. 19 Pre-submission Draft). Council was supportive of the South Norfolk Plan.

9. Elections 2023

Clerk made council aware of deadline date for nomination forms. Information on the election and the new photo ID have been placed on the website and noticeboards

10. Appoint internal auditor 2022/23

L Trueman was appointed and has agreed to carry out the audit during April 2023.

11. Arrangements for Annual Parish meeting.

Chairman advised he had drawn up a draft agenda. A flyer has also been produced for residents and these will be delivered prior to the meeting. Propose obtaining a quote from Roberts and Son printers for the printing of. Discussion followed around the review of the village plan and 'What Three Words'.

12. Periodic Items

Statutory Documentation

Document	Amendments	Notes
Asset Register	Inclusion of new noticeboards, dog waste bin	Items purchased from CIL money – approved

Standing Orders	Date of Review	Reviewed with no amendments approved	-
Financial Regulations	Date of Review	Reviewed with no amendments approved	-

13. King's Coronation Events

Chairman advised that a meeting was to be arranged with members of Thurton Parish Council to discuss the planning of the Coronation Big Lunch. Food proposed was jacket potatoes with various fillings and possibly a ploughman's style lunch. There will also be activities for children. Clerk advised she would apply for the £200 grant from South Norfolk Council.

14. Report from Village Hall Management committee.

C Powell not in attendance

15. Report re Website/Neighbourhood Security/Oil Buying Syndicate.

MR reported.

Neighbourhood Security – there seems to have been a spate of catalytic converter thefts in Norfolk.

Oil Buying Syndicate – 10 parishioners placed an order for around 6,000 litres.

Website – is up to date.

7. 16. Correspondence

a) LGA Code of Conduct

b) South Norfolk Council Annual Litter Pick.

c) County Deal for Norfolk

17. Matters for future consideration and items for information.

a) Defibrillator – Thurton Parish Council have placed an order for a new defibrillator. Council will be contributing £900 from Community Infrastructure Levy money.

b) Clerk advised council they were successful in securing funding from the Parish Partnership Scheme of £6050.00 This will be used to relay the village hall driveway.

c) MR advised there are issues again with the locking of one of the new noticeboards on Low Common. A wedge was currently being used to keep it closed. Clerk to contact supplier.

d) Training for new clerks

18. Dates of future meetings.

Annual Parish meeting 26th April 2023.

Annual Parish Council meeting 10th May 2023.

Meeting closed at 20:20.



Ashby St Mary Parish Council (ASMPC)

Draft Minutes Annual Parish Council Meeting

Wednesday 26th July at 19:00 at Ashby and Thurton Village Hall

In Attendance: Terry Kitt (TK) Carol Powell (CP) Roberta Cargill (RC), Jacqueline Goldring (JG), Mark Rolph (MR), district councillor Vic Thomson

Minutes: Tina Higlett (TH) – Parish Clerk.

2. To consider apologies for absence.
C Powell – holiday
2. To Co-opt, following vacancies not filled as a result of the recent uncontested election.
Harley Roebuck declared an interest in joining council.
Vote: Proposed by T Kitt – seconded by R Cargill all in favour
3. To receive declarations of Interest for items on the agenda.
Nil
4. Public Forum including reports from County and District Councillors
Cllr Thomson forwarded a newsletter to members prior to meeting. Concerns around the risks of wildfire fires and disposable barbecues this can also include hot embers in bins. South Norfolk will be going out to consultation on Anti-Social Behaviour – vehicle related. Consultation will last 8 weeks. County Broadband are currently carrying out presentations to villages and are offering to do village halls for free.
5. To approve the minutes of the meeting held on the 10th May 2023.
Proposed by J Goldring – seconded by R Cargill. Minutes approved.
6. Matters arising from the Minutes of 10th May 2023.
Nil
7. Planning
 - e) 2023/1838 Location: Orchard Studio Mill Common Ashby St Mary.
Erection of garage and decking to south of studio
Full Planning Permission.
The council stated it had no objection.
Chairman advised members that to date we have not received any updates on planning application 2022/1875 The Old Rectory. However, on the South Norfolk Planning Portal there is recent communication between the planning officer (SN) and the planning consultancy employed by the applicant, over the design suitability for the area and an extension to the timeframe to discuss plans further.
8. Finance
 - I. First quarter accounts were presented. Appendix 1.
 - II. To note payments since last meeting

Proposal:
Application Type:

	Payee	Method	Description	Amount
18/06/2023	T Higlett	Chq:100368	June salary	212.53
18/06/2023	Ashby & Thurton Village Hall	Bacs	Grant towards driveway	9000.00
18/06/2023	HMRC	Chq:100369	Clerks' taxation	139.80
07/07/2023	Autela Payroll	Chq:100371	Payroll services	54.58
18/07/2023	T Higlett	Chq:100370	July salary	212.53

Chairman advised that he had also reimbursed those who had purchased items for the Kings Coronation Get Together from the grant received for the event.

Date	Payee	Method	Description	Amount
11/05/2023	C Powell	Bacs	Coronation Expenses	28.70
11/05/2023	J Goldring	Bacs	Coronation Expenses	55.17
12/05/2023	Mr. Kitt	Bacs	Coronation Expenses	40.00
23/06/2023	Roberts & Son	Bacs	Printing of flyer	20.00

III. To approve Payments

Date	Payee	Method	Description	Amount
19/07/2023	Ashby & Thurton Village Hall	Chq:100372	Hire of venue	£54.72
19/07/2023	Ashby & Thurton Village Hall	Chq:100373	Hire of meeting room	20.00

IV. Community Infrastructure Levy

This was approved for the year ending 31st March 2023. Appendix 2.

V. To note receipts since last meeting

Date	Payee	Method	Description	Amount
24/05/2023	Norfolk County Council	Bacs	Local Members Highway Grant	7000.00

9. Consultations

I. Green Spaces in Greater Norwich – Council acknowledged.

II Chet Neighbourhood Plan Pre-Submission Regulation 14 Consultation Council acknowledged.

10. Periodic Items

I. Statutory Documentation

Document	Amendments	Notes
Data Protection Policy	Nil	Next review July 2025- council approved
Media Policy	New policy	Council approved

11. Update on Parish Emergency Plan
Chairman proposed the inclusion of pandemics (Covid), Fire (prolonged dry spells) Personal care (extreme temperatures).
12. Communication between councillors and residents
Chairman circulated a draft flyer from the parish council reference the Ashby Emergency Group. It will only be used to convey council business. Chairman asked for feedback prior to printing and delivery in September.
13. Report from Village Hall committee
Most regular users will be taking a break for the summer holidays. The school held its sports day on the 7th July on the playing field. Interest from the Tiffin Day Nursery to incorporate a Forest School within their daily routine. Play park inspection and 5-year electrical test will be carried out during July. Ongoing issue over the land ownership with HM Land registry. The drive has now had a new surface laid and electrical lights installed. Thanks, were also passed onto both Ashby & Thurton Parish Councils for their financial support.
14. Report on Website/Neighbourhood Security/Oil Buying Syndicate
The website has recently been updated and includes all statutory documentation.
Nothing to report on Neighbourhood security.
Oil Buying scheme one order was placed in June for 6,650 litres at a price pence per litre of 53.15 for six people. The clerk asked permission to include details of the scheme on Thurton Parish Council website to increase members.
15. Correspondence
 - I. South Norfolk Customer Satisfaction Survey 2023- closed 12/07/2023.
 - II. South Norfolk Council Town & parish Summit November 2023
 - III. South Norfolk Pride in Place round 2 community Grant
 - IV. Appointment of new Chairman of South Norfolk Council – James Easter
 - V. Norfolk ALC newsletter
 - VI. Norfolk Parish Training & Support – Training newsletters
 - VII. Temporary Traffic Regulation Order – Rockland St Mary 03/08/2023
 - VIII. Kings Coronation Grant return of event evaluation for
 - IX. Appointment of new Compliance Manager for South Norfolk Council
16. Matters for future consideration and items for information.
 - I. What three Words
 - II. Emergency Plan
 - III. Parish Plan
17. Date of next meeting 13th September 2023.

Appendix 1.
First Quarter accounts.

1st Quarter 2023-24

Payments	Budget 2023/24	Actual spend	Over/Un- der spend	Receipts	Budget	Actual
	£	£	£		£	£
Administration				Precept	3709.00	1854.50
Salaries and related costs	2900.00	989.92	1910.08	Grants (other)		
Staff Training	50.00		50.00	Council Tax Support Grant		
Staff expenses and subscriptions				CIL (Community Infrastructure Levy)		
Members Expenses				Vat refund 2020-21		
Venue Hire	160.00	20.00	140.00	Interest		
Members Training	150.00		150.00	NCC Grant	7000.00	7000.00
Audit Fees	100.00	50.00	50.00	VAT refund 2021-22		
Insurance	400.00	277.00	123.00			
Payroll Services	250.00	54.58	195.42	Total	10709.00	8854.50
Norfolk PTS	55.00	55.00	0.00			
Subscriptions other				Opening Balance @1st April 2023	5596.30	
Stationery	15.00		15.00	Total Income	8854.50	
Postage	22.00	7.60	14.40	Total Expenditure	11517.97	
Software Support	30.00		30.00			
Website Support	150.00		150.00	Balance	2932.83	
Village Magazine	470.00	40.00	430.00			
ICO	35.00		35.00			
Legal Fees	110.00		110.00	Represented by:		
Village Maintenance				Business Premium Account - 30/06/2023	3572.27	
Street Furniture Maintenance	100.00		100.00	Less outstanding cheques		
Dog Waste Bin Emptying Service	270.00		270.00	chq:100365	20	
Sub Total Recurring Expenditure	5267.00	1494.10	3772.90	chq:100368	212.53	
Other Expenses				chq:100369	139.80	
Capital Expenditure				chq:100370	212.53	
Parish Plan				chq:100371	54.58	
Sub Total Expenses	0.00	0.00	0.00	Total	2932.83	
Grants & Donations				Reserves		

Kings Coronation Grant	200.00	123.87	
Sub Total Grants	0.00	123.87	0.00
Other			
Local members Highways Grant	7000.00	7000.00	
Contribution towards defib (CIL)		900.00	
Contribution towards Village hall driveway (CIL)		2000.00	
Sub Total Other	7000.00	9900.00	
Totals	12267.00	11517.97	3772.90

General reserves 3772.90

Appendix 2

Ashby St Mary

Community Infrastructure Levy Report - Income and Expenditure for the year ending 31 March 2023

INCOME RECEIVED FROM SOUTH NORFOLK DC

Date	Development Description	Amount
Apr-22	Hillfarm Barn, Mill Common, Ashby St Mary	74.88
Total received from 1 April 2022 to 31 March 2023		74.88

EXPENDITURE

Date	Expenditure Incurred/description
2022	Noticeboards
	Dog waste bin
	Dog waste bin
Total spent from 1 April 2022 to 31 March 2023	

Unspent Balance brought forward from previous years	4,166.77
Total spent from 1 April 2022 to 31 March 2023	1,133.61

Parish CIL balance as at 31 March 2023	3,108.04
---	-----------------



Minutes of Ashby St Mary Parish Council (ASMPC)

Wednesday 13th September 2023 19:00

Ashby and Thurton Village Hall

In Attendance: Terry Kitt (TK) Carol Powell (CP) Roberta Cargill (RC), M Rolph (MR), Harley Roebuck (HR)

Minutes: Tina Higlett (TH) – Parish Clerk.

1. To consider apologies for absence.

J Goldring – Apologies accepted.

2. To receive declarations of Interest for items on the agenda.

Nil

3. Public Forum including reports from County and District Councillors

No public and no County and District councillors in attendance

4. To approve the minutes of the meeting held on the 26th of July 2023

Minutes to be adjusted to show M Rolph in attendance.

5. Matters arising from the Minutes of 26th July 2023.

I. Point 12. Communication between councillors and residents.

Chairman reiterated that communication between councillors and residents will be for parish council business only. Council will always insure GDPR safety compliant.

Point 16. Matters for consideration. What three words - Chairman and MR working together.

II. Emergency Plan - Chairman will present draft plan when complete and stated he was working towards next meeting. To include pandemics (Covid 19) and fire safety.

III. Parish Plan – To gauge views of residents as to whether they agree with current plan. This includes developments only on Mill Road and infill.

6. Planning

Report on Planning applications commented on since the last meeting.

None received.

7. Finance

Council's current financial standing.

Community Account 01/09/2023 = £2932.83

I. To note payments since last meeting

None

II. To approve Payments

Date	Payee	Method	Description	Amount
18/08/2023	T Higlett	Chq:100374	August salary	£212.53
13/09/2023	Ashby & Thurton Village Hall	Chq:100375	Hire of meeting room	£20.00
13/09/2023	South Norfolk Council	Chq:100376	Dog waste emptying 26/01 -31/03/2023 one bin	£20.42
13/09/2023	South Norfolk	Chq:100377	Dog waste emptying	297.29
Council			Annual charge 01/04/2023- 31/03/2024	
13/09/2023	HMRC	Chq:100378	Clerks Taxation	139.80
18/09/2023	T Higlett	Chq:100379	September salary	212.53

III. Banking arrangements

Chairman proposed that CP has access to online banking arrangements. All in favour.

8. Consultations

I. Formal Consultation South Norfolk: Public Spaces Protection Order – Vehicle Related Anti-Social Behaviour.

II. Administration

Clerks' attendance to data protection course delivered by Norfolk PTS - All in favour

Norfolk Parish Training & Support Autumn Seminar - All in favour.

9. Report from Village Hall committee

CP reported that all regular hirers have now returned after the summer break. The first community café for the autumn was down in numbers but this could be due to the first one after the summer. The Tiffin Day Nursery is keen to incorporate a forest school twice a week into their daily routine. The play park inspection has identified some areas that need addressing. The 5-year electrical check was conducted in July and there is some minor work to be carried out. AGM will be held on the 18th September 2023.

10. Report on Website/Neighbourhood Security/Oil Buying Syndicate (MR)

I. Oil Buying Syndicate - Oil companies are offering incentives to order from them.

II. Neighbourhood security – People are being made aware of scams such as courier fraud.

III. Website – Website is up to date. Draft July parish council minutes have been published.

11. Correspondence

I. Town & Parish Councils and D Day 80th celebration, 6th June 2024. Chairman suggested contacting Thurton Parish Council to see if they would like to collaborate on a joint celebration.

II. South Norfolk Mindful Town and villages – mental health support for your community. Norfolk and Suffolk Foundation Trust are offering wellbeing training for anyone wishing to become a wellbeing champion for the village.

12. Matters for future consideration and items for information.

I. Footpath down the Loke was badly overgrown but this has now been cleared by the landowner.

II. Thanks to South Norfolk Council for their prompt repair of the road sign in Chapel Lane which was taken damaged by a tractor. Reinstated within 2 days.

III. Chairman informed members he had attended a meeting with neighbouring parish councils to discuss safety concerns with the A146. Discussion centered around the crossing of the A146 at Prospect Place and the crossing island in Thurton.

The view of those in attendance was that the speed should be reduced to 30mph rather than 40mph. The main problem on the A146 is the speed of vehicles and that a meeting with NCC should be arranged to discuss combating speeding motorists and pedestrian safety. The traffic island is not substantial enough and is very dangerous due to the close proximity of pedestrians with vehicles. The view is the island needs to be altered, the inclusion of railings. Village gateways were also discussed and Thurton PC will look to apply for grant funding through the parish partnership scheme to purchase/install. Members of the council stated they would support Thurton. Chairman will draft a letter to Thurton PC advising of councils support and circulate to members for their comments.

IV. Brambles are overgrown on Sandy Lane. Chairman to report to NCC Highways.

V. Website compliance to be included on the next agenda.

13. Formalise meeting dates.

Council approved meetings will in future be held on the 2nd Wednesday of the month.

Future dates 8th November 2023, 10th January 2024, 13th March 2024 and 8th May 2024

14. Date of next meeting 8th November 2023.



Ashby St Mary Parish Council (ASMPC)

Draft Minutes Annual Parish Council Meeting

Wednesday 8th November 2023 at 19:00 at Ashby and Thurton Village Hall

In Attendance: Terry Kitt (TK) – Chairman, Carol Powell (CP), M Rolph (MR), Harley Roebuck (HR)

Minutes: Tina Higlett (TH) – Parish Clerk.

3. To consider apologies for absence.

J Goldring and R Cargill – Apologies accepted.

4. To receive declarations of Interest for items on the agenda.

Nil

5. Public Forum including reports from County and District Councillors
No public and no County and District councillors in attendance

6. To approve the minutes of the meeting held on the 26th July 2023
Minutes approved.

7. To approve the minutes of the meeting held on the 13th September 2023.
Minutes approved.

8. Matters arising from the Minutes of 13th September 2023.

Point 6. Planning. The Clerk at the request of the Chairman had contacted South Norfolk Planning requesting an update on planning application 2022/1875. Planning Officer advised that the application is still ongoing, and that the applicant has been exploring some different policy options and reviewing case law.

Point 13. Matters for future consideration. Thurton Parish Council are looking to set up an online petition through the Norfolk County Council Website. The petition will be to address highway safety issues. ASMPC have already advised of their support.

7. Planning

7.1 Report on Planning applications commented on since the last meeting.

2023/2944 Ashby Hall, Hall Road Ashby St Mary. Proposal: Removal of existing conservatory and erection of new conservatory. Enlargement and alterations of current kitchen extension to include new external doors and replacement rooflight.

Proposal would have no impact on the village. Council approved the application.

2023/2945 Ashby Hall, Hall Road Ashby St Mary – Listed building consent.

8. Finance

8.1 Council current financial standing

See appendix 1.

8.2 Payments made since last meeting.

Chairman advised the Village Hall had applied for a £300 'Go for It Grant' from South Norfolk Council. The funds had been paid into ASMPCC bank account and Chairman had transferred this to the village hall bank account.

8.3 To approve Payments

Date	Payee	Method	Description	Amount
18/10/2023	T Higlett	Chq:100380	October salary	£212.53
03/11/2023	ICO	Direct Debit	Annual Registration	35.00
08/11/2023	Autela Payroll Services	Chq:100381	Payroll Services	£54.58
08/11/2023	Norfolk Parish Training & Support	Chq:100382	Clerks training	£31.50
08/11/2023	Ashby St Mary Village Hall	Chq:100383	Hire of venue	60.00
08/11/2023	T Higlett	Chq:100385	Postage stamps	10.00
18/11/2023	T Higlett	Chq:100384	November salary	212.33

8.4 Banking arrangements

Chairman advised that CP now has access to online banking arrangements for ASMPCC.

8.5 Budget 2024-25

The clerk presented the council with the draft budget for 2024-25. Members were asked to give consideration to future projects to enable the setting of the precept and approving the budget in January 2024. The clerk advised the council there are discussions around parish councils moving to gov.uk email addresses and websites. It was proposed the council allow for this expenditure within the 2024-25 budget. Norfolk PTS have agreed a financial package for their subscribers with Parish On Line for website design using gov.uk standards which also includes 20 mailboxes.

9. Consultations

9.1 Notice of Consultation on the Greater Norwich Local Plan Proposed Main Modifications.

Chairman will draft a response and circulate to members for comments.

9.2 Review of Polling Districts and Places 2023-24.

Council duly noted.

10. Administration

10.1 Norfolk PTS Autumn Seminar.

Attended by clerk. Invited speakers gave talks on planning, benefits of green spaces, defibrillator registering, cloud storage and social media. Clerk attended breakaway sessions on social media and the future for councils moving to gov.uk email accounts.

10.2 Report from clerk on recent attendance to Data Protection course.

Clerk to circulate handouts to members.

11. Emergency Plan

Plan is now complete. Each property has been allotted 'What Three Words.' Residents can use their own should they wish to. Flooding hotline number will be included before arranging for printing and distribution will be carried out by councillors.

12. Report from representative of Village Hall Management Committee.

CP said that £500 had been raised from a recent quiz night held at the hall. Another one is planned for the 2nd December. Community café dates are the 13th November and 11th December. The hall, small meeting room and kitchen have recently been painted. Looking to have the acoustic problem addressed and have received quotes from various companies. Cost ranges from £3000 upwards. Trustees will be applying for a Pride in Place Community Grant through South Norfolk Council. Advised that the grant could cover things like new external doors, heating, carpeting, and sound proofing. Anything over £2,500 three quotes would need to be obtained. One of the conditions of the grant is that it is match funded – 50/50

13. Report on Website/Neighbourhood Security/Oil Buying Syndicate

13.1 Oil Buying Syndicate – In October, 8 orders were placed with one new participant.

13.2 Neighbourhood security – Nothing to report.

13.3 Website – The Website is up to date, including emergency group details.

14. Correspondence

14.1 Parish Online newsletter

14.2 Broadland & South Norfolk Business Awards

14.3 South Norfolk Town and Parish Council summit November 2023

14.4 Temporary Traffic Regulation Order for Mill Road 23 October – 6th November 2023.

14.5 Norfolk Parish Training subscriber newsletter

15. Matters for consideration and items for information.

Chairman spoke of recent drainage works conducted by NCC highways on Mill Road. The remedial works was to combat excess water running into driveways. However, works on the kerbs would only make it worse and it was felt that further down the road was where the real problem was and needed rectification to stop silt build up.

The pothole on Mill Road has been repaired. The cutting of brambles will be carried out when the NCC highways rangers are in the area. Both had been reported on the NCC highways portal.

16. Date of next meeting 10th January 2024.

Meeting closed at 20:40

Appendix 1.

2023-24

Payments	Budget 2023/24	Actual spend	Over/Un- der spend	Receipts	Budget	Actual
	£	£	£		£	£
Administration				Precept	3709.00	3709.00
Salaries and related costs	2900.00	1554.78	1345.22	Grants (other)		
Staff Training	50.00		50.00	Council Tax Support Grant		
Staff expenses and subscriptions				CIL (Community Infrastructure Levy)		
Members Expenses				Vat refund 2020-21		
Venue Hire	160.00	60.00	100.00	Interest		
Members Training	150.00		150.00	NCC Grant	7000.00	7000.00
Audit Fees	100.00	50.00	50.00	VAT refund 2021-22		
Insurance	400.00	277.00	123.00			
Payroll Services	250.00	54.58	195.42	Total	10709.00	10709
Norfolk PTS	55.00	55.00	0.00			
Subscriptions other				Opening Balance @1st April 2023	5596.30	
Stationery	15.00		15.00	Total Income	10709.00	
Postage	22.00	7.60	14.40	Total Expenditure	12495.26	
Software Support	30.00		30.00			
Website Support	150.00		150.00	Balance	3810.04	
Village Magazine	470.00	40.00	430.00			
ICO	35.00		35.00			
Legal Fees	110.00		110.00	Represented by:		
Village Maintenance				Business Premium Account - 01/10/2023	3810.04	
Street Furniture Maintenance	100.00		100.00			
Dog Waste Bin Emptying Service	270.00	317.71	-47.71			
Sub Total Recurring Expenditure	5267.00	2416.67	2850.33	General reserves	2850.33	
Other Expenses						
Capital Expenditure						
Parish Plan						
Sub Total Expenses	0.00	0.00	0.00			

Grants & Donations

<i>Sub Total Grants</i>	0.00	0.00	0.00
-------------------------	------	------	------

Other

<i>Local members Highways Grant</i>	7000.00	7000.00	
Contribution towards defib (CIL)		900.00	
Kings Coronation Grant	200.00	178.59	
Contribution towards Village Hall drive-way (CIL)		2000.00	
<i>Sub Total Other</i>	7200.00	10078.59	

Totals	12467	12495.26	2850.33
---------------	-------	----------	---------



www.ashbystmary.org.uk



Minutes July 2023

Chairman.....