

Ashby St Mary Parish Council (ASMP)  
 Minutes of Parish Council Meeting  
 Wednesday 12<sup>th</sup> February 2025  
 at 19:00 Ashby and Thurton Village Hall

In Attendance: C Powell (CP), J Goldring (JG) H Roebuck (HR)

District councillor V Thompson.

Minutes: Tina Higlett (TH) – Parish Clerk.

Members proposed bringing forward agenda item 6 public forum to enable Cllr Thompson to convey his report as he had another meeting to attend.

Cllr Thompson had forwarded a report to members prior to the meeting, but reminded members of the South Norfolk refuse bin app. Also spoke of up to date road reports using Causeway one. Network

MR joined the meeting and apologised for late arrival.

Septic tank replacement free of charge for properties in the catchment area. Map to check whether you are in the area can be found on councillor's report appendix 1.

County Deal – devolution one mayor to oversee Norfolk/Suffolk election will take place in May 2026 with election for councillors taking place in May 2027.

Cllr Thomson left the meeting.

1. To appoint a Chair for the meeting.

Carol Powell Vice Chair was asked to chair the meeting.

Proposed by MR and seconded by JG- CP duly accepted.

CP advised she would not like to take this on permanently. Members proposed to discuss appointment at Annual meeting of the parish council, otherwise each will take a turn to Chair meetings.

2. Co-option onto Parish Council

JG advised she had spoke to someone who was interested in joining the council. They had moved into the village in 2020, therefore meet the criteria. Due to other commitments, they were unable to make this evening meeting. It is hoped that they will be able to attend council's next meeting. Members will continue to lobby for new members.

3. To consider apologies for absence.

None.

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

Nil.

5. To approve the minutes of the meeting held on the 12<sup>th</sup> December 2024.

These were approved.

## 6. Public Forum

Nil in attendance.

District councillors report conveyed earlier.

## 7. Matters arising from the previous minutes.

- a) Precept- South Norfolk acknowledged precept request for 2025/26.
- b) Banking- Correspondence received acknowledging amendments to councils banking arrangements.

## 8. Administrative Issues

- a) Website update – MR advised the front page will show two areas – Community and Parish Council. Clerk to advise MR of the headings required for parish council side of the site. Clerk was also asked to advise and if necessary supply documents which must be included to meet Transparency regulations.
- b) Payroll – Chair signed the Employee Terms and Conditions Change document authorising Autela Payroll to amend the clerks hours from 4 hours to 3.5 hours per week as from the 1<sup>st</sup> May 2025.
- c) Meeting dates- Council will continue with the format of bi monthly meetings on the 2<sup>nd</sup> Wednesday of the month.  
It was suggested that each councillor could take it in turn to Chair meetings. Members were scheduled to Chair at least one meeting for the foreseeable future, should no one take on the role of Chair from May 2025.
- d) Documentation held by previous Chair – MR advised he now held all documents and proposed these need to be gone through to see if they are of any relevance. JG advised the council she would be happy to go through the documentation on behalf of the council. Clerk reminded members that the Archive Centre will take historical documents and that she is hold. minute books which are waiting to be archived. It was proposed JG, and the clerk will go through what needs to be archived.

## 9. Finance

- a) Council current financial standing.  
Community Account £2344.33
- b) Approve payments  
T Higlett – Clerks salary January/February 2025 – £438.18  
HMRC – months 10/11- £104.60

## 10. Periodic Items

- a) Grant Awarding Policy – This was approved.
- b) Asset Register – This was updated and approved.
- c) Adoption of a Reserve's Policy – Clerk to draft policy for discussion at next meeting.

JG spoke of concerns around the deterioration of the village sign and proposed speaking to the artist who has restored it in the past. Item for next agenda.

## 11. Report from Village Hall Committee

Finances are good. Donations of a £1,000 from Thurton Parish Council towards the car – park and a winter grant of £500 had been applied for from South Norfolk Council towards the community café.

Invoices for the grass cutting totaled £1190 for 2023/24.

Fire extinguisher service £100.86 and disabled toilet refurbished £160.00.

Annual insurance £1103.16. There have been a number of insurance issues which need to be addressed.

Electrical report – 5-year examination stated no need to upgrade unless there are new installations.

Currently working on information for the Charity Commissioner's annual return. Extra information is required due to the account's income for 2023/24.

Regular groups continue to meet although Loddon football club have not placed any booking this year. The hall will not be required as a polling station in 2025 as there will be no elections this year due to devolution. Ben Goldsborough MP for South Norfolk is holding a surgery on April 11<sup>th</sup>.

Pre School will be holding a jumble sale on the 15<sup>th</sup> March.

Fund raising events planned include 3 quiz nights, gin tasting evening and celidh.

Had looked to hold a VE day celebration in May but there were no grants available and it would need to be held on the 8<sup>th</sup> May 2025.

Awaiting to hear from the Land registry over a potential garden encroachment

12. Report on Website & Accessibility/Neighbourhood Security/Oil Buying Syndicate

Website previously discussed.

Neighbourhood Security – Nothing to report.

Oil Buying Syndicate – 6 people order oil amounting to 52,000 litres at 60.09ppl.

13. Correspondence.

- a) Norfolk PTS newsletters
- b) South Norfolk Planning Applications and Decisions
- c) South Norfolk Planning Appeal

14. Matters for future consideration and items for information.

None.

15. Date of next meeting – 14<sup>th</sup> May 2025 Annual Parish Council meeting.

CP resigned as Chair.

Meeting closed at 20:45

## Appendix 1.

### County Deal

Updates coming. Expecting announcement this week about priority Group

#### 1. Devolution

Devolved powers and money

Mayor

#### 2. Change of council's structure

Unitary.

### FTTP

Work is proceeding with City Fibre, Gigaclear and Openreach. Updates as soon as possible.

### Mobile networks

Earlier this year, the council partnered with mobile analysts Streetwave to install monitoring devices on waste collection vehicles across all seven districts in Norfolk.

These devices measure the quality of mobile networks across the county, collecting data on signal strength and download speeds.

You can check mobile coverage in your area either by entering your post code the online checker, or by browsing the coverage map, where you can filter by network.

### Fix my street, reporting roads

There's a new website for reporting damage or issues with roads, footpaths etc. It links with Norfolk County Council's site but it arguably a bit easier to use. I've tried it a few times and shortly after submitting your report you'll get an email from NCC confirming the report and providing a reference number. You can access it from their website on any device (phone, tablet, computer) and the instructions are intuitive.

Whether it gets the roads fixed any quicker is unlikely, but a pothole unreported will never get fixed, so please give it a go when you come across one.

Note: this is a national website and not limited to Norfolk so wherever you may be, give it a go.

### Septic Tanks

Properties that are in the catchment area receive, free of charge, a replacement packaged treatment plant to replace their septic tank.

If you have a septic tank and think you are in the catchment, go to the following link to catchment area.

Wensum and Broads Nutrient Neutrality Catchment Map

The best way is to go to the website, [www.norfolknutrientneutrality.co.uk](http://www.norfolknutrientneutrality.co.uk) and ask them to fill out the application form. This is what each donor needs to do anyway and there is also information on the site which will help. Our phone number is also there which they can call for further information.

### Pension credit/warm rooms

Trying to find the missing cohort:

People who no longer receiving winter allowance and can apply for Pension Credit.

Warm rooms again

### Bin app

Download today and make sure you never miss another bin collection again. You can also find more information about:

- your bin collection days
- print your own collection calendar
- find out what you can and can't recycle
- keep informed of any collection changes
- play the waste sorting game

Search Bin Collections South Norfolk on the App Store or Google Play.

Roads. For Up to Date road reports use  
Causeway one.network

#### Gritting routes

Just so you are all aware, the council receives a specialist weather forecast from Meteo, which breaks the county down into seven different areas for winter gritting. This is backed up by several weather stations around the county. The decision to grit is then taken by the council's Highways teams based on these weather forecasts. Meteo also provides the data and forecast information nationally for the BBC. The road surface temperatures (which are key rather than air temperatures used by broadcasters) to drop below +0.5 degrees (to a minimum of +0.3 degrees) dictate the gritting. The council's policy is to treat when the forecast road surface temperatures fall below +0.5 degrees.

The cold, wintery weather is forecast to continue, and the winter Highways crews are gearing up to work when conditions indicate the need for treatment.

Be informed- advice and information to keep safe

- Keeping warm in winter
- Winter driving
- Winter cycling
- Winter walking
- Winter power cuts
- Gritting
- Service disruptions
- Met Office weather warnings
- Government flood warnings
- Norfolk Resilience Forum emergency advice and guidance

#### Norfolk Winter

- Norfolk Winter is here to give you the information you need to help you keep healthy, happy and safe during the colder months.
- The Norfolk Winter team will grit whenever icy conditions are predicted by our weather provider and aim to complete treatment within 3 hours of mobilisation from the depot. Climatic and thermal differences within the county are monitored and this can lead to different areas in the county receiving different treatments at different start times dependent upon the daily forecasts throughout the gritting season. For further details about the delivery of the winter service read our Winter Service Policy (PDF, 3 MB)
- You can get the latest winter updates on Facebook and X (formerly Twitter), including weather warnings, when and where the roads are being gritted and disruptions to our services including recycling centres and schools. Find out if any schools or other services are closed.
- Map of routes and grit bins  
Winter Gritting

We want to hear from you about how you manage your food waste at home, to help us plan our waste management services moving forward.

Take part in this survey, in partnership with the University of Essex, and you will be entered into a prize draw for the chance to win one of four £50 high street shopping vouchers.

<https://orlo.uk/QH4N8>

#RecyclingSurvey #ShareYourViews