

Ashby St Mary Parish Council (ASMPC)  
Minutes Parish Council Meeting  
Wednesday 8<sup>th</sup> November 2023 at 19:00  
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.

1. To consider apologies for absence.  
J Goldring and R Cargill – 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 26<sup>th</sup> of July 2023  
Minutes approved.
5. To approve the minutes of the meeting held on the 13<sup>th</sup> September 2023.  
Minutes approved.
6. Matters arising from the Minutes of 13<sup>th</sup> 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.III 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 ASMPc 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 ASMPc.

## 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 2<sup>nd</sup> December. Community café dates are the 13<sup>th</sup> November and 11<sup>th</sup> 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 – 6<sup>th</sup> 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 10<sup>th</sup> January 2024.

Meeting closed at 20:40

## Appendix 1.

2023-24

<b>Payments</b>	<b>Budget 2023/24 £</b>	<b>Actual spend £</b>	<b>Over/Un- der spend £</b>
<b>Administration</b>			
Salaries and related costs	2900.00	1554.78	1345.22
Staff Training	50.00		50.00
Staff expenses and subscriptions			
Members Expenses			
Venue Hire	160.00	60.00	100.00
Members Training	150.00		150.00
Audit Fees	100.00	50.00	50.00
Insurance	400.00	277.00	123.00
Payroll Services	250.00	54.58	195.42
Norfolk PTS	55.00	55.00	0.00
Subscriptions other			
Stationery	15.00		15.00
Postage	22.00	7.60	14.40
Software Support	30.00		30.00
Website Support	150.00		150.00
Village Magazine	470.00	40.00	430.00
ICO	35.00		35.00
Legal Fees	110.00		110.00
<b>Village Maintenance</b>			
Street Furniture Maintenance	100.00		100.00
Dog Waste Bin Emptying Service	270.00	317.71	-47.71
<b>Sub Total Recurring Expenditure</b>	<b>5267.00</b>	<b>2416.67</b>	<b>2850.33</b>
<b>Other Expenses</b>			
Capital Expenditure			
Parish Plan			
<b>Sub Total Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Grants &amp; Donations</b>			
<b>Sub Total Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other</b>			
Local members Highways Grant	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	
<b>Sub Total Other</b>	<b>7200.00</b>	<b>10078.59</b>	
<b>Totals</b>	<b>12467.00</b>	<b>12495.26</b>	<b>2850.33</b>

<b>Receipts</b>	<b>Budget £</b>	<b>Actual £</b>
Precept	3709.00	3709.00
Grants (other)		
Council Tax Support Grant		
CIL (Community Infrastructure Levy)		
Vat refund 2020-21		
Interest		
NCC Grant	7000.00	7000.00
VAT refund 2021-22		
<b>Total</b>	<b>10709.00</b>	<b>10709.00</b>

Opening Balance @1st April 2023	5596.30
Total Income	10709.00
Total Expenditure	12495.26
<b>Balance</b>	<b>3810.04</b>

Represented by:

Business Premium Account - 01/10/2023	3810.04
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General reserves	2850.33
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