

Ashby St Mary Parish Council (ASMP)  
 Minutes of Parish Council Meeting  
 Wednesday 10<sup>th</sup> July 2024 at 19:00  
 Ashby and Thurton Village Hall

In Attendance: Terry Kitt (TK), Carol Powell (CP), H Roebuck (HR), J Goldring (JG)

Minutes: Tina Higlett (TH) – Parish Clerk.

1. To consider apologies for absence.  
M Rolph – council duly noted.
2. To consider co-option onto the parish council.  
No Interest.
3. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.  
Nil.
4. To approve the minutes of the meeting held on the 8<sup>th</sup> May 2024.  
These were approved.
5. Public Forum including reports from County and District Councillors  
No councillors or public in attendance
6. Matters arising from the Minutes of 8<sup>th</sup> May 2024.  
No matters arising.
7. Administrative Issues.
  - I. Statutory Policy review
    - a. Media Policy  
A draft policy had been circulated and was adopted.
    - b. Bullying and Harassment Policy  
A draft policy had been circulated and was adopted
    - c. Information Audit 2024  
Document had been circulated and was agreed.
    - d. Record Management Policy  
A draft policy had been circulated and was adopted.
    - e. FOI Publication of Scheme Guide to Information and schedule of charges.  
A draft policy had been circulated and was adopted.
  - II. To elect council representatives
    - a. Footpath Warden – JG  
JG advised that Footpath FP4 needs cutting back as it has become overgrown. Chairman will notify NCC highways. It was also reported that there is an awful lot of dog waste being left around Green Lane (CRB2) and that owners are not clearing up behind their dogs. Council is not currently able to purchase a dog waste bin for this area but perhaps notices may help.
    - b. Village Hall Committee – CP
    - c. Website – MR
    - d. Neighbourhood security – MR
  - III. Auditors report 2023/24.  
Concerns around the website not being up to date and accessibility issues. Auditor had stated council should consider a.gov.uk site. Clerk advised that she had obtained a quotation for a new website which would meet the criteria and funds have been allocated within council's budget. Chairman concerned about costs and proposed a

meeting with MR and HR to discuss further. Chairman asked clerk to send website accessibility information to HR. Discussion followed on the suitability of the noticeboards to display parish council information. Clerk advised which AGAR documents need to be displayed along with agendas and minutes in a timely manner, to meet statutory regulations.

#### 8. Finance.

- I. To note the council's current financial standing.

The clerk had circulated 1<sup>st</sup> quarter accounts to members prior to the meeting.

Appendix 1

- II. To approve payments

T Higlett – salary June and July £470.74

HMRC – £100.20

Autela Payroll Services- £93.36

- III. To note payments between meetings.

None.

- IV. To note receipts

None.

- V. To consider awarding a grant to BYRUS youth group.

Chairman asked for this to be carried over to the next meeting.

#### 9. Update on the A146 Safety campaign.

CP advised that the last meeting was attended by Cllr Kay Mason Billig. Chairman spoke of the concern around the traffic island in the centre of the village and how this did not appear to be included in discussion. Appendix 2.

#### 10. Report from representative of village hall management committee.

CP advised a 'work party day' had recently taken place, in which various items requiring remedial maintenance was addressed. This included checking out locks, lights and painting were necessary. Heaters had been supplied and these were fitted to the hall. New external doors have been fitted which were purchased using the Pride in Place grant. Still pursuing land ownership through HM Land Registry. Surveyor from HM Land Registry will be visiting the site.

#### 11. Reports re Website & Accessibility/Neighbourhood Security/Oil Buying Scheme.

No reports submitted.

#### 12. Emergency plan

Chairman disappointed in the uptake. Advised currently 48 residents have subscribed. Only 38 properties out of 126.

#### 13. Correspondence

Norfolk PTS newsletters

South Norfolk Town & parish Forum Invite

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

14.1 A146

14.2 Parish Council website

14.3 Future Local Plan

#### 15. Date of next meeting 11<sup>th</sup> September 2024.

The meeting closed at 20:40.

## Appendix 1.

Ashby St Mary

1st Quarter 2024-25	April - June 2024					
Payments	Budget 2023/24 £	Actual spend £	Over/Un- der spend £	Receipts	Budget £	Actual £
<b>Administration</b>				Precept	3894.00	3894.00
Salaries and related costs	3300.00	552.94	2747.06	Grants (other)	0.00	
Staff Training	50.00			Council Tax Support Grant	0.00	
Stationery	15.00	17.22	-2.22	CIL (Community Infrastructure Levy)	0.00	
Postage	22.00			Vat refund 2023-24	99.45	
Software Support	30.00					
Website Support	150.00			<b>Total</b>	<b>£3,993.45</b>	<b>£3,894.00</b>
Village Magazine	100.00					
ICO	35.00			<b>Opening Balance @1st April 2024</b>	<b>2122.32</b>	
Legal Fees	110.00			Total Income	3894.00	
<b>Staff expenses and subscrip- tions</b>				Total Expenditure	1090.89	
Members Expenses						
Venue Hire	160.00	120.00	40.00	<b>Balance 30th June 2024</b>	<b>£4,925.43</b>	
Members Training	150.00					
Audit Fees	100.00	50.00	50.00	Bank statement 31st May 2024	5025.43	
Insurance	400.00	277.00	123.00	Less outstanding cheques		
Payroll Services	250.00	73.73	176.27		100395	50.00
Norfolk PTS	55.00				100402	50.00
<b>Village Maintenance</b>				<b>Total</b>	<b>£4,925.43</b>	
Street Furniture Maintenance	100.00					
Dog Waste Bin Emptying Service	350.00			General Reserves	£3,634.11	
Sub Total Recurring Expendi- ture	<b>£5,377.00</b>	<b>£1,090.89</b>	<b>£3,134.11</b>		£1,291.32	
<b>Other Expenses</b>						
Capital Expenditure						
Sub Total Expenses	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>Grants &amp; Donations</b>						
s137						
Sub Total Grants	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>Other</b>						
Website development	500.00		500			
Sub Total Other	<b>500</b>		<b>500</b>			
Totals	<b>£5,877.00</b>	<b>£1,090.89</b>	<b>£3,634.11</b>			

## Appendix 2.

### A146 Safety Campaign

A146 Speed Limit – To give consideration to reduce the speed limit to 40 mph from Prospect place to Thurton village 40 mph sign. This might give more speed reduction time before traffic passes through Thurton Village.

Other suggestions – move speed awareness sign further up the hill or install a speed camera – Traffic Assessment Survey – Cllr Masin Billig agreed to fund a traffic survey, which is hoped will take place this year. The survey is over a length of time to collect data which is then passed back as a report on the need for further action.

Additional Road Signage and Road Markings – Cllr Mason Billig advised waiting for the results of the traffic survey recommendations prior to deciding on signage that would need to be paid for by match funding, and road markings that would come from her budget. This would reduce installation costs as all work would be done at the same time. This could also include Bus Stop lighting work.

Bus Stop Lighting – Thurton and Bergh Apton to assess how much CIL money and other funds might be available for funding before the next meeting. Bergh Apton may be able to pay for the lighting at Prospect Place. Thurton would cover Manor Farm lighting.

Anglian Water Road Closures – Cllr Mason Billig reported that Anglian Water has refused to acknowledge that the water main is defective and has no plans to replace it. Will try to obtain a copy of the diversion plan that Highways have approved for the Anglian Water sub-contractors to set up diversion routes. Will also arrange for NCC Communications Department to get better radio coverage of any closures.

Future discussion could include a local traffic one way route up the A146 side roads. This is currently affected by the Green Lane Road closure due to flooding. It was suggested that this might be caused by the change of directional ploughing by the landowner. Ashby agreed to try to find out who owns the affected land.