

Ashby St Mary Parish Council (ASMPC)
Minutes of the Annual Parish Council Meeting
Wednesday 14th May 2025 at 19:00 at
Ashby and Thurton Village Hall

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

Minutes: Tina Higlett (TH) – Parish Clerk.

1. To appoint a Chair for the meeting.
CP was asked to chair the meeting.
2. To appoint Vice Chair
Council decided not to appoint a Vice Chair
3. Co-option onto Parish Council
Alan Ayres attended the meeting at the invite of the parish council to discuss co-option onto the parish council. Alan has lived in the village since 2020.
Proposed by JG and seconded by CP – unanimously agreed to co-opt Alan to the parish council
Alan Ayres joined the meeting.
4. To consider apologies for absence.
Cllr Kay Mason-Billig sent her apologies.
5. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.
Nil.
6. To approve the minutes of the meeting held on the 12th February 2025.
These were approved.
7. Public Forum
No public in attendance
8. Matters arising from the previous minutes.
 - I. Documentation held by previous chair included information not relating to parish council. These items were returned to the family. Information about the church will be passed on to the relevant persons. Clerk to advise what information she is holding so any duplicates can be destroyed. Other information to be archived at Norfolk Archive Centre.
 - II. Restoration of village sign. A quote has been obtained for paintwork restoration: £200. The painted sign must be removed to allow the artist to perform this work. JG will speak to Thurton Foundry to see if they can assist. The clerk will investigate whether a grant can be applied for to cover the costs.
9. Administrative Issues
 - I. Website update – MR advised that the website is still being developed. The clerk to have access to the parish council side of website to publish documentation.
 - II. Insurance – Council unanimously agreed to remain with Zurich Insurance for 2025/26. Premium was very competitive and met all council's requirements.
10. Finance
 - I. To consider the Internal Auditors report for year ending 31st March 2025.
Forwarded to members prior to the meeting. The auditor was unable to access parish council website as site was down for maintenance, which is still ongoing. The clerk had forwarded documents required for auditing by email. The auditor was unable to check accessibility and transparency. MR advised that the previous year's AGAR had

been posted on the website and noticeboards, along with the Exercise of Public Rights notice. The council website will be accessible as soon as MR has completed loading council documentation.

- II. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chair to sign the form.

The Council's income and expenditure for the year were under £25,000. Council proposed to exempt itself from External Audit.

Chair and Clerk signed the Exemption certificate.

- III. To consider the assertions on, and complete the Annual Governance Statement 2024/25 and to authorise the Chair and Clerk to sign.

The Council considered the assertions on the Annual Governance Statement.

MR confirmed documentation was available on parish website including exercise of elector's rights in June/July 2024 and placed on designated parish council notice-board. Chair and Clerk signed.

This year's exercise of electors rights has been set for 3rd June 2025 – 14th July 2025.

- IV. To consider and approve the Accounting Statements 2024/25 and to authorise the Chair to sign. Chair signed off documentation.

- V. Bank Reconciliation for year end 2024/25

Council balance on 31st March 2025- £1391.62

- VI. To approve payments

- a. T Higlett – clerks salary April/May- £412.10
- b. HMRC – clerks' taxation- £98.00
- c. Zurich Insurance- £277.00
- d. Norfolk PTS subscription- £57.50
- e. L Trueman – Audit £50.00
- f. Ashby & Thurton Village Hall bookings- £120.00

- VII. Receipts since last meeting

South Norfolk Council- Precept £4381.00

11. Periodic Items

- I. To review and approve the Parish Councils Standing Orders .

These were approved.

- II. To review and approve the Parish Councils Financial Regulations

These were approved.

- III. To consider adopting a reserves policy.

This is a working policy and will be reviewed in November 2025 along with considering budget and precept for 2026-27

12. Report from Village Hall Management Committee

CP advised that at the recent AGM she had resigned as Chair to the committee.

Ownership of land attached to property on Park Close was still ongoing. A 50ft x 20ft section of land is fenced off and not included in the original plans. There is a timeline and likely to wait until residents say they want it. Committee felt it will be costly to contest it and therefore it is on hold. This year village hall have had their finances audited as over £25,000 in receipts. Currently have a healthy balance.

13. Neighbourhood Security – Nothing to report.

Oil Buying Syndicate – No orders

Website – work is ongoing.

14. Correspondence.

- I. South Norfolk – Councillor’s Registration of Interest
- II. South Norfolk Public Spaces Protection Order (Dog Fouling& Dog Control) Renewal Consultation
- III. Community Action Norfolk Newsletter

15. Matters for future consideration and items for information.

- Appointment of Chair
- Village sign maintenance

16. Date of next meeting – 9th July 2025

CP resigned as Chair.
Meeting closed at 21:00