Ashby St Mary Parish Council (ASMPC)
Minutes of Parish Council Meeting Wednesday 22nd July 2026
at 19:00 at Ashby and Thurton Village Hall

In Attendance: A Ayres (AA) Chair, C Powell (CP), J Goldring (JG), Anita Kemp (AK)
Minutes: Tina Higlett (TH) – Parish Clerk.

1. To consider apologies for absence.
   None.

2. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.
   None.

3. To approve the minutes of the meeting held on the 20th May 2026.
   These were approved.

4. Public Forum
   I. No Public in attendance.
   II. No report from County Councillor
   III. District Councillor, V Thomson had forwarded a report prior to meeting. Available on parish website.

5. Matters arising from the previous minutes.
   I. Restoration of village sign.
   Chair and CP had met with R Walden to discuss the restoration of the village sign. The sign was noted to be heavily crazed and will require a little more prepping but could not foresee any serious problems. Council must decide how to transport the sign to the workshop and perhaps this could be carried out with Thurton PC who are also having their sign restored. Mr Walden is able to collect for a fee. A resident has come forward to assist with the removal of the sign. The post also requires treatment. AK advised that she has someone who can carry out this work on behalf of the council. It was noted that the post may require additional concrete around its base for stability. Members also discussed the noticeable water damage to the brickwork and agreed to investigate whether this could be treated as part of the works.
   Council voted in favour of appointing R Walden to carry out restoration. Chair to make contact and advise on council's decision.
   ll. Dog waste Bin
   Concerns around the bin overflowing on Mill Common and how council could alleviate the problem. Clerk advised she had contacted SN regarding the emptying service on more than one occasion but had not received any response. If council were to change the bin from a 25 litre to 35 litre this would cost council £280.80. If a fixing kit is required this would cost and additional £22.16. The Council discussed the installation of signage to direct people to the locations of other bins within the village. JG suggested that we might also look at reducing the collection frequency from the bin by the church to once a fortnight, and increasing the collection frequency of the other correspondingly, such that we still have the same overall number of collection per month.

lll. CP advised that she had sourced a signage company to replicate the map onto Perspex at a cost of £90.00. The new sign will not require a protective cover and is expected to withstand the weather. Council members were pleased with the new map and thanked CP for taking on the project.
Council approved the payment of invoice.

6. Responding to and working with pother bodies
   l. Planning
      a. Applications commented on between meetings.
         2026/0776 Location: Ashby Villa Chapel Road Ashby St Mary. Proposal:
         Change of use from existing holiday let to permanent residential accommodation.
         Application Type: Full Planning Permission
         Council unanimously agreed they had no objection.
      b. To hear a report on plans refused/accepted by South Norfolk Council.
         2026/0789. Ashlea Mill Common Ashby St Mary. Proposal: Sunroom extension
         Decision: Approval with Conditions (Delegated) Date of decision: 8 June 2026

7. Finance
   l. Councils current financial standing
   The Clerk presented 1st quarter accounts. Councils current balance is £3011.94
   ll. To approve payments

T Higlett – clerks salary July	£217.98
HMRC – clerks taxation period 4	£52.00
Autela Payroll Services	£72.00
T Higlett – printing	£27.34
CIM – New Footpath map	£90.00

   lll. Payments made between meetings

T Higlett – clerks salary June	£217.98
HMRC – clerks taxation period 3.	£52.00
Norfolk PTS subscription	£62.40

8. Periodic items
   l. Council Policies
      a. Review of FOI Guide to Information
         The Freedom of information Guide to Information and the Schedule of Charges were approved. The Clerk will update website and will include the FOI Model Publication Scheme.
      b. Review of General Risk Assessment
         The Chair referred to Item 3, 'Personal Accident to Councillor, Clerk or Voluntary Worker', including cover for members of the public. A scenario was discussed in which a sign had been removed and, due to strong winds, subsequently fell and struck a passing member of the public. It was noted that, to reduce the risk of injury and any potential liability to the Council, the area should be cordoned off while the sign is removed or until it can be safely reinstated.
         General Risk Assessment approved.
      c. To adopt a Health and Safety Policy
         The Clerk drew councillors' attention to the Notice to Contractors, which states that all external contractors employed by the Council must be made aware of the Council's health and safety requirements before commencing any work.
         Health and Safety Policy approved

9. Village Organisations
   CP advised the ladies toilets require refurbishing and would look to obtain grants to assist with the costs. The Clerk advised that South Norfolk Council have a facilities grant which can

be used to fund capital improvements to a community facility or building. Another is the Geoffrey Watling Charity which is another fund which distributes grants throughout Norfolk.

10. Items for next full council meeting agenda.
    Signage on Mill Common, Village sign update, Dog waste bin, Interior painting of Church – grants.

11. Date of next meeting
    Council agreed to the 9th September 2026

Meeting closed at 21:00