

Ashby St Mary Parish Council (ASMPC)
Minutes of Parish Council Meeting
Wednesday 11th September 2024
at 19:00 Ashby and Thurton Village Hall

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

Minutes: Tina Higlett (TH) – Parish Clerk.

1. To consider apologies for absence.
M Rolph and H Roebuck. Council noted members apologies.
2. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.
Nil.
3. To approve the minutes of the meeting held on the 10th July 2024.
These were approved.
4. Public Forum including reports from County and District Councillors
No councillors or public in attendance
5. Matters arising from the Minutes of 10th July 2024.
No matters arising.
6. Planning
I. 2024/2450 Location: Grange Garden House Claxton Church Road Ashby St Mary.
Proposal: Two storey and single storey rear extensions with external alterations.
Application Type: Householder.
Members stated they had no concerns with the proposed application and advised clerk to notify South Norfolk Planning they had no comments to make.
7. Administrative Issues
 - I. Statutory Policy review
 - a. Internal Control Policy
A draft policy had been circulated. Concerns that could this be an unnecessary burden on the council considering the size of parish. Chairman proposed not to adopt at this time.
 - II. To appoint a councillor as the Internal Control Officer
T Kitt and C Powell are both signatories on the bank account, therefore cannot take on this role. It was proposed that J Goldring take on the role. JG was duly appointed.
 - III. Website maintenance
Chairman advised he had arranged a meeting with M Rolph and H Roebuck to discuss the parish councils website and its compliance. Initially HR had proposed building a separate parish council website. The website at present is used for both news from the parish council and the village. Chairman advised that after further discussion it was decided to separate the parish council from the village information. This would be more financially viable than having two websites. The new website would be named Ashby St Mary Norfolk.org and the Chairman advised he would envisage the clerk overseeing the parish council side while MR will continue with inputting parish news. Website is currently down due to maintenance.

Chairman spoke of his concerns around information that must be included on websites and noticeboards and queried the exemption status of parish councils and the unnecessary burden for smaller councils to comply with legislation and audit of

parish administration. Clerk advised members that regardless of the size of the council all councils must have an internal audit. The internal auditor acts as an independent and carries out an assessment of compliance with relevant procedures and controls. Chairman asked for clarification as to why we exempt from a limited assurance review (external audit). Clerk advised parish council's gross income or expenditure did not exceed £25,000 in a financial year. This means smaller authorities such as Ashby St Mary can exempt and do not need to submit the Annual Governance and Accountability Return to the External Auditor. Exemption must be included in the minutes at a meeting before a specific date. There are certain circumstances when a council cannot exempt.

Clerk advised council on documents which need to be included on parish council noticeboards. Agenda's only need to be displayed on the website until the meeting, likewise on the noticeboards. Within 28 days of a meeting the Minutes need to be on the website and remain on the website. They only need to be on a noticeboard up and until the next meeting. Details of councillors and meeting dates need to remain on the website and noticeboards.

8. Finance

I. To note councils current financial standing

The clerk had circulated half yearly accounts to members prior to the meeting.

Appendix 1

II. To approve payments

T Higlett – salary August/September- £452.74

HMRC – £100.20

South Norfolk Dog Waste emptying service- £218.40

III. To consider budget for 2025/26

The village sign could do with repainting as it is becoming faded.

Clerk to speak to South Norfolk Council to see if we can reduce the amount of times the dog waste bins can be emptied to reduce annual sum.

The council lap top is becoming slow and propose members reserve funds in preparation for replacement.

The clerk proposed Council to look to join Norfolk ALC next year who are now carrying out a payroll service and website including .gov.uk email accounts. Clerk to obtain quote for complete service to compare against current subscriptions to Norfolk PTS and Autela Payroll Service.

VI. To consider awarding a grant to BYRUS youth group.

The organiser will contact the council should their need for financial support change.

9. Update on the A146 Safety campaign.

Resident of Ashby St Mary had contacted local MP about safety concerns. B Goldsborough MP had responded by saying he would speak to Norfolk County Council and Norfolk Police, to see what could be done in the future to alleviate concerns of neighbouring parishes.

10. Report from representative of village hall management committee.

Community Café is still receiving a good turnout. Nearby resident has strimmed the grass verges along the driveway. Trustees are now looking into funding to enable the car park to be refurbished. One quote has been received for £13,200.00. Various events are planned through to December, including a Scottish Kaley, Family Halloween disco, and quiz night. The 100 club saw residents winning for both August and September. Update from the Land Registry regarding the ownership of land on the outskirts of the playing field, is that it may not have been registered correctly.

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

No reports submitted.

12. Consultations.

I. South Norfolk Village Clusters Housing Allocations Plan- Regulation 19 Pre-submission Addendum. Members noted that this does not affect Ashby St Mary

II. The Broads Authority Active Travel project. Development of a Local Cycling and Walking Infrastructure Plan. Council aware and no comments to be made.

13. Emergency Plan

Chairman advised another resident has now enrolled which brings it to 42 properties signed up for information from the parish council. A What's app group will be set up and used by parish council and 48 residents. A trial message will be sent out to see if the system works. Chairman proposed sending an update out on A146 safety campaign, notification that website is down for routine maintenance and future information to be posted on noticeboards.

14. Correspondence.

I. Norfolk County Council Parish Partnership 2024/25.

II. District wide Design code for South Norfolk & Broadland.

III. Norfolk PTS newsletters.

IV. South Norfolk Electric Vehicle Charge point and Solar PV – grant funding.

V. Easy Websites – the requirement for.gov.uk and accessible websites.

VI. South Norfolk Glass Bank Adopter survey.

VII. Marie Curie Charity.

VIII. Clear Councils Insurance.

IX. South Norfolk Planning Portal mapping tool on 'Nationally Significant Infrastructure Projects'.

X. Community Action Norfolk Newsletter.

15. Matters for future consideration and items for information.

15.1 A146

15.2 Parish Council website

16. Date of next meeting 13th November 2024.

The meeting closed at 20:45.

Appendix 1.

Ashby St Mary

Accounts 2024-25

Half Year 2024-25	April - August 2024					
Payments	Budget 2023/24 £	Actual spend £	Over/Un- der spend £	Receipts	Budget £	Actual £
Administration				Precept	3894.00	3894.00
Salaries and related costs	3300.00	1123.88	2176.12	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					
Village Magazine	100.00					
ICO	35.00					
Legal Fees	110.00					
Staff expenses and subscriptions						
Members Expenses						
Venue Hire	160.00	120.00	40.00			
Members Training	150.00					
Audit Fees	100.00	50.00	50.00			
Insurance	400.00	277.00	123.00			
Payroll Services	250.00	167.09	82.91			
Norfolk PTS	55.00					
Village Maintenance						
Street Furniture Maintenance	100.00					
Dog Waste Bin Emptying Service	350.00					
Sub Total Recurring Expenditure	£5,377.00	£1,755.19	£2,469.81			
Other Expenses						
Capital Expenditure						
Sub Total Expenses	0.00	0.00	0.00			
Grants & Donations						
s137						
Sub Total Grants	0.00	0.00	0.00			
Other						
Website development	500.00		500			
Sub Total Other	500		500			
Totals	£5,877.00	£1,755.19	£2,969.81			

Receipts	Budget	Actual
	£	£
Precept	3894.00	3894.00
Grants (other)	0.00	
Council Tax Support Grant	0.00	
CIL (Community Infrastructure Levy)	0.00	
Vat refund 2023-24	99.45	
Total	£3,993.45	£3,894.00
Opening Balance @1st April 2024	2122.32	
Total Income	3894.00	
Total Expenditure	1755.19	
Balance 30 August 2024	£4,261.13	
Bank statement 30 August 2024	£4,261.13	
General Reserves	£2,969.81	
Forecast balance at year end.	£1,291.32	