**ASHWELLTHORPE AND FUNDENHALL PARISH COUNCIL**

***Draft* Minutes of Meeting held on Tuesday 21 May 2024 at 7pm**

**Meeting held at Thorpe Hall, Ashwellthorpe**

**In Attendance:**

Councillors Jacqueline Ives (Acting Chair), Simon Allen, Roy Burridge, Michael Williams, Charlotte Wood.

County Councillor Catherine Rowett, District Councillor Bob McClenning.

1 member of the public.

1. **Election of Chairman**

It was agreed to appoint Cllr Leggett as Chairman following Councillor Ives’ resignation at the preceding Annual Parish Meeting. Cllr Leggett was unable to attend today but is happy to take on this role. Declaration of Acceptance of Office will be signed and witnessed by The Clerk.

Proposed: Cllr Wood Seconded: Cllr Allen

In the Chairman’s absence, it was agreed by the council that Cllr Ives would act as Chair for today’s meeting.

Proposed: Cllr Williams Seconded: Cllr Allen

1. **Election of Vice Chairman**

It was agreed to appoint Cllr Williams as Vice Chairman following Councillor Leggett’s appointment as Chair. Declaration of Acceptance of Office will be signed and witnessed by The Clerk.

Proposed: Cllr Allen Seconded: Cllr Ives

1. **Consider apologies for absence**

Apologies were noted from Cllr Engamba, Cllr Leggett and Alan Arber, The Clerk.

1. **Declarations of interest for agenda items, consideration of requests for dispensations**

No declarations of interest for agenda items.

Cllr Ives asked that she is reimbursed for monies spent on the D-Day event covering advertising and drinks licence totalling £91.00. This was agreed, the money comes out of the entertainment section of the council budget.

Cllr Ives asked that she is reimbursed from the Pride in Bloom grant money for monies spent on purchasing plants and compost for the planned planters (see item 11a. iv). This was agreed.

Proposed: Cllr Wood Seconded: Cllr Allen.

1. **Confirm the minutes of the meeting held on 19 April 2024**

The minutes were agreed aside from noting the date in the footer of the meeting was incorrect (read January rather than April 2024) and signed by the Acting Chair as a true record of the meeting.

1. **Public open forum**

Parishioner attended in relation to an ongoing matter regarding information they requested be retracted from the SNDC planning website. They were satisfied they had received the apology from the Parish Council but had been accidentally named in the retraction request made to SNDC and has requested that another letter is sent to explain the error and to clarify with SNDC that there are no records mentioning the Parishioner’s name in relation to this matter.

The Parish Council apologised for this error and Cllr Wood has agreed to ensure that the request made by the Parishioner is actioned, and they are kept updated on the process for ensuring this matter is resolved satisfactorily.

The Parishioner also flagged that they have made a Freedom of Information (FOI) request on 30 April 2024 for all correspondence received by the council that led to the original response on the planning application being sent to SNDC. This will need to be dealt with in a timely manner to avoid breaching the time constraints for processing the request. Again, Cllr Wood will keep the Parishioner updated on progress.

District Councillor Bob McClenning attended to talk through the District Councillors Report (attached as Appendix 1).

County Councillor Catherine Rowett attended to talk through the County Councillors Report (attached as Appendix 2). Cllr Rowett asked that parishioners were alerted to links in the report relating to Disability benefits and fit note reform, the Norfolk County Council survey to inform their Local Nature Recovery Strategy (LNRS), and new grants available to help Norfolk resides with the cost of living.

1. **To adopt the General Power of Compliance**

It was agreed this agenda item will be carried forward to the next meeting in June.

1. **Planning**

2024/1275 Single Storey outbuilding: application was supported by the Parish Council. No issues.

1. **Matters arising from minutes for councillors only**

None.

**9a. To discuss issues with speed awareness machines and battery faults**

The Clerk has been unable to download the data from the speed awareness machines recently, and this needs to be done before the cameras are moved/repositioned. Cllr Williams has said he will look to download the data and he will then take over full responsibility for this process moving forwards.

1. **Finance**

**a. To note the following payments made since last meeting:** none made.

**b. To consider payment of the following:**

1. A. Arber April salary £466.80
2. Sonya Blythe for Internal Audit £120.00
3. EE for Office internet £44.44
4. Npower for street lights electricity £59.81
5. Viking for stationery £104.81
6. BHIB for Annual Parish insurance charge £570.58
7. NPTS for Cllr Wood training £44.00

To note any payments received after agenda is posted: none received.

1. **Receipts since last meeting:**
2. CIL payment £1448.10
3. Precept payment £6045.00
4. **Council’s current financial standing**

The council had a balance of £14,510.08 at the start of May and after today’s meeting the balance stands at £12,787.08. We are expecting a payment of £1400.00 which has been invoiced.

1. **To receive the Internal Auditor’s Report and note any actions from the report**

It was agreed this agenda item will be carried forward to the next meeting in June.

1. **To update bank signatories for 2024/2025**

Councillors Leggett, Williams and Ives are all signatories. It was not felt any other names needed to be added.

1. **To receive an update on Thorpe Hall**

There is an event planned to mark the 80th anniversary of the D-Day landings being held on Sunday 9 June from 2-6pm.

**11a. To receive a report and to consider any necessary action regarding:**

1. **Footpaths**

There are reports that some people have been straying from the public football into Knyvet’s Grove and trampling on the bluebells. Cllr Engamba has been notified and will look into this.

The footpaths that the Parish Council are responsible for will be cut shortly.

1. **Village maintenance**

Cllr Allen updated that the planning application for the signage for the children’s play area has been submitted.

Cllr Allen also raised that the rope for the life rings which are in situ next to the pond in Ashwellthorpe is looking untidy and is open to the elements. He proposed that we purchase some rope storage bags to house the rope at an approximate cost of £30.60. This was agreed.

Proposed: Cllr Burridge Seconded: Cllr Williams

1. **Community Speed Watch**

There has not been a community speed watch in 2 years as there have been no forthcoming volunteers. This item will be removed from the agenda for the next meeting.

1. **Pride in Bloom monies**

A small group has been convened of people who want to be involved in the Pride in Bloom scheme and have called themselves the Ashwellthorpe Horticultural Society. This group is separate from the village gardening club.

Cllr Ives is part of this group and has been liaisng with County Councillor Rowett to seek street furniture permission from the Highways Agency to install some wheelbarrow planters with flowers, and a large planter with vegetables next to Ashwellthorpe Church. Permission was sought and received from the Church. A grant was received for £300 and £240 of this remains which will be spent on the planters and compost.

1. **To agree three-year contract with grass cutting contractors**

This item was agreed to be carried forward to the meeting in June.

1. **To consider correspondence received:**

* Emails from parishioner
* Year-end audit submitted to auditor
* Year-end audit received back
* Emails sent asking for reports
* Insurance policy renewed on second year of LTA
* Emails regarding flooding around Ashwellthorpe Industrial Area
* Clerk’s resignation letter
* Solar Grants for EV charging at the village hall sent to Trustees
* Website updated
* The circuit updated
* Invoice for hire of office and village hall checked and resubmitted to trustees
* NALC invoice received and noted we would not be renewing due to costs
* NPTS new standing orders received
* NPTS Training booked for Charlotte
* Planning application for play area signage submitted
* FOI request received and work done on this and in file ready for parishioner
* Letter sent to SNDC Planning as requested by parishioner.

1. **Items for inclusion at next meeting**

Adopt General Power of Compliance

Internal Audit report

Pride in Bloom update

Agree three-year contract with grass cutting contractors.

1. **To note date of next meeting: Tuesday 20 June 2024 at 7pm at Thorpe Hall, Ashwellthorpe.**