**001**

**ALDBOROUGH and THURGARTON PARISH COUNCIL**

**ANNUAL MEETING 14 MAY 2018 MINUTES**

At the Annual Meeting of the Aldborough and Thurgarton Parish Council held at the Community Centre, Aldborough on Monday 8 May 2017, the following members were present:

Mr PE Elliott (chairman); Mr R Botwright; Mrs R Elliott; Mr D Gallant;

In attendance: Mr G Connolly (North Norfolk District Council); Mr E Mumford-Smith and Mr A Ballard (Broadland Housing Association); Mr L Mills (clerk of

the council) and fifteen members of the public

**018/001 APPOINTMENT OF CHAIRMAN FOR 2018-2019**

It was **AGREED** to appoint Mr M Elliott as Chairman of the Council

**018/002 DECLARATION OF ACCEPTANCE OF OFFICE**

Mr Elliott signed the Declaration of Acceptance of Office, witnessed by the Clerk

**018/003 APOLOGIES FOR ABSENCE**

Mr A Hicks

**018/004 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

Mr Botwright declared an interest in matters regarding the Community Centre

**018/005 MINUTES**

The minutes of the meeting of the Council held on 12 March 2018, having been circulated to all councillors, were **APPROVED**, and signed as correct by the Chairman

**018/006 ADJOURNMENT OF MEETING**

*The meeting was adjourned to allow Mr Mumford-Smith to introduce the Broadland Housing Association’s initial ideas regarding the possibility of developing a small sit at the south of the village. He explained that BHA is the main developer of affordable housing in North Norfolk. It is a not-for-profit organisation. NNDC feel there is a need for further mixed housing for local population. BHA feel that this site could be suitable for seven to-rent properties, two shared ownership, and four for the open market. It is a low density scheme and priority would be given to those living locally.*

*Concerns were raised regarding drainage of the site, also the impact on the environment (especially the existing trees) and the extra vehicles. Mr Mumford-Smith explained that they had already talked with NCC Highways who have expressed the need for a greater visibility splay than exists at the moment. They have no concerns about the main junction.*

*BHA are open to comments over the next fortnight and once all views have been canvassed they will return to explain their views and options.*

**002**

**018/006 ADJOURNMENT OF MEETING** **(continued)**

*The organising group of the summer Fayre then updated those present with their activities: they have been ensuring that all insurance policies and risk assessments are in place. The Fayre has had a much bigger response than they expected. They will apply for an event licence in case of a need to shut any roads. They asked if the Council would pay the fee for this (£36) along with any costs involved in acquiring the necessary £5,000,000 public liability.*

*One resident raised the idea of having village ‘gates’ at the side of the road. There followed a discussion re cost and efficiency of these items.*

**018/007 DISTRICT AND COUNTY COUNCILLORS' REPORTS**

None

**018/008 FINANCE**

(i) it was **AGREED** to fund the Fayre as requested above, with the proviso that should the Fayre make a profit the Council will be refunded.

(ii) INSURANCE: after considering three quotes, it was **AGREED** to accept Inspire as the insurers of the Council on a three year Long Term Agreement commencing 1st June 2018

(iii) Payment of Accounts: it was **AGREED** that payments totalling £843.61 be approved and the necessary cheques be signed by two authorised signatories:

E.On, electricity, £110.21

Admin costs, £329.46

TTJones Electrical, street lights maintenance, £32.87

URM(UK)Ltd, recycling, £16.50

Aylsham Computers, computer repairs, £137.46

NPTS, training, £45.00

NALC, annual subscription, £172.11

(iv) It was **AGREED** to remove Peter Wordingham from the list of signatories and to add Robert Botwright to be an authorised signatory with Barclay Bank

**018/009 AGAR 2018**

It was **AGREED** to apply for exemption from the Assurance Review for 2017-18

**018/010 GENERAL DATA PROTECTION REGULATIONS**

1. DPO: it was **AGREED** to defer any decision on appointing a Data Protection Officer (DPO) until the matter has been clarified by the government
2. GDPR Policy: it was **AGREED** to adopt the policy as attached to these minutes. Items printed in italics refer to the role of the DPO. The Policy will be reviewed once government had clarified the situation
3. CLERK’S HOURS: it was **AGREED** to pay the Clerk any extra hours worked to implement the GDPR.

**018/011 PLANNING**

Concern was expressed regarding the removal of a chimney from a house fronting the Green Clerk to ascertain whether approval was neede from NNDC re Conservation Area.

RE will liaise with Highways Engineer to ascertain requirements for bus shelter in advance of the next round of Parish Partnerships

**003**

**018/012 COMMUNITY CENTRE**

The Community Centre Committee is due to meet on Wednesday.

The Parish Council is open to a further meeting of the Working party following this.

**018/013 THE GREEN**

Deferred

**018/014 CORRESPONDENCE**

Clerk has received replies from farmers regarding tractor movements. Clerk to reply thanking them for continuing their policy of minimal traffic movements through the village

The Chairman had received a communication from people wanting a bus shelter to be installed

An email had also been received from residents regarding the application re the drive at Red Lion.

**018/015 ANNUAL PARISH MEETING**

The Village Sign repairs have been handed back to the Parish Council.

There is a perceived need for a new or improved parish website

Concerns re the |Green.

All matters will be placed on a future agenda

**018/016 SCHEDULE OF MEETINGS 2017-2018**

2018

18 June; 6 August; 8 October; 5 December

2019

w/c 4 February; w/c 1 April; w/c 6 May

Annual Parish Meeting: tbc

There being no further business the Chairman thanked everybody for attending and declared the meeting closed at 21.37