**022**

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**MINUTES OF MEETING OF ALDBOROUGH AND THURGARTON PARISH COUNCIL**

Held on Wednesday 3rd April 2019 at 7pm in

The Community Centre, Aldborough

Present: Chairman Cllr. P. M. Elliott, Cllr. R. Elliott, Cllr. P. Gallant, Cllr. T. Gibbons, Cllr. A. Hicks

In attendance: Locum Clerk Mrs. S. Hayden

 County Cllr. J. Tyndall

 District Cllr. N. Smith

 Six members of the public

The meeting was opened by the Chairman at 7pm

**018/100** Apologies were accepted from Cllr. R. Botwright

**018/101** To receive any declarations of interest or requests for dispensation

 None

**018/102** To confirm minutes of the meeting held on 13th February 2019

 The following amendments were agreed and the minutes approved and signed by the Chairman:

 Under those present “Mr P E Elliott” was corrected to “Mr P M Elliott”

 018/086 “altered” amended to “amended”

 018/094 (ii) After “next meeting” “with a view to approval for release to the public for comment” added

 018/094 (iv) “point A” amended to “point ‘a’ ”

 018/095(iii) After “This contains” “deeds and” was inserted. The last sentence was deleted and the following inserted “The Clerk advised that these should be kept by him. This was discussed and it was agreed to accept [retired solicitor] Mr R. Last’s offer to act as voluntary advisor to the Parish Council on which documents to retain”.

**018/103** Matters Arising not covered in this Agenda

The Chairman, Cllrs Hicks and Gibbons had attended the Village Green and Rights of Way training course, which have proved very interesting.

 A Trustee for the John Bacon Trust had been found

**018/104** To Receive the reports of the County and District Councillors

County Cllr Tyndall reported that the County Council had changed from a committee system which he preferred, to a cabinet system, the Chief Executive had resigned and was not being replaced and his job would be dealt with by the Leader of the Council. He had voted against this action as he felt that the position should be filled by a trained officer, not an elected member. The Council were currently in Purdah as although there was not election at County level, they had to fall in line with District and Parish Councils. The NDR was £10m over the original budget. The consultation was due on the Wensum Valley join up and a bid had been put in for finances.

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 District Councillor Smith agreed that he preferred the committee system, which utilised the expertise of the members. He reported that he intended to stand for election again.

 A discussion on speeding/heavy farm machinery traffic through the village followed, including re-routing of traffic, 20mph speed limit in front of the school. A meeting between the Parish Council and Highways Inspector would be arranged. A member of the public asked to speak and stated that he had suggested a “blue route” be imposed, which meant that large vehicles would be prohibited from using that route.

The County and District Councillors left the meeting.

**018/105** To adjourn the meeting to allow members of the public to speak (two minutes per person)

A member of the public asked for an update on the Doctor’s Corner proposed development. This was not going ahead and it we believed that the land had been sold. The new local plan showed possible areas for affordable housing development, which was discussed.

 A member of the public asked for an update on the bus shelter and village sign. This would be discussed under Agenda item 11, but a 50% Parish Partnership grant had been agreed and the Parish Council would finance it. There would be plans of the sign at the Annual Parish Meeting and it would probably be ready by the end of the year. The post and base still had to be taken down.

 Mr. R. Last had been through the deeds and prepared a schedule, which had been emailed to the parish councillors. He was thanked for his work and he handed over the file of deeds and documents. These would be kept safely, as part of the history of the village. Copies could be made available for historical interest provided the data protection regulations would not be breached.

 A member of the public asked about the design of the bus shelter, which would be clear with green uprights and had been chosen to be within finance limits and for visibiity.

 Another member of the public asked if he could have a copy of deeds that showed his property, which was agreed provided no-one in those deeds was still alive due to Data Protection Regulations. The parking bays on the Green were discussed and information re Community Centre handed to the locum Clerk.

**018/106** Finance

(i) To consider response for External Auditor – the Clerk explained the external audit options for Smaller Authorites, which would be agreed at the Annual Meeting in May

 (ii) The list of payments (annexed to these minutes) was approved

**018/107** To receive any correspondence

Two emails had been received in connection the Green and the Community Centre. These were acknowledged and would be dealt with in due course when further information was available.

 Parish Partnership funding had been granted for the bus shelter

**018/108** To consider any planning applications received by 3 April 2019

None

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**018/109** Clerk/Responsible Officer

(i) To note the resignation of the Clerk/Responsible Finance Officer

 This was noted and a letter of thanks would be sent

 (ii) To consider temporary appointment of Clerk/Responsible Finance Officer

 It was agreed to appoint Sarah Hayden as Locum Clerk for three months

 (iii) To consider permanent appointment of Clerk/Responsible Finance Officer

 It was agreed to deal with this after the election and Annual Parish Council Meeting

**018/110** To consider any matters pertaining to The Green

Management Policy – Following from the February meeting, no amendments had been received for consideration and therefore the Policy would be published on the website to enable the public to comment.

 No parking signs – The wording was agreed as “Please do not park or drive on the grass Thank you” and positioning was discussed, but the purchase would be agreed at the next meeting, when the budget would be circulated to councillors before the meeting.

 Bus Shelter – As above. NNDC had confirmed that no planning permission was needed and the Locum Clerk was asked to obtain written confirmation of that. The Parish Partnership acceptance of offer was signed by the Chairman.

Access to Red Lion House and St. Joseph’s Mead – It was discussed whether permission from the Secretary of State would be needed, and the Locum Clerk was asked to try and obtain further advice from SLCC initially. The draft Deed of Easement was received. After a meeting on site, it had been noted that the existing hedge was not on the correct boundary, so this would be moved to the correct line, with a slight redirection to avoid the storm drain, which would then be within the curtilage of Red Lion House.

 Litter Bins – The purchase of new litter bins would be approved at the next meeting. It was agreed to have the current bins emptied, together with the new bin when in place, at £100 per annum. The Chairman had been emptying them to date.

 Sign – Volunteers would be sought to remove the old post and base.

**018/111** To consider Community Centre matters

Cllr. Hicks reported that he and the Committee were putting together a marketing profile to send with applications for grant funding. The kitchen was a big expense. The Locum Clerk would forward any details of funding she had and would scan and forward the notes on this.

**018/112** To note items of information/matters for future Agenda

“Pharmacy to You” – The Surgery, Secretary of State and Care Quality had been briefed on this. It was suggested that the deeds belonging to the Parish Council could be kept at the Norfolk Records Office

**018/113** To confirm the date of the next meeting

The Annual Parish Meeting would be on 20th May 2019 and the Parish Council Annual Meeting would be on 9th May, subject to rooms being available.

The Chairman thanked everyone for attending and the meeting was closed at 9.30pm. The approved cheques were signed.