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

Held on Wednesday 1st July 2019 at 7pm in

The Community Centre, Aldborough

Present: Chairman Cllr. P. M. Elliott, Cllr. P. Gallant, Cllr. P. Hall, Cllr. P. Chapman

In attendance: Locum Clerk Mrs. S. Hayden

 District Cllr. J. Toye

 Five members of the public

 Head Teacher of Aldborough Primary School

The meeting was opened by the Chairman at 7.05pm

**019/27 Apologies** were accepted from Cllr. A. Hicks. Cllr. R. Elliott had tendered her resignation

**019/28 To receive any declarations of interest and any dispensations of disclosable pecuniary interests**

 None

**019/29** **To approve minutes of the meeting held on 9th May 2019**

 The minutes were approved and signed by the Chairman

**019/30 Matters Arising from Minutes not covered in this Agenda**

The Chairman would forward a play equipment check list to Clllrs. Chandler and Hall. Cllr. Hicks had reported via the Clerk that (1) “Pharmacy to You” – a letter had been sent to the Chief Executive NHS England by N. Lamb MP against the project. Aldborough Surgery supported this. (2) The Community Centre Committee were now contemplating fund raising ideas.

**019/31** **To Receive any reports from County and District Councillors**

Cllr. J. Toye explained he was the new District Councillor. He lived locally at Sustead and had lived in N. Norfolk for 30 years and had wanted to represent the Erpingham Ward. He was a Liberal Democrat and had been appointed to the Overview & Scrutiny Committee. New Councillors had received training. The Local Plan was moving forward. There was a new culture at NNDC and with it a new Corporate Plan – Working for People. There were five blue flag beaches in N. Norfolk. He reminded the meeting of Norfolk Day. The Leader of the Council would be holding monthly surgeries for anyone to attend and raise matters they wished to. District Cllr. Toye would be attending the Farmers Markets in Aldborough every other month, where he would be happy to talk to people in his capacity as Councillor. The next one he would attend would be in August. Cllr. Toye offered to raise the queries with NNDC that the Parish Council had raised with the Solicitor at Eastlaw. He also gave the answer to queries raised in connection with the new road sign on The Green. This was discussed.

**019/32** **Public questions, comments or representations**

1.The Head Teacher of Aldborough Primary School attended the meeting with the purpose of forming a closer link with the Parish Council. She gave a report of the School’s current activities. The School were developing outdoor learning with the forest school. They had been offered a garden plot at the Norfolk Show this year, winning Best School Garden. The RHS judges had been impressed with the involvement of the children in building the garden – they had planted wellington boots, which all surrounded the plot, as well as being involved in other features. The

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 School were continuing to develop drama with a Christmas Panto and a production of “A Midsummer Night’s Dream” the previous Friday. A breakfast club had been started in September from 8am onwards and was popular. The School Choir was to perform at the Royal Albert Hall. Ofsted inspections had been carried out in 2014, then March 2019 which was very successful with a good grading. Budgets were always tight and funding was always needed to support the School.

 2. The Garden Club offered garden produce to the School and discussion followed on funding, the link with Stepping Stones, after School care and safe guarding.

 3. The Garden Club reported that they would be running an open gardens event next year with profits going to Stepping Stones.

It was noted that the meeting was being recorded.

 4. A request was made that the meeting Agendas stated that recording may place. This was agreed by the Clerk. Verbal advice would also be given at the start of the meeting.

 5. A member of the public stated that a poll had been taken of about 30 people at the fete on whether or not they wished to have a bus shelter. Most thought it a waste of money as the outside shelter at the Black Boys was available to use. It was thought that the proposed design was ugly and not in keeping. The origins of the project were discussed. Another of the public agreed with the above and stated he would prefer a wood shelter.

 6. A member of the public felt that the new Management Plan was not necessary and stated that consideration should be given to disabled parking on The Green.

 7. Spraying of Roundup on The Green was raised. The Clerk stated that the contract only dealt with grass cutting not spraying. The Chairman asked that an FOI request be made for a copy of the contract. A question was raised by the same person on what the Parish Council was doing regarding a climate emergency. The Chairman suggested he provide ideas.

**019/33** **Planning**

 To discuss and make observations on any applications received after the date of this Agenda

 None

**019/34** Update on other applications

 *PF/19/0652 The Old Surgery, Twaite Road, Aldborough – Extension*

No decision yet made by NNDC

 The Chairman allowed a question from the public, asking if the Parish Council knew who had cut down the tree on Doctor’s Corner. This was not known.

**019/35 Finance and Regulatory**

 To approve list of payments (noting new councillor training payment) and receive actuals against budget, balance sheet and bank reconciliation

 A query was raised on the number of hours worked by the Locum Clerk. After discussion the list of payments was approved and signed by the Chairman and Clerk. Actuals against budget, balance sheet received. Bank reconciliation figures were read out by the Clerk.

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Items 8.2, 8.3, 8.4 of the Agenda were deferred to later in the meeting

**019/36 The Green**

 To discuss any agree any action necessary following inspection of the play area and RoSPA play equipment inspection

 Cllr. Chapman reported that the swing seats had cracks under them and may need replacing. There were also cracks in the toddler seats, which could open and pinch. The climbing section steps on the main slide were loose. Seat replacement would cost £550 approx. Cllr. Chapman suggested that perhaps the play area should be enclosed, but the Chairman advised that the installers had been satisfied at the time with no fencing. The large swing needed a new cable tie. The round swing had gaps in the fender. The picnic table slats were loose. The basketball net needed replacing. The bench by the road had a broken slat. It was agreed to draw up a list of parts and cost them. The RoSPA inspection had drawn nothing to attention.

**019/37** To discuss and approve request by Nature Group to place logs and plant trees near the Pond

 This was discussed and it was agreed to ask the Nature Group to supply more details on the size and numbers of the logs and numbers and species of trees proposed

**019/38** To discuss and agree purchase of a new bin and update on parking signs

 After discussion it was agreed to put the purchase of a new bin in abeyance, monitor the existing emptying and increase the amount of emptying if necessary. The parking signs would be ordered when the Management Policy is approved.

**019/39** To receive update re: work to water supply following Anglian Water Improvement and confirm share of payment with Cricket Club

 Although the work had not been completed yet the Inspector was happy with progress and the notice date had been extended.

**019/40** To receive any reply from NNDC solicitor re: bus shelter, parking and easement

 The Solicitor had written to confirm that fees were payable to answer the letter written to NNDC. The Clerk confirmed reasons for not being happy with the reply and Cllr. Toye offered to find out who would be responsible within NNDC, rather then Eastlaw, for replying to the Parish Council’s original letter.

**019/41** To consider any comments following consultation re draft Management Policy, agree and make any necessary amendments and approve one ,

 Some comments had been received. One had suggested the scope of the Policy be widened to include forward planning for the whole village, similar to the village plan of 10 years ago. Another couple of comments stated that it was not necessary. The policy would be approved after a reply had been received from NNDC on the responsibilities of the Parish Council and NNDC.

**019/42 Community Centre**

 To receive and discuss any report on Community Centre matters

 The Chairman reported that initial work to be done was floor replacement, kitchen work and new fire doors at a total cost of £16,000.

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**019/43 To receive any update on Village Sign and consider and agree increase in earmarked reserves for the sign**

Cllr. Gallant reported that he had investigated the possibility of a moulded sign, rather than wood. This would be a cheaper option at £1,100 rather than £2,000 and it was very hard to tell the difference. He had spoken to a local sign painter who would be happy to paint the sign. A resident had offered to make the frame to hold the sign and hold a replacement thatched roof, as on the original. The old supports are solid and these would be utilised and a new frame made for the thatch. Volunteers were available to erect the sign. The costs would therefore be £1,100 for moulded sign, painting £1,200, cost of wood for frame and cost of thatching. Lead time would be twelve months. The merits of wood/moulded and costs were discussed and Cllr. Gallant was asked to obtain written quotes for all work for further consideration.

Cllr. Gallant made his apologies and left the meeting

**019/44 To deal with any correspondence**

 Email from District Cllr. Toye re: road sign being placed on Green in reply to request for information by Parish Council – discussed and as above

 Traffic Order

 Email from NCC asking for details of any highway matters to be dealt with – Clerk had requested road direction sign at Thurgarton be cleaned

 Letter from children in village requesting skatepark – for next Agenda

**019/45 Matters for information only or next Agenda**

 Skatepark request only

**019/46** **Finance and Regulatory** (continued from above)

To confirm appointment of Locum Clerk as permanent on the same salary terms, approving number of hours to be worked, adopting NALC template Contract of Employment

 The Locum Clerk confirmed she was happy to discuss employment conditions in an open meeting, including salary. These were discussed and it was resolved to appoint the Locum Clerk, with hours at 5 per week, within (new) salary scale SCP13. The Chairman would read through the Contract of Employment and agree any amendments, which would be confirmed at the next meeting.

**019/47** To discuss and approve new signatory/signatories for Bank and if necessary, amendment of Financial Regulation 6.4

 After discussion it was proposed and resolved to amend Financial Regulation 6.4 as follows:

 “Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed in accordance with a resolution instructing that payment by two signatories who may be the clerk and/or members of the council. A member who is a bank signatory having a connection by virtue of family or business relationships with the beneficiary of a payment should not, under normal circumstances be a signatory to the payment in question”

 and to appoint the Clerk and Cllr. Chapman as two new signatories to the Barclays account, retaining the Chairman as existing signatory.

**019/48 To discuss and approve draft Planning Policy for the Parish Council**

 Approved subject to correction of a typing error

The meeting closed at 10.05 and the cheques were passed to the Chairman for signature.