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

Held on Thursday 9th May 2019 at 7pm in

The Church Room, Aldborough

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

In attendance: Locum Clerk Mrs. S. Hayden

 Twelve members of the public

The meeting was opened by the Chairman at 7pm

**019/001** To elect the Chairman of the Council followed by signing of Acceptance of Office

 It was proposed, seconded and unanimously resolved that Cllr. P. M. Elliott be elected Chairman and he signed his Acceptance of Office

**019/002** To elect the Vice Chairman

Three councillors were willing to be elected as Vice Chair. Two were formally proposed and a vote was taken. Cllr. T. Gibbons was elected as Vice-Chair by majority vote.

**019/003** Signing of Acceptance of Office by all Parish Councillors

All parish councillors present at the meeting signed the Acceptance of Office. Cllr. R. Elliott had previously signed her Acceptance. All forms were witnessed by the Locum Clerk. Whilst the forms were being signed, the Chairman asked the councillors to give a short resumé to the public attending the meeting, of their interest and purpose for being on the Parish Council.

At this point the Chairman noted and advised that the meeting was being recorded

**019/004** To consider and accept apologies for absence

Apologies had been received and were accepted from Cllr. R. Elliott (prior engagement) and Cllr. A. Hick (ill health)

**019/005** To receive any declarations of interest from Members

 None

**019/006** Public questions, comments or representations

 *(on matters connected with this Agenda – limited to two minutes per person and ten minutes in total at discretion of the Chairman)*

 Members of the public spoke as follows:

 1. Buses had been driving too close to the Community Centre and it was feared they could damage the building. This would be raised with the Highways Engineer who was hoping to attend the Annual Parish Meeting

 2. A representative for the Cricket Club asked where the roller should be parked as they had been asked to move it. The Chairman agreed to meet with the Cricket Club to discuss a suitable place to minimise damage the grass.

 3. A representative of the Garden Club asked if Roundup had been sprayed around the Green. The Locum Clerk was asked to check with contractors and ask that it not be sprayed again.

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4. It was requested that the sign to the Surgery be replaced. The Chairman confirmed that discussions were ongoing on that and, again, this was to be raised with the Highways Engineer.

 5. An update was requested on access to Red Lion House. The Locum Clerk confirmed that the Parish Council had send a letter to NNDC with queries on that and other matters connected with the Green and a reply was awaited. It was expressed that the Parish Council did not have power to grant an easement, which the Locum Clerk agreed with.

 6. A query was raised that Agendas had not been posted on the noticeboards. The Locum Clerk confirmed she had posted these within the due time but offered to try and post them earlier for the next meeting

**019/007** To approve the minutes of the meeting held on 3rd April 2019

 The spelling of the County Councillor was corrected; in item 018/103 Cllr. Hicks was deleted and in item 018/105 “affordable” was deleted from the last sentence in the first paragraph. The minutes were then approved and signed as a true record.

**019/008** Matters arising from minutes

None

**019/009** Reports from District Councillor and County Councillor

 District Councillor J. Toye’s contact address had not been available at the time of the Agenda, so he had not been invited to submit a report

 County Councillor Timewell had hoped to attend the meeting

**019/010** Regulatory

 To review Standing Orders and Code of Conduct

As there was a perception that the public participation agenda items were too time restrictive, it was resolved to amend 2(f) of current Standing Orders to twenty minutes and items 2(g) to four minutes.

As the procedure of motions being put on the agenda of meetings was unclear, it was resolved to add procedures for motions to the Parish Council’s Standing Orders from NALC model standing orders.

The Locum Clerk would correct item numbers as necessary.

It was resolved to adopt NALC model Code of Conduct, which set out procedures for interests more clearly than the current Code. The Locum Clerk confirmed she would tie this in with the Parish Council’s Standing Orders.

**019/011** To review the Parish Council’s insurance policy and approve payment of premium

After discussion, it was resolved to accept Came & Co.’s recommendation of a three-year Agreement with Hiscox at a total discounted premium of £519.21

**019/012** Planning

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

 None

**019/013** Finance

 To receive list of actuals against budget, balance sheets, bank reconciliation and explanation of variances to 31.3.19

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The Budget did not contain actuals, but the Locum Clerk would add these for the next meeting. All received, with the Budget, balance sheets and bank reconciliation being signed by the Chairman.

**019/014** To formally confirm appointment of Mr. J. Stibbons as internal auditor

 The Locum Clerk had asked Mr. Stibbons to deal with the internal audit as he lived near her, thereby saving the Parish Council paying for the time taken to travel to take the paperwork to the previous auditor, who had been contacted and perfectly understood the reason. After discussion it was resolved to formally appoint Mr. Stibbons.

**019/015** To consider and approve the Annual Governance and Accountability Return as follows:

 *To complete the Certificate of Exemption*: It was resolved to exempt from external audit and the Certificate was signed by the Clerk and Chairman

 *To receive the Annual Internal Audit Report 2017-18:* The Locum Clerk confirmed that no issues had been raised.

 *To approve section 1 Annual Governance Statement:* The Statement questions were read out and answers given by the Council. It was then signed by the Chairman and Locum Clerk

 *To approve section 2 Accounting Statement:*  The figures were read out and the Statement signed by the Chairman having previously been certified by the Clerk.

 The Asset Register was discussed. The Village Sign value had been taken off, awaiting the new sign. The laptop was included.

**019/016** To approve list of payments

 The List was read out, approved and signed by the Chairman. It is annexed to these minutes

**019/017** The Green

 To receive update re: bus shelter, easement and proposed parking spaces and agree any actions

 A reply was awaited to the Parish Council’s letter to the NNDC solicitor on all these matters. The Locum Clerk has been to the current Local Plan consultation at Sheringham and advised that Aldborough was a “small growth” village with possible development of up to eight houses, a proportion of which would be affordable. Sites of between 0.25 and 1 hectare would be considered. It had been suggested that a developer could be asked to donate part of a development to parking, as parking was in such demand on The Green and if the Parish Council replied to the consultation, this could be considered at the time any planning permission was granted. The Chairman explained the background to the parking issues and thought it may be better to ask for land to be given as Green in exchange for parking spaces on the Green as required in any s. 38 application. This was discussed and it was agreed the Locum Clerk should write to NNDC in that vein, emailing a draft to all councillors for consideration before sending.

**019/18** To approve purchase of parking signs on The Green at £90 total

 The style and positioning of small signs had been agreed at the previous meeting and it was resolved to purchase the signs at a cost of approximately £90.

**019/19** To discuss and agree remedial action requested by Anglian Water re water to The Green

 An Improvement Notice had been served by Anglian Water in connection with the watering system used by the Cricket Club. An inspection of the completed work was due to be carried out on 20th May 2019. As a representative of the Cricket Club was in attendance the Chairman allowed him to speak in the discussion. It was agreed that the Cricket Club would obtain a quote

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for the work to be done and expected to contribute to the cost. The Locum Clerk had been trying to obtain quotes and was awaiting one currently. It was agreed the Parish Council would set a ceiling of £200 so the work could be done within the time limit, with the Locum Clerk and Chairman then able to authorise the payment.

**019/20** To agree purchase of new bin at £550 plus VAT

 This was discussed and as this was an expensive item, it was agreed to obtain up to date prices and agree any purchase at the next meeting. It was agreed to request emptying the Tidy Bear two weekly.

**019/21** To receive update re Village Sign

 Cllr. Gallant presented the draft sketches, which he was not happy with, but wished to take to the Annual Parish Meeting to gauge the opinion of the parishioners before the Parish Council made any decision. This was agreed. Cllr. Gibbons confirmed that volunteers had been found to, one with a generator, to dismantle the existing sign base and a date was to be agreed for the work to be done.

**019/22** To approve use of Green for tractor run and to discuss any other Green matter

 It was noted that a local landowner and a local farmer had both kindly offered their land for the tractors (50 or 60) if the ground conditions were unsuitable for the charity run to use The Green. After discussion it was agreed that the Green could be used – the preferred area to be to the south of the cricket area. They would be using the Black Boys for lunch.

**019/23** Community Centre

 To receive and discuss report

 There was to be a meeting on Monday to discuss the floors and fund raising and Cllr. Hicks was helping to prepare paperwork for grant applications to be made.

**019/24** To deal with correspondence

 NCC Traffic Order

 NNDC – Local Plan consultation details (posted in village)

[Cllrs. Gallant and Gibbons left the meeting]

**019/25** Any other matters for information only or next Agenda

 Playsafety – notice of play area inspection in June had been received. Cllrs. Hall and Chapman offered to deal with inspecting the play area once per fortnight on a rota and the Chairman would let them have an inspection check sheet he had received when attending a course.

 They both also confirmed they were happy for their contact details to be put on the website

**019/26** To fix the dates and times of meetings of the Council for the ensuing year

 Subject to the Community Centre or Church Room being available, it was agreed to hold the meetings on the first Monday of the month, bi-monthly, the next meeting therefore being in July. The Locum Clerk to check availability of rooms and book them.

The meeting closed at 9.15pm.