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

Held on Monday 2nd March 2020 at 7pm in

The Community Centre, Aldborough

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

In attendance: Clerk Mrs. S. Hayden

District Councillor J. Toye

10 members of public

The Chairman opened the meeting at 7.04pm

**1. To consider and accept apologies for absence**

020/26 Apologies were accepted from Cllrs. T. Gibbons (hospital visit) and Cllr A. Hicks (health reasons)

The Chairman announced that recording was taking place

**2. To receive any declarations of interest and any dispensations of disclosable pecuniary interests**

020/27 None

**3.** **To approve minutes of the Meeting held on 6th January 2020**

020/28 The minutes were approved and signed by the Chairman

**4. Matters Arising from Minutes not covered in this Agenda**

020/29 Street Lights- It was confirmed the lights outside the Black Boys and near to the basketball court were awaiting UK Power Networks’ visit, the Community Centre light was working and the light on the east of the Green had been reported and was due a check. It was confirmed that the latest payment for email and web hosting had been made. Cllrs. Gibbons and Chapman were to obtain hosting at no charge.

**5.** **To Receive any reports from County and District Councillors**

020/30 No report had been received from County Councillor Timewell

*District Councillor Toye reported* that the Cabinet had today agreed to purchase two houses for the homeless in line with their policy. NNDC now have a Delivery Plan. The Environmental Forum meets regularly at NNDC and the next meeting would be at 7pm on 26th March with the subject being sustainable transport. The N. Norfolk Town & Parish Forum’s next meeting would be 10.30am on 23rd April at the Council offices. It was hoped these meetings would improve communication between parish councils and the District Council. Parish councillors were welcome to attend.

**6. Public questions, comments or representations**

020/31 (1) Community Centre – It was reported that on the external repairs, specific quantities were needed before a quote could be given by a builder and the Surveyors would need to be consulted on that. A working party meeting within two weeks was requested – Clerk to arrange.

The bus had been seen riding over the Green when turning and could they be asked to turn around in Margaret Lilley Way, as had been done in the past.

Could the clearing out of the parking bays be added in the ground maintenance contract

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(2) Drainage – the puddle outside the Community Centre spreads across three car parking spaces

(3) A question was raised on whether the Parish Council could claim VAT on the internal works to the Community Centre. The Clerk directed the questioner to the Gov.uk website, search “parish councils and claiming VAT” which explained clearly what the Parish Council could and could not do, but the only way the Parish Council could do so was if they provided the money, completed the whole project and then “gave” the completed work to the Community Centre. Was it correct the Parish Council had an obligation to repair the outside of the Community Centre? The Clerk stated that was not correct and referred to the trust clauses of the original Conveyance, although the Parish Council had offered to help. The Chairman explained that this would be by applying for any grants that may be available to the Parish Council and not to the Community Centre.

(4) A member of the public stated that flooding had been occurring at his and his neighbour’s properties on the edge of the Green. He had been in contact with the Highways Authority. The Clerk would contact Highways as it was thought it was their responsibility, as after heavy rain the water was channelling down the road in the centre of the Green.

(5) Could an area for parking near the Church Room be prioritised in the Management Policy plans

(6) Could the Parish Council abandon the Management Policy and just deal with matters as and when they arose in connection with the Green as he felt the Parish Council were achieving nothing.

(7) A member of the public considered the Management Policy was not positive and would cause division in the village. Also, he thought it contained an incorrect plan compared to the registered title. He recognised that there was a need to protect the Green and a lot of work had been done to produce the Policy. He thought the Policy was not legally correct and a Highways Act allowed anyone to park with 15 yards of a highway.

The Chairman thanked the public for their contributions.

**7. Planning**

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

020/32 None

**7.2 To discuss and make observations on the following applications**

020/33*Appeal PF/19/1130 Raising height of garage roof to create storage space – 44 Margaret Lilley Way, Aldborough, NR11 7PA –* no further comments were made.

**7.3 Update on other applications**

020/34*PF/19/1860 Demolition of former commercial warehouse – The Red Barn, The Green* - Approved

*PF/19/1154 Erection of 2 no. two storey dwellings - Land east of 8 Pipits Meadow, Aldborough – revised -* Approved with conditions, including solar panels to be flush with roof

*PF/19/2155 Single and two storey rear extension – 1 Harmers Lane, Thurgarton -*Approved

*PF/19/2151 Replacement of windows and front door - The Stables, The Green, Aldborough* - Approved

*PF/19/2228 Single storey side extension – The Chestnuts, School Road, Thurgarton NR11 7PE -* Approved

*PF/20/0052 Installation of additional first floor window, etc- Penfold, The Green, Aldborough -* Approved

*PF/20/0142 – Erection of garden room to r ear elevation – Cricketer’s Rest, The Green, Aldborough* – Approved

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**8. The Green**

**8.1** **To discuss amendments and approval of the draft Management Policy and any further public consultation**

020/35 The Chairman gave a summary of the progress of the Policy to date and reasons to support the Policy. Cllr Chapman summarised why he felt he could not support its adoption, including that he felt the laws were unclear, he was not aware of all of the comments received in consultation, he had spoken to parishioners and they were not supportive and he believed it would be ineffective. There was further discussions and the Chair proposed (1) the Policy be adopted with a change in title to “Guidance to Parish Councillors” or similar. This was not carried. (2) the Policy be revisited in six months – resolved. Cllrs. Chapman and Gadsby agreed to produce an amended or new document in that time.

**8.2** **Update on repairs to play equipment and benches and any approval of costs**

020/36 Cllr Hall was to meet with Cllr. Gibbons in connection with this matter

**8.3 Update on Deed of Easement and consider costs**

020/37 The Clerk had obtained two quotations for costs for a solicitor to check the draft Deed on the Parish Council’s behalf, which had been forwarded to the applicants’ solicitors. These were £950 and £500. The Deed had been approved by the applicant’s solicitors and Eastlaw acting for NNDC. The applicants’ solicitor would be registering the Deed on the Parish Council’s title, at the same time as registering it on their clients’ title.

**8.4**  **To receive further costs for the provision of dog bins**

020/38Costs had been received from NNDC for installing the bins. These were discussed and it was agreed that the bins would be ordered direct from a company and installed by the Parish Council. A member of the public kindly offered to help. The Chairman had put a request in Keeping in Touch for donations for the purchase of the bins and the Parish Council had received generous donations (all whom wished to remain anonymous) of £25, £50 and £20. He proffered thanks to the donors.

**8.5** **To discuss any work to drainage system**

020/39 The Chairman gave an overview of the system and problems. A member of the public suggested a crate drain be fitted and would send prices to the Clerk. He offered to install it. The Clerk was asked to contact the highways engineer in connection with the system near the drain cover. The problem near the kerb oppose the old shop would be checked.

**9. Update on Community Centre matters**

020/40 This had been dealt with at item 6(1) above

**10.** **To receive an update re Village Sign and approve any further quotation for work**

020/41 Cllr. Gallant reported that the original panel had been planed and prepared ready for the artist to collect shortly for painting. The wood for the replacement nameplate (it had been decided that the old nameplate was beyond repair) was being sourced and would be collected at the end of the week. The original quotation of £600 for carving had been reduced to £200 after a further quote was obtained. It would be copied from the original. A written quote would be obtained for this. The metal parts were to be made by a parishioner and Cllr. Chapman would deal with the painting. The Chairman would prepare a new budget for the cost of the sign. The style of base would have to be decided. It was resolved to approved up to £250 for the carving, so that could go ahead, as there had been promises of donations towards the sign costs.

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**11. To consider reply from NCC e: request to cease glyphosate spraying in village**

020/42 The Highways Engineer had suggested a trial period of one year but would be happy to cease spraying. No reply had been received from the Garden Club as to whether they would be able to have one or two “tidy up” sessions where the areas previously sprayed became overgrown. It was agreed to trial no spraying for one year.

**12. To consider contract for grounds maintenance**

020/43The current contractor, Garden Guardian had provided their price for 2020 of £1,913 plus VAT. This was within budget and could be approved under Financial Regulation 11.1(a)iv. It was resolved to accept the quotation.

**13. Finance & Regulatory**

**13.1 To approve list of payments, receive budget, balance sheet and report on bank reconciliation**

020/44 Payments of £20.97 for web hosting and a £12 contribution to Clerk’s attendance at seminar were added to the List of Payments and it was approved and signed by the Chairman and Clerk. The budget and balance sheet were received and the bank reconciliation read out

**13.2 To consider payment towards Clerk attendance at NPTS seminar**

020/45 This was approved under 13.1

**13.3 To appoint internal auditor**

020/46 This was discussed and it was agreed to appoint John Stibbons as internal auditor

**13.4 To appoint Councillor for internal financial controls**

020/47 It was resolved to appoint Cllr. Gibbons provided she accepted the appointment

**14. To deal with any correspondence**

020/48 *Circulated:* Aldborough Primary School Newsletter

Police Newsletter

Cricket Club request to move posts to repair damage to Green – agreed prior

*Not circulated:* Norfolk Norwich University Hospital – request for Settle-in Volunteers

UK Power Networks – to update inventory – passed to TT Jones for assistance

Priscilla Bacon Hospice – request for donation – Discussed, but not able to this year

**15. Matters for Information Only for next Agenda**

020/49None

**16. To fix date of Annual Parish Meeting**

020/50This was fixed for Monday 20th April 2020 at 7.30pm dependent upon the Community Centre being available

The meeting was closed at 9.15pm and the approved cheques signed.

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