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

Held on Monday 6th July 2020 at 7pm via Zoom

Present: Chairman Cllr. P. M. Elliott, Vice Chair Cllr T. Gibbons, Cllr. P. Chapman, Cllr. R. Gadsby, Cllr. P. Hall, Cllr. A. Hicks

In attendance: Clerk Mrs. S. Hayden

 6 members of public from 7pm and 2 members of the public from 7.40pm

The Chairman opened the meeting at 7.01pm and announced that the meeting would be recorded. He also explained that as the meeting had a time limit of 40 minutes (free of charge Zoom minutes) so that there was no time for public participation, following the meeting, he would reconnect and take comments from members of the public attending the meeting. If the meeting finished before the Agenda was completed, it would be adjourned and may continue after reconnecting.

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

020/51 Apologies were accepted from Cllr. D. Gallant and District Cllr. J. Toye

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

020/52 None

**3.** **To approve minutes of the Meeting held on 2nd March 2020**

020/53 The minutes were approved and would be signed by the Chairman following the meeting.

**4. Matters Arising from Minutes**

020/54 Cllr. Hicks mentioned at this point, that the Black Boys had been nominated for a food award at the Aylsham Show. There were no matters arising

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

020/55 No report had been received from County Councillor Timewell

 *District Councillor Toye* had send an email which had been circulated to parish councillors. As most of the District Council matter had been reported in the Press, he wrote in connection with the Rectory Farm planning application. He offered a suggestion that the parish council or a trusted resident co-ordinate the comments on this application, collate them and send them to the planning officer for his responses. This was discussed, but it was felt that it was the planning officer’s responsibility to read all comments and the parish council would not take up the suggestion.

**6.** **Finance**

**6.1** T**o receive balance sheets 2019-20 & 2020-21, budget against actuals, bank reconciliation and explanation of variances to 31.3.20**

020/56A question was raised re: transparency and answered. A question was raised on the Explanation of Variances which was briefly explained and would be expanded on by the Clerk via email after the meeting. Otherwise received with no further questions

**6.2** **To consider and approve the Annual Governance and Accountability Return as follows:**

020/57 To complete the Certificate of Exemption;

 It was resolved to exempt the Parish Council from external audit

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 To receive the Annual Internal Audit Report 2019-20;

 Received – no matters raised in the Report

 To approve section 1 Annual Governance Statement;

 This had been circulated for Councillors to read prior to the meeting due to time restrictions. Questions were taken in turn and it was resolved to approve the Statement.

 To approve section 2 Accounting Statements

 It was resolved to approve the Accounting Statements

**6.3** **To approve list of payments**

020/58 It was agreed to contribute towards the SLCC subscription for the Clerk to benefit from any future advice needed. Currently Gresham PC pay the subscription and only they benefit from any advice provided. This was added to the List of Payments, which was approved.

**7. The Green**

**7.1 To approve final draft Deed of Easement and agree signature if received**

020/59The final draft had been circulated to councillors. The Deed was discussed and Cllr. Chapman outlined why he felt that could not support the signature of the document at the current time – in the main because although he had no objection to the granting of the access, he felt that the Parish Council had not sought proper advice to confirm that it had the power to grant the easement to counter credible advice given previously. The Clerk explained that three firms of solicitors had since drafted and produced the Deed on behalf of their respective clients – the parties to the Deed.

Cllr Hicks suggested further advice should be sought. After discussion it was proposed that the Deed be approved and signed. A vote was taken and Cllr. Chapman requested his vote was recorded as against. Two abstained and three voted for approval. Resolved. Cllr. Gadsby felt uncomfortable signing on behalf of the Parish Council without the further advice and Cllr. Gibbons offered to sign on behalf of the Parish Council if necessary.

**7.2 To note reason and record approval for Cricket Club to temporarily store net on Green**

020/60 During easing of the Covid 19 lockdown the Cricket Club could practice with six people and had wanted to hold extra practice sessions, therefore the Parish Council had agreed prior to the meeting, for the net to be kept on the Green, rather then it being taken back to storage every evening.

At this point the Chairman reported that Zoom had unexpectedly extended the time of the meeting and it would continue to the end of item 7, then adjourn for the public to make comments if they wished, then continue with the rest of the Agenda.

**7.3 Approval of Covid 19 Risk Assessment**

020/61The Clerk had drafted the Risk Assessment and the Chairman had made amendments, which had been circulated prior to the meeting. Resolved to approved the Risk Assessment in its amended form.

**7.4** **Update on any other Green matters**

020/62 Cllr Hall was to meet with Cllr. Gibbons in connection with the repairs to benches on the Green. A question was raised about the food bank collections, but these were being started by Village Care.

Meeting Adjourned for the public to make any comments/ask questions, before re-commencing

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**8. Village Sign**

020/63 The budget of £2,600 for the sign had been spent, plus an additional £115. Cllr. Gallant had estimated the total cost would be £3,300. This would include roof, metalwork, assembly, post and base. Village Care had kindly indicated they would give a donation towards the costs of completing the sign. Cllr Gadsby, Cllr Hicks, Cllr Hall expressed concern at the overrun and lack of prices for extras. The budget was discussed. It was proposed by the Chairman to approve a budget of up to £700, **conditional** on obtaining quotes within two weeks and circulate to all councillors with a view to an extraordinary meeting to approve. Seconded by Cllr Gadsby and resolved.

**9. Community Centre – To receive and discuss Report**

020/64 The secretary’s report had been previously circulated to Councillors. The Committee had received a £10,000 grant from NNDC in connection with Covid 19 grant help. Cllr. Hicks had passed grant funding routes to the Committee and to Village Care. He mentioned that the Big Society funding was changing, in that a project has to be sustainable and use local suppliers to do any work. It was proposed to deal with external works next year and apply to NNDC, Community Action Norfolk and the National Lottery. The kitchen would be dealt with in 2022 as a separate project.

**10. Planning**

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

020/65*PF/20/1071 Extension - Swift Cottage The Green, Aldborough*

Cllr. Gadsby declared an interest in this application and did not take part in the discussion

 It was agreed to support this application with no comments to be made

020/66 *PF/20/0961 Extensions to side and rear, additional window to front and rear – The Old Forge, Thurgarton Road, Aldborough*

It was agreed to deal with this application as per the Planning Protocol to allow further scrutiny of the application

**10.2** Update re:

020/67 *Appeal PF/19/1130 Raising height of garage roof to create storage space – 44 Margaret Lillley Way, Aldborough* – No decision yet

020/68 *PF/20/0578 Demolition 4 livestock units, erection of 2 replacement units, etc., Rectory Farm House* – No decision. Movements had been seen on site, which suggests the applicant is moving ahead without Permission being granted. District Cllr. Toye had suggested that the Parish Council co-ordinate the complaints received on the application. The Clerk was asked to write to the planning officer to report preparations on site and to request a site meeting, letter to be circulated before being sent. Parish Council has objected and submitted 3 pages of comments objecting. It was agreed that Cllr. Chapman would present the Parish Council’s objections if the application was heard at the Development Committee meeting. Numerous copy objections had been received by the Parish Council for information.

020/69 *PF/20/0721 Single storey rear extension, first floor window, raising of eaves part retrospective – Doctors Corner, Thwaite Road, Aldborough* – no decision

020/70 *PF/20/0687 Extensions, raising of roof height, Juliet balcony, windows, flues, cladding – The Birches, Thurgarton Road, Aldborough* – No decision

020/71 *PF/20/0911 Variation of condition 4 (external materials) – Plot 1 Land east of 8 Pipits Meadow, Aldborough* – The Parish Council had submitted “supports” the application. There was no decision yet. The Chairman explained that this was separate to the main development, not part of it and he felt that the applicant was making an effort to be carbon neutral. He was not supportive of NNDC trying to incorporate it into the row of properties, therefore he had supported the applicant.

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020/72 *PF/20/0922 Change of use of agricultural land adjoining to garden, erection of replacement garage and studio, extension to access, extension to dwelling and alterations to car port to form additional living accommodation – 6 Thwaite Hill Cottages, Thwaite Hill, Aldborough* – The Parish Council submitted “supports” this application

 Cllr. Hicks had been muted during the discussion re: PF20/0578. He had been told that Duncan Baker MP would be meeting Steve Blatch on this application and he would “chase”.

**11. To deal with any correspondence**

020/73 *Circulated:* Aldborough Primary School Newsletter

 Police Newsletter

 Comments for the Meeting (item 7.1) from parishioner and reply by Clerk

 *Not circulated:* Barclays reduction in interest rates

 NALC – Police survey – Clerk completed

 Parish Partnership Scheme – confirmation that the grant for bus shelter had been withdrawn

 Barclays confirmation of £25 compensation for unauthorised direct debits

 EON – Confirmation a new Contract had been agreed, as email correspondence

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

020/74It was hoped to deal with the drain problem on the Green with a volunteer. The dog bins would be dealt with when social distancing restrictions were lifted. Cllrs. Hall and Gibbons would meet to review the work to benches on the Green.

The meeting was closed at 8.52pm

The next meeting will be on Monday 7th September 2020

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