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

Held on Monday 2nd November 2020 at 7pm via Zoom

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

In attendance: Clerk Mrs. S. Hayden

District Cllr. J. Toye

9 members of public

The current Chairman opened the meeting at 7.01pm

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

020/100 Apologies had been received from two members of the public. It was noted that Cllr. D. Gallant did not normally attend Zoom meetings.

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

020/101 None

**3.** **To approve minutes of the Meeting held on 7th September 2020**

020/102 Proposed that draft minute 020/83 be amended and “a professional” be deleted and “external and independent” be inserted. Proposed draft minute 020/90 be amended to insert “not affordable” after “abandoned”. Seconded and resolved. The minutes would be signed after the meeting.

**4. Matters Arising from Minutes**

020/103 The Clerk confirmed the Deed of Easement had been completed and was being registered at the Land Registry. Cllr Hall asked if anyone had progressed making the bus stop a compulsory stop, not a request stop. Agreed to progress this.

Cllr. T. Gibbons joined the meeting

District Cllr. J. Timewell asked if he could give his report at this point and the Chairman agreed.

**6.1 To receive report from County Councillor**

020/104 Cllr. Timewell apologised for his absence from meetings due to ill health, but confirmed he had now been given the “all clear” and would be resuming his work.

He reported that the County Council budget consultation was now open and comments could be made on-line. The Council were trying to put a hold on cuts. Meetings were being held on-line with a system to allow for 84 councillors to attend. The other news was the new lockdown could be longer than 2nd December, but we were all fighting to save lives. If anyone needed any help, please ring his mobile where he would be available.

Cllr. Timewell made his apologies and left the meeting

District Councillor report below

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

020/105 1. Rev. Lynn introduced himself as the new interim Vicar for Aldborough and Thurgarton and asked that if anyone needed him, they were welcome to ring his landline.

2. A resident of Thurgarton introduced herself and wished to make an observation on the comments of 4th May made by the Parish Council in connection with the planning application at Rectory Farm. She was disappointed by the comment that if the application had been for a site further away from the village the parish council would likely not have objected. She felt this weakened the objection. There would still be heavy vehicles visiting the site which would be hazardous for cyclists and pollute the air. Meat production units were not sustainable in ecological terms and this needed to be at forefront of thinking. The Chairman replied that he did not disagree and took on board the comments and that the comments were made early in the consultation and matters concerning the application had since moved on. In regard to the planning application, there would be a further consultation and opportunity to comment. The resident commented that NNDC had declared a climate emergency which the application went against.

3. A resident raised queried the purpose of a tanker arriving at the middle section of The Green and which looked as if it were there to pump out the drains. Cllr. Elliott confirmed that the Parish Council had met the Highways Engineer who had confirmed he would like to see the middle roadway of the Green during heavy rain and that may have been the reason the tanker was in that place. The Engineer had confirmed that the drains to the north east of the Green and pond would be cleared.

4. Cllr. Hicks stated that he hoped the Community Centre would be put in the proposed Emergency Plan as a safe refuge. Two residents offered to be involved. Cllr. Hicks had a template of an Emergency Plan and now sits on the working party of Norfolk Community Health Trust

**6.2 To receive any report from the Community Centre**

020/106 The Secretary read out his report which is annexed to these Minutes

District Councillor Toye joined the meeting and asked to give his report at this point as follows.

**6.1 To receive report from District Councillor**

020/107 District Councillor Toye reported that following the new Covid 19 lockdown, support was becoming available and NNDC had opened their telephone line, the number of which was on their website, together with other details. Cllr. Toye was also available for help if required. Befriending calls had started again for people shielding. In connection with tree planting, if anyone was interested in planting trees, please get in touch with him. He had noted that The Street in Thurgarton was subject to constant repairs and was liaising with Cty Cllr. Timewell to get something done for the longer term. He confirmed he was now portfolio holder for planning enforcement.

A resident agreed the road was poor, but didn’t think resurfacing would improve it as farm vehicles were bringing the banks down.

District Councillor Toye made his apologies and left the meeting

**7. Vandalism – To encourage vigilance and reporting of issues including minor ones**

020/108 Cllr. Gibbons reported that the recent vandalism was “the straw that broke the camel’s back” and had been reported to the Police Safer Neighbourhood Team. Our Beat Manager Joey Mezzetti had visited two individuals who had admitted the causing the damage. A sum had been paid for

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damages. Aldborough had been added to the patrol list and hopefully the problem had been “nipped in the bud”. However, all incidents should reported to the Police so they could build up a picture. The SNT had done a great job and were to be congratulated. Cllr. Gibbons would write and thank them.

**8. The Green**

**8.1 Update on Green matters including:**

020/109 8.1.1 Skateboarding

Cllr. Hicks had located Sport England as a funder and Nike as a sponsor, as well as contacting Skateboarding UK. He felt that feedback was needed from youngsters in order to plan. Discussion followed on possible sites and feedback. Cllr. Hicks and Cllr. Gadsby to liaise – Cllr. Gadsby having had experience of providing a skateboarding facility.

020/110 8.1.2 Drainage/Flooding

See 5.3 above. Cllr. Elliott offered to liaise in connection with sourcing and storing more material for filling potholes as the supply kindly stored by a local farmer had been depleted.

020/111 8.1.3 Benches/Safety

Cllr. Hall had offered to pressure wash seats and coat with preserver with any repairs being carried out by a parishioner. The Clerk confirmed that any contractor should have public liability insurance and was asked to check legislation in connection with that.

020/112 In connection with the Play Area Safety Report, Cllr. Chapman confirmed that the Play Area swings were within tolerance for safety. The rest of the work would be listed and parts ordered shortly from Play Safety, who had supplied the original equipment. Quotes had been requested from two other play equipment specialists, but one had declined to repair another supplier’s equipment and another had required an inspection fee before providing a quote.

020/113 8.1.4 Lighting around Green

Two lights around the Green were not working – one outside Cllr. Gadsby’s home and the other near the telephone box – Clerk to report

020/114 8.1.5 Christmas Tree Arrangements

There was a proposed project for the village to make and put stars in their windows and it was agreed that some could be put on the Christmas tree.

The difficulty of holding the usual events under Covid 19 restrictions was discussed and Cllr. Hicks agreed to liaise with the Black Boys to see if there would be any way of them holding events lawfully and safely and under their insurance. Proposed, seconded and resolved that events and tree raising could go ahead subject to the Parish Council being happy that both were lawful and safe. Supply of the tree was discussed and it was agreed to accept the kind sponsorship of the tree offered each year by anonymous donors, although nothing could be done until after the end of lockdown on 2nd December.

**8.2 To agree provider of table tennis table risk assessment and any contribution to cost**

020/115 The Clerk read out the quote from David Bracey, whose company specialised in play area inspections and risk assessments. The cost was £25 plus VAT for a desk top assessment and £80 for a visit. He would require the distance of objects surrounding the area proposed for the table, to carry out the assessment. Proposed, seconded and resolved to accept the desk top assessment, with the Parish Council paying the cost. Clerk to organise.

**8.3 Update on Green Management and to appoint Parish Councillor/s to deal with Green matters**

020/116 The Chairman explained that the Management Policy in its original form had been abandoned and it would be replaced by Guidance Notes, which he and Cllr. Gadsby were to prepare. He apologised that they had not had time to deal with this as other matters, including the Rectory Farm application had taken a lot of time to deal with. The Chairman and Cllr. Gadsby offered to deal with day to day Green matters. Proposed, seconded and resolved that they be appointed.

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**9. Village Sign**

020/117 This had just been completed, although there may possibly be a plinth built around the base. Thanks were offered to Cllr. Gallant for managing the project and to all those who had helped towards its completion.

**10. Village Newsletter**

**10.1 To receive update on Village Care Newsletter and feedback and consider PC involvement in new newsletter**

020/118There had been 35 responders to a questionnaire and from that a community group was preferred to provide a newsletter. Someone had offered to edit the new newsletter from January. It was discussed and agreed that the Parish Council would do a December newsletter as a temporary measure and this would be produced in early December.

**10.2 Consider contribution to printing costs for last Village Care newsletter**

020/119The printing costs had been £116.23 and it was proposed, seconded and resolved that the Parish Council make a donation to pay for those costs.

Cllr. P. M. Elliott made his apologies and left the meeting

**11. Emergency Plan – Consider proposal that the Parish Council develops a new Emergency Plan**

020/120 The Chairman outlined the proposal for a plan and reasons why it was needed. This was discussed. It was proposed to try and find a precedent from another parish council and amend it to suit. Seconded and resolved.

**12. Village Speed Safety – Discuss and agree plan to improve safety and support for a 20mph speed limit**

020/121 The Chairman stated that there were many complaints about speeding in the village and many solutions. Cllr. Hicks outline the details of Speedwatch. The Parish Council share SAM2 signs and Cllr. Gibbons recalled results of past data. It was agreed to obtain the SAM2 signs and to advertise in the December newsletter for volunteers for Speedwatch. Three had already volunteered and a member of the public attending the meeting also volunteered.

**13. Planning**

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

020/122 None

**13.2 Update on the following**

020/123 A list of the planning decisions had been circulated to parish councillors prior to the meeting as follows

*PF/20/0578 Demolition 4 livestock units, erection of 2 replacement units, etc., Rectory Farm House* This would be re-opened for consultation

*PF/20/0687 Extensions, raising of roof height, Juliet balcony, windows, flues, cladding – The Birches, Thurgarton Road, Aldborough* – Approved

*PF/20/0911 Variation of condition 4 (external materials) – Plot 1 Land east of 8 Pipits Meadow, Aldborough* – No decision by NNDC

*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*

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*additional living accommodation – 6 Thwaite Hill Cottages, Thwaite Hill, Aldborough* – No decision by NNDC

*PF/20/0961Extensions to side and rear; additional dormer window to front and rear The Old Forge, Thurgarton Road, Aldborough NR11 7PB* – No decision by NNDC

*PF/20/1311 Construction of single storey extension to front of existing two -storey house Hideaway Haven, The Green, Aldborough NR11 7A –* Approved

*PF/20/1803 Installation of new package treatment plant to the west of Aldborough Hall, NR11 7HU* – It was agreed to send comments to the Clerk who would report to NNDC planning

**14. Finance**

**14.1 To receive balance sheet 2020-21 and report on bank reconciliation**

020/124 Received. Cllr. Gibbons reported the bank reconciliation was correct

**14.2 To approve List of Payments**

020/125It was agreed to donate £50 to the British Legion for a wreath and the List of Payments was approved

**14.3 To discuss and agree increase Clerk hours to 7 per week**

020/126 The Clerk had previously circulated hours worked to date, which were more than contracted, although it was hoped that they would now decrease following completion of certain projects. She explained that a proposal to hold monthly meetings would, however, increase the work load. It was agreed that she would monitor hours until the next meeting, monthly meetings would not be held and the position reviewed at the January meeting.

**14.4 To discuss and approve Budget for 2021-22 and set precept**

020/127 As the tax base figure had not been received, this item would be held over until the next meeting.

**14.5 To amend Standing Orders 1(b) and 1(h) and delete 1(c) and 1(d)**

020/128This would remove the necessity for a seconder to motions at meetings, thereby saving time. Proposed, seconded and resolved to amend Standing Orders to that effect

**15. To deal with any correspondence**

020/129 None other than circular emailed newsletters

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

020/130 None, other than a list already provided by the Chairman to the Clerk

The meeting was closed at 9.15pm

The next meeting will be on Monday 4th January 2021

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