**014**

DRAFT

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

Held on Tuesday 12th January 20210 at 7pm via Zoom

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

In attendance: Clerk Mrs. S. Hayden

 District Cllr. J. Toye

 6 members of public

The Chairman opened the meeting at 7.02pm and Cllr. Gadsby noted that she was recording the meeting

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

021/1 Apologies were accepted from Cllr. D. Gallant who was not able to attend Zoom meetings. County Cllr. J. Timewell had sent his apologies and asked that if the Parish Council had any queries he could help with, could they please contact him.

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

021/2 Cllr. R. Gadsby declared a DPI in item 13.1 concerning her planning application. She would leave the meeting at that point

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

021/3 The initials of Cllr Elliott were amended to “P. M.” not “P. E.” and the minutes were approved. They would be signed by the Chairman following the meeting

**4. Matters Arising from Minutes**

021/4 The SAM2 was discussed. Cllr. Elliott explained that it was on a rota with Erpingham, Calthorpe and Ingworth, as it could not be placed on one site for more than 12 week at a time. He was group co-ordinator. It was agreed that the SAM2 would be brought to Aldborough to collect speed data.

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

021/5 1. A member of the public asked what the benefit of the change of access at the Old Red Lion was to the parish. The Chair explained the exchange of green area gave the Parish Council a larger area of Green. The extent of the Green was discussed briefly, with the Chairman offering to check any paperwork provided that showed a conflict with the registered title.

 2. Congratulations were offered on the December issue of the village newsletter – it was “brilliant”!

 3. A member of the Patient Participation Group informed the meeting that Covid 19 vaccinations would start on Friday, with approximately 85 patients booked to share the session at Rossi’s with Paston Surgery. There were only two who needed transport to get there, which had been arranged. The Patient Participation Group also provided two marshalls, with Paston also providing two. These sessions would be run weekly and the Pfizer/BioNtech vaccine would be used. The next session would be all day on the following Wednesday. The numbers being vaccinated was discussed.

**6.** **Reports**

**6.1 To receive report from District Councillor and County Councillor**

021/6 District Councillor John Toye said that he had a short report, but we all needed to stay in and follow restrictions The Leader of the Council was isolating with Covid 19 and had lost family to it very recently. Vaccines would be a changing picture as more were brought in.

 The Clerk raised a question on planning software changes, which Cllr. Toye answered.

 County Councillor J. Timewell had sent his apologies for the meeting.

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

021/7 The Secretary reported that the Community Centre was shut and systems were being flushed. They expected to place an order for a fire alarm and fire curtain at a cost of £12,000. They were communicating to villagers via the newsletter to enable reports to be circulated. They had received offers of support and help.

**7. Street Lighting**

 **To appoint Councillor as public contact for reporting light failures and dealing with contractor for street lighting**

021/8Proposed and resolved to appoint Cllr. Peter Hall

Meeting adjourned to enable reconnection via Zoom

All parish councillors and Clerk re-joined

**8. The Green**

 **Update on Green matters including:**

**8.1 Skateboarding facility**

021/9 Cllr. Hicks had located Sport England as a funder and Nike as a sponsor, but land was needed for a skate park. The Chair confirmed that although no progress had been made, the project was still something the Parish Council would like to move forward.

**8.2 Benches/Safety**

021/10 The cleaning and preserving of the benches would start in the Spring. The repaired pond bench needed to be put back in place but with Covid restrictions it was not possible currently, as two were needed replace it.

**8.3 Pothole Repairs**

021.11 Cllr. Elliott to agree storage of road planings, to be ordered towards Spring as it was better to fill holes then rather than in bad winter weather

**8.4 To approve Contract for Grounds Maintenance**

021/12 Proposed and resolved to accept renewal of contract with the Garden Guardian in the sum of £1,951 plus VAT

**8.5 Any other Green matters**

021/13 The owners of Red Lion House had asked that a representative of the Parish Council agree the line of his hedge now the work to the access had started. Chairman and/or Cllr. Elliott would attend.

 There was a hole left by the Christmas tree which needed filling in and the socket needed moving, both to be dealt with as soon as possible by parish councillors

**9. Village Newsletter**

**9.1 Report on Newsletter**

021/14The Chairman reported that feedback showed that the Newsletter was well received. It had been intended to be a short newsletter, but was so well supported that it grew to 40 pages. Advertising was requested, so that was done. The costs to the taxpayer would be £14 as other costs had been covered by advertising. Although the production escalated, it proved to be worthwhile. The Chairman thanked Village Care for the legwork in delivering around the village.

**9.2 Consider proposal to make Newsletter a permanent Parish Council publication**

021/15 The Chairman proposed the Parish Council does make the publication permanent, especially as we were now under Covid 19 restrictions. The model was set up and there would be negligible cost to the taxpayer with advertising paying the costs of publication. Distribution was discussed and also accessibility on-line. A committee could be set up which could include non-councillors to deal with the newsletter. Proposed the Newsletter be made a permanent Parish Council publication, resolved.

**9.3 To approve costs for December and January issues**

021/16 Figures had been circulated to parish councillors prior to the meeting. £300 had been received from advertisers, leaving £14 deficit after printing/production costs. The Clerk explained that due to the necessary speed of publishing, Financial Regulations had been breached. Proposed Financial Regulations be lifted to repay printing/production costs expended. Resolved.

**10. To discuss preparation of new Emergency Plan**

021/17Cllr. Hicks reported that he was gathering information and had templates to adapt.

**11. Village Speed Safety**

 **Discuss and agree plans to improve safety and support for 20mph speed limit**

021/18There were enough volunteers for Speedwatch, but training was on hold due to Covid 19 restrictions. More volunteers would be welcome.

**12. Village Sign**

**12.1** **To approve costs of building base for sign**

021/19 One quote had been received, but regulations required three. The necessity for a base was discussed and it was proposed that no base was needed. Resolved.

**12.2 To consider quote for future maintenance**

021/20 A quote of £40 per annum had been received for maintenance of the painted part of the sign, which would be for oiling and waxing. Proposed to accept the quote and resolved.

Meeting adjourned to enable re-connection to Zoom

All Parish Councillors and Clerk re-joined the meeting

**13. Planning**

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

021/21 *PF/20/2482 conversion of two dwellings (Swift Cottage and Kent’s Cottage) to form single dwelling, single storey rear extension*

 Cllr. Gadsby left the meeting

 The application was discussed. It was proposed to support the application with no comments to be made. Resolved.

 Cllr. Gadsby re-joined the meeting

**13.2 Update on the following**

021/22 *PF/20/0578 Demolition 4 livestock units, erection of 2 replacement units, etc., Rectory Farm House* The Chairman had written to Planning Dept. before Christmas as the Planning Officer initially dealing with the application had left NNDC. He had asked for assurance that promises made prior to his appointment would be kept. Cllr. Toye said he would be meeting the officer in a couple of days’ time and would provide the Parish Council with an update. The Chairman noted that there were materials on site, but the Planning Department could do nothing unless building work started.

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

 *PF/20/0911 Variation of condition 4 (external materials) – Plot 1 Land east of 8 Pipits Meadow, Aldborough* – Approved

 *PF/20/1803 Installation of new package treatment plant to the west of Aldborough Hall, NR11 7HU* – Approved

*PF/20/2066 Replacement of 2 no. existing windows and door on front elevation with new windows/door – Ivy Cottage, 1 The Green, Aldborough, NR11 7AA -* Pending a decision

 *PF/20/2001 replacement windows with UPVCC sash white windows and replacement front and back doors – 3 Temperance Villas, Chapel Road, Thurgarton, NR11 7NP -*  Approved

**14. Finance**

**14.1 To approve List of Payments, receive balance sheet and report on bank reconciliation**

021/23 List of Payments approved. Balance Sheet received. Cllr. Gibbons reported the bank reconciliation was correct

**14.2 Update on Clerk’s hours**

021/24 The Clerk reported that her hours were now down to 5.22 per week through November and December and she was prepared to review them in March by which time it was hoped they would reduce to the contracted hours of 5.

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

021/25 The figures were explained by the Clerk and future expenses discussed. Proposed to set the precept at £9600. Resolved.

**14.4 To approve draft letter and risk assessment as required by insurers for small maintenance works**

021/26 The Clerk explained the insurer’s requirements. Proposed to approve draft letter and risk assessment. Resolved.

**15. To deal with any correspondence**

021/27 Two emails of thanks for the Christmas lights had been received.

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

021/28 Electrics on the Green

The meeting was closed at 8.55pm

The next meeting will be on Monday 1st March 2021

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