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

Held on Monday 1st March 20210 at 7pm via Microsoft Teams

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

 5 members of public

The Chairman opened the meeting at 7.06pm

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

021/37 Apologies were accepted from Cllr. D. Gallant who was not able to attend Zoom meetings.

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

021/38 Cllr. Chapman declared an “other” interest in item 11.1, a planning application by a neighbour. He would speak at the item, but not vote.

**3.** **To approve minutes of the Meetings held on 12th January 2021 and 15th February 2021**

021/39 The minutes of the meetings of 12th January and 15th February were approved. They would be signed by the Chairman following the meeting

**4. Matters Arising from Minutes**

021/40 None

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

021/41 None

**6.** **Reports**

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

021/42 None.

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

021/43 The Secretary reported that the Community Centre Committee had ordered a new fire alarm and shutter and the work should be completed within a few weeks. The Centre would possibly be open in June or July. The Secretary assumed that the Parish Council would be using it and that would be discussed at the time. Elections would be held in the Centre. Could the Clerk change the Agenda for the next meeting from “to receive any report” to “receive a report”.

**7. The Green – To discuss any Green matters**

021/44 1. Cllr. Gadsby had received a “letter to the Editor” of the Magazine asking why the roads had not been gritted in the snowy weather and that there were only three grit bins around the village. Cllr. Chapman had spoken to the grit bin lorry driver and the route was Post Office, Doctors Corner, Rectory Farm and then Erpingham. This was discussed and Cllr. Gadsby agreed to investigate whether we could upgrade the gritting in the village.

021/45 2. Cllr. Hall had obtained a quote for an upgrade to the electrical connection. It was currently below ground and frequently filled up with water, which was obviously dangerous. The work would be for a green connection post above ground. The post would be a similar size to the boundary posts around the Green. This was discussed. Proposed that this work should be done,

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 together with a new lock on the brick kiosk and further quotes obtained. Resolved. Cllr. Elliott offered to obtain at least two more quotes and a price for a new lock.

021/46 3. The drains on the Green were discussed. The Highways Engineer had been seen on the east of the Green, but no communications had been received. Clerk to ask for update from Engineer.

**8. Village Newsletter**

**8.1 Report on Newsletter**

021/47 Cllr. Gadsby reported that the next issue would be on 20th March, in time for Easter. There were lots of stories (and a member of the public was thanked for his contribution), and it was currently being put together.

**8.2 Discuss and approve application for a Newsletter grant**

021/48 Cllr. Hicks had received two grant application forms for a Sustainable Communities Grant of £1,000 each – one for the Newsletter and one for the website and there was a turnaround time of four weeks. Cllr. Chapman explained that it had been felt that the balance of income and expenditure was marginal and a successful grant would put the magazine on a firmer financial basis and enable it to have a better future. Did the Parish Council think it appropriate to continue with the application? Proposed: To approve a grant application for the Newsletter. Resolved.

**8.3 To discuss and approve Terms of Reference for Newsletter Committee**

021/49 Draft Terms of Reference had been previously circulated and councillors were asked whether they wished to make any amendments. Proposed: To accept Terms as drafted. Resolved.

**9. Website**

021/50 **To introduce concept of village website and approve adoption of project**

The Chairman explained the question was whether we wanted to do this as a parish council and does the Parish Council want to continue to pay for the web hosting? He had received requests for the Magazine to be on-line. The Parish Council would also have to change email provider as the current web hosting covered that address. The new website was currently on the Chairman’s company server and was free. This was discussed. Cllr. Hicks would apply for a grant for £1,000 to fund the website going forward. Proposed: To adopt the village website as a Parish Council project with a view to cancelling the current hosting when the new domain is settled. Resolved.

**10. Village Speed Safety**

**10.1 Update of SAM2**

021/51 Cllr. Elliott explained that the signs were shared between Erpingham/Calthorpe, Ingworth and Aldborough. He would request the sign for two months. Cllr. Hall would assist in setting up.

**10.2 Incident Log for near misses and accidents**

021/52 A resident had suggested keeping a log of near misses and accidents – Cllr. Chapman would keep a log.

**11. Planning**

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

021/53 *PF/21/0434 External alterations to domestic garage, including erection of external stair, to facilitate use for domestic storage – The Croft, The Green, Aldborough, Norwich, Norfolk, NR11 7AA*

Cllr. Chapman had declared an interest as he was a neighbour. He spoke on the application, but did not take part in the discussion or vote. He asked Cllr. Gadsby to take over and chair this item of the Agenda.

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 Cllr. Gadsby took the chair and invited Cllr Chapman to speak. He spoke against the application and agreed it was a lovely property, much improved, but felt the alterations were a move towards an annexe which would raise problems such as traffic, that would affect surrounding properties.

 The parish councillors felt they would like longer to look at the application on-line and deal with it as per the Planning Protocol. This was agreed.

 Cllr. Gadsby handed over to Cllr. Chapman to continue chairing the meeting.

**11.2 To discuss and make observations on the following applications:**

021/54*PF/21/0201 Conversion of outbuilding and external alterations for form self-contained annex – Greenside, The Green, Aldborough* – Proposed and resolved to support this application

 *PF/21/0273 Single storey side extension following removal of conservatory, porch extension to front – Homestead, Thurgarton Road, Aldborough –* Proposed and resolved no objection to this application.

 *PF/21/0397 and LA/21/0398 Re-roofing of dwelling, and Works for re-roofing – Aldborough Hall, Hall Road, Aldborough* – Proposed and resolved no objection to this application

**11.3 Update on the following:**

021/55 *PF/20/0578 Demolition 4 livestock units, erection of 2 replacement units, etc., Rectory Farm House -* The Chairman had sent a letter to the new planning officer in this case, which had been circulated to parish councillors. He had not yet received a reply other than a “read receipt”. The applicant had provided additional paperwork and the next stage would hopefully be the Development Committee meeting if the application was called in.

 It was noted at this point that photos had been taken of the flooding on the Erpingham Road and a discussion followed on Thwaite Road recent re-surfacing which appeared to widen the road.

 *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 -* Approved

 *PF/20/2482 Conversion of two dwellings (Swift Cottage and Kent’s Cottage) to form single dwelling; single storey rear extension – Swift Cottage, The Green, Aldborough –* Approved

**12 Finance and Regulatory**

**12.1 To discuss amendment to Financial Regulations**

021/56The Chairman explained that the Regulations prohibit use of private card payments which he felt was sometimes necessary and asked if we needed to amend the Regulations. This issue had come up with the printing of the Magazine, which was done on-line. This could be a discussion to take forward. The Clerk suggested we enable bank transfers on-line which the Financial Regulations already provided for and would speed any payments needed urgently. The signatories agreed this should be moved forward. Agreed to discuss this again at the May meeting.

**12.2 To approve List of Payments, receive budget against actuals, balance sheet and report on bank reconciliation**

021/57 List of Payments approved. Budget and Balance Sheet received. Cllr. Gibbons reported the bank reconciliation was correct

**12.3 Update on Clerk’s hours**

021/58 The Clerk reported that her hours had risen since the last meeting to above 6 per week but were now dropping again

**12.4 To discuss and approve any donations**

021/59 Discuss and agreed not to make any donations this financial year.

**13. To deal with any correspondence**

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021/60 A letter had been received and an email previously circulated, from NNDC in connection with the Community Governance Review. This meant that a review of parish boundaries was taking place and the Parish Council had been consulted. The only amendment in Aldborough was to move the parish boundary at the Mill so that one house was not half in one parish and half in another and the boundary would be the stream instead. Agreed this was sensible.

**14 To agree date for Annual Parish Meeting (between 1st March and 1st June)**

021/61Discussion took place about numbers, venue, virtual meetings and it was **a**greed to set a date when more positive Covid 19 regulations were known.

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

021/62 None

The meeting was closed at 8.26pm

The next meeting will be on Tuesday 4th May 2021 due to Bank Holiday on 3rd May.

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