ALDBOROUGH and THURGARTON PARISH COUNCIL

**Members of the Council**

You are summoned to attend the Annual Meeting of Aldborough & Thurgarton Parish Council which will take place virtually on

**Tuesday 4th May 2021 at 7pm**

S H Hayden

Clerk of the Parish Council

23rd April 2021

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Please note that the Parish Council does not officially record the meeting. However, recording of the meeting may take place. The Chairman will advise if recording is taking place – please notify the Clerk or Chairman if you are recording.

Any approved documents will be signed by Chair/Clerk/Parish Councillors after this meeting

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1. To elect the Chairman of the Council. Signing of Acceptance of Office following meeting.

2. To elect the Vice Chairman

3. To consider and accept apologies for absence

4. To receive any declarations of interest from Members

5. Public questions, comments or representations

 *(on matters connected with this Agenda – limited to four minutes per person and twenty minutes in total at discretion of the Chairman)*

6. To approve the minutes of the meeting held on 1st March 2021

7. Matters arising from minutes

8. Reports

8.1 Reports from District Councillor and County Councillor

8.2 Report from Community Centre

8.3 Report from Village Magazine Committee

9. The Green

9.1 To confirm approval of risk assessment for table tennis table

9.2 To discuss any other Green matters

10.. Planning

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

10.2 To discuss and make observations on:

 *PF/21/1023 Single storey rear extension and external alterations – Amarante, Chapel Road, Thurgarton, NR11 7NP*

10.2 Update re:

 *PF/21/0201 Conversion of outbuilding and external alterations for form self-contained annex – Greenside, The Green, Aldborough*

 *PF/21/0273 Single storey side extension following removal of conservatory, porch extension to front – Homestead, Thurgarton Road, Aldborough*

 *PF/21/0397 and LA/21/0398 Re-roofing of dwelling, and Works for re-roofing – Aldborough Hall, Hall Road,*

 *PF/20/0578 Rectory Farm*

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

 *PF/21/0611 Entrance porch, single storey rear extension and garden studio – 7 Harmers Lane, Thurgarton*

11. Regulatory

11.1 To review all policies and risk assessment and agree any amendments.

11.2 To review the Parish Council’s insurance policy and approve payment of premium

12. Finance

12.1 To receive list of actuals against budget, balance sheets, bank reconciliation and explanation of variances to 31.3.21

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

 To complete the Certificate of Exemption

 To receive the Annual Internal Audit Report 2019-20

 To approve section 1 Annual Governance Statement

 To approve section 2 Accounting Statements

12.3 To approve list of payments

13. To deal with correspondence

14. Any other matters for information only or next Agenda

15. To fix the dates and times of meetings of the Council for the ensuing year