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

Held on Tuesday 4th May 2021 at 7pm via Microsoft Teams

Present: Chairman Cllr. P. Chapman, Cllr. P. M. Elliott, Cllr. T. Gibbons, Cllr. P. Hall, Cllr. A. Hicks

In attendance: Clerk Mrs. S. Hayden

 District Councillor J. Toye

 6 members of public

The Chairman opened the meeting at 7pm

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

021/63 Cllr. P. Chapman and Cllr. R. Gadsby were both nominated. Resolved Cllr. Chapman as Chairman

**2.** **To elect the Vice Chairman**

021/64 Cllr. R. Gadsby was nominated as Vice Chair. Resolved.

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

021/65 Apologies were accepted from Cllr. R. Gadsby, Cllr. Gibbons who may attend late and Cllr. D. Gallant who was not able to attend Zoom meetings.

**4. To receive any declarations of interest from members**

021/66 None

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

021/67 1. A member of the public had received a suggestion of a litter pick and tidying The Green, which was a tradition during May, when kerb cleaning and tidying of the car parking areas were carried out. It was agreed to support this activity.

 2. Another member of the public suggested asking the school to support the tidying.

 3. A member of the public asked to speak at item 9.

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

**0**21/68 The minutes of the meetings of 1st March 2021 were approved. They would be signed by the Chairman following the meeting

**7. Matters Arising from Minutes**

021/69 None

**8.** **Reports**

**8.1 Reports from District Councillor and County Councillor**

021/70 Cllr. J. Toye stated that he would not give a report due to Purdah, but had attended to offer any help required. Due to elections there would not be a report from a County Councillors

**8.2 Report from the Community Centre**

021/71 The Secretary reported that the Community Centre had been disinfected by NNDC with MYDIS (said to be effective for 28 days). This product was widely used for public areas by the District Council for Election use. From May 17th bookings would be accepted for the Community Centre when we enter Step 3 of the Roadmap and activities at the Community Centre can safely restart subject to appropriate conditions.

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 The Management Committee had followed current Government guidelines to produce a Covid 19 Risk Assessment which means the Community Centre is a Covid 19 Secure Venue that is under continuous review. A risk only exists if someone with Covid 19 enters the building. A set of guidelines will be attached to the booking form that are specific to the Community Centre that must be signed up to Guidelines underline the responsibility of users and hirers must manage the risks from their own activities.

 The Charity Commission ruling that allowed the postponement of the community centres’ AGM has now ended and the annual meeting will be in June. This is where all the trustees resign and are elected or appointed to the Management Committee for the next year. There are 6 public members, 12 representative members (users) and 2 co-opted members. The Chair, Secretary, Treasurer and bar manager will not be re-standing, so there will be vacancies.

 The Community Centre looked forward to receiving bookings from the Parish Council for forthcoming meetings. The Community Centre could be open as a base for the litter pick and tidy of the Green.

**8.3 Report from Village Magazine Committee**

021/72 The Chair had been unable to attend this meeting, but Cllr. Chapman reported that the deadline for the next issue was the next day. The Committee had agreed an issue every six weeks. Currently the advertising was covering the costs. Cllr. Elliott said that positive feedback had been received and he wished to say “well done” to those involved.

**9. The Green**

**9.1 To confirm approval of risk assessment for table tennis table**

021/73 The risk assessment had been approved and approval given to Village Care to order the table. Village Care would inspect the table tennis table as recommended in the assessment and report to the Clerk. Cllr. Hall also inspects the play equipment monthly and would include the table Village Care updated the Parish Councillors and confirmed that the delivery time was 5 – 6 weeks and the earliest date would be 5th June, probably 16th. The ground needed slight levelling and the company had confirmed that the weight of the table is sufficient for stability. The advice was to dig out 40mm to inset the grids then backfill, which would be dealt with in the autumn.

**9.2 To discuss any other Green matters**

021/74 1. Agreed to use P. A. Luke for electrical connection on The Green

 2. Potholes on The Green – Permission still to be obtained for storing and the farmer’s opinion sought on the type of filling – rubble or tarmac planings.

 3. Permission had been given for the Cricket Club to leave the net on the Green on Wednesdays and Thursdays.

 4. There was a proposal for a yard sale in the village and permission was agreed for signs on the Green for the sale, together with stalls.

 5. The Gardening Club would be holding a sunflower competition and permission was agreed for posters at The Green promoting it.

**10. Planning**

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

021/75 None

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

021/76*PF/21/1023 Single storey rear extension and external alterations – Amarante, Chapel Road, Thurgarton, NR11 7NP* – Agreed to deal with this application under the protocol to give more time for councillors to study the application.

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**10.3 Update on the following:**

021/77 Decisions had been circulated to parish councillors prior to the meeting as follows:

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

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

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

 *PF/20/0578 – Replacement livestock units for rearing 1900 pigs, etc – Rectory Farm, Doctors Corner, Aldborough Road –* The Chairman updated the Parish Council stating that NNDC had requested extra information from the applicant, which would be discussed hopefully by the end of the month. There was a proposed further consultation and it may then go to Committee. There was a new letter on the planning portal with comparison figures for increasing pig production outdoors at the site on the planning portal if planning permission is not given for the indoor application.

 *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 –* Approved with conditions

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

**11 Regulatory**

**11.1 To review all policies and risk assessments and agree any amendments**

021/78 No amendments

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

021/79There was a long-term agreement in place to 2022, but the Clerk was still awaiting the cost of the premium. The premium would be circulated by email for approval and payment amount confirmed at the next meeting.

**12. Finance**

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

021/80 A question was raised on variances over the past two financial years, which was answered. No other queries raised.

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

021/81 [The completed AGAR to date had been circulated to parish councillors prior to the meeting]

 To complete the Certificate of Exemption

 Proposed to exempt the Parish Council from external audit. Resolved

 To receive the Annual Internal Audit Report 2020-21

 Received with no comments

 To approve section 1 Annual Governance Statement

 The Clerk read out the questions on the Statement, which were answered by the parish council. Proposed the Statement be approved and signed. Resolved.

 To approve section 2 Accounting Statements

Proposed Statements approved. Resolved

**12.3 To approve List of Payments**

021.82 The cost of two grass mats for the play area was estimated at £50 and added to the List. Approved.

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**13. To deal with any correspondence**

021/83 A letter had been received from a resident, but as it was not something the Parish Council would deal with, the Chairman had replied in that vein

 A letter had been received from a resident in connection with the laws of The Green and the Chairman was dealing with a reply.

**14. Any other matters for information only or next Agenda**

 1. SAM2 speed signs are in the village and would usually be in place for two months in every six months, recording average speeds. The recording is triggered over 27mph.

 1. Christmas arrangements would be on the next Agenda.

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

Agreed to continue with the first Monday of the month, bi-monthly.

 As virtual meetings would be unlawful after 7th May, the Annual Parish Meeting would be organised when the Coronavirus regulations allow it to be held safely.

There being no further business the meeting was closed at 8pm

The next meeting will be on Monday 5th July 2021

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