**07**

DRAFT

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

Held on Monday 5th July 2021 a 7pm in the Church Room

Present: Chairman Cllr. P. Chapman, Vice Chairman Cllr. R. Gadsby, Cllr. D. Gallant, Cllr. T. Gibbons, Cllr. P. Hall

In attendance: Clerk Mrs. S. Hayden

 6 members of public

The Chairman welcomed everyone and opened the meeting at 7pm

He explained that recording was taking place

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

021/86 District Councillor John Toye had sent his apologies and an update for item 13.2. Apologies were accepted from Cllr. A. Hicks.

 Cllr. P. M. Elliott had tendered his resignation prior to the meeting.

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

021/87 None

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

021/88 1. A member of the public asked who would be responsible for cutting the grass around the pond. The Chairman advised that the Wildlife Group and Gardening Club were amalgamating and would deal with it.

 2. A question was raised about the drainage on the Green and whether all problems had been resolved. A resident was drawing up a map of the drains and the matter would be reviewed when that was produced.

 3. It was suggested that more areas of the grass on the Green could be left to grow longer, with different heights of grass, which would save money on cutting and benefit wildlife.

**4.** **To approve minutes of the Meetings held on 4th May 2021**

**0**21/89 The minutes of the meetings of 4th May 2021 were amended at minutes number 021/77 line 11 from “may” to “will”. They were then approved and signed by the Chairman.

**5. Matters Arising from Minutes**

021/90 1. The new electrical supply post on the Green would hopefully be installed towards the end of the week of the meeting

 2. Potholes – we would need to find an area to store the materials needed to fill potholes before we could order any more as the farm were unable to continue storage in the future. Thanks were expressed to the Hammond family for past storage and their help in mending the potholes.

**6.** **Reports**

**6.1 Reports from District Councillor and County Councillor**

021/91 Cllr. J. Toye had sent an update on the planning application at Rectory Farm which would be read out at that item.

 County Councillor S. Penfold had been expected to attend the meeting [Apologies received after meeting and report annexed to these minutes]

**6.2 Report from the Community Centre**

021/92 The Chairman read out a précis of the report which had been circulated prior to the meeting and is annexed to these minutes.

**08**

**6.3 Report from Village Magazine Committee**

021/93 Cllr. Gadsby reported that the Magazine had been a great success and the next issue would be out on Saturday. There had been a lot to compile so it was a little later than planned. More articles were always welcome. The Clerk read out the income and expenditure figures to date - £1,000 in advertising revenue received to date with £200 in outstanding bills and £831.87 printing costs paid to date. There were new advertisers for the next issues. Mr. P. Wordingham as a member of the Committee reported that he had been preparing a grant application for £1,000, but needed firm evidence of a requirement for those funds before being able to submit it.

**7. The Green**

**7.1 To discuss bench maintenance including replacement of Millennium bench and agree any costs**

021/94 The Chairman outlined the need for refurbishment and explained that Cllr. Hall was now not able to deal with this. Therefore, a quote was being obtained and had been expected in time for the meeting, but unfortunately it had not been received. The Parish Council could then decide whether to proceed with the work, or plan a programme of replacement. Two benches on the Green appeared to have been deliberately destroyed.

**7.2 To discuss volunteer group for siding out/cleaning of kerbs and parking spaces**

021/95 The Highways Authority had been asked not to spray around the village last year, but this meant that the resultant weeds needed to be cleared. An article had gone into the Magazine asking for volunteers. It was hoped to do this on 24th July. Discussion followed.

**7.3 To discuss letter addressed to Cllr. Chapman and recently copied to Parish Council re: legality of Parish Council grant of Deed of Easement**

021/96 The Chairman outlined the history of the matter and apologised for not replying to the said letter promptly, although he had now done so. That letter and his personal reply had been circulated to the parish councillors prior to the meeting, together with a report summarising the history of the events surrounding the grant. The letter had been sent by three members of the public who believed the Parish Council had not had the power to grant a Deed of Easement over Aldborough Green. The Parish Council were told that there was no objection to the look of the new driveway which they felt had aesthetically improved the area. They felt the Parish Council should have asked DEFRA for advice. They also felt the Deed should be available to the public and should not be kept secret from them, although they did not plan to take the matter further. The Chairman explained that the Parish Council, NNDC, the Clerk and he personally felt the Parish Council did have the power to grant the Deed and that the Deed was confidential under the Data Protection Regulations but would be registered at the Land Registry and available to the public then. The Parish Council would take steps to either release the Deed or try and expedite the registration. He acknowledged that maybe lessons could be learned for the future. A short discussion followed.

**7.4 To discuss any other Green matters**

021/97 1. The play area Safety Report had been received and the Clerk read out a list of points raised. The Chairman felt that all the swing seats should be replaced as they were worn, although not dangerous. Two had been ordered and received already. The cost for two more would be in the region of £300 and it was proposed and agreed this should be done. Further field mats were required for the swings as the ground was worn. The other worn areas would be reviewed. All other items raised in the report would be dealt with and any parts needed for replacement would be ordered as safety was paramount. Nothing major had been raised.

 2. Regarding material for repairing potholes around the Green, somewhere would be needed to store this as mentioned in item 5.2. One or two areas were discussed and enquiries would be made.

 **09**

Cllr. Gibbons arrived with apologies for lateness

. 2. It was confirmed the dog bins had been emptied and should be emptied weekly

. 3. There had been a complaint about parking on the Green near the play area. This was discussed and it was felt that it could be tolerated, as it was parents of children using the play equipment after school for a short time. Cllr. Gadsby would visit the resident concerned.

**8. To discuss young persons involvement in Parish Council**

021/98 The Chairman explained that it was felt there were not enough young people involved with the Parish Council and asked if anyone have any ideas how this could be remedied. Discussion followed but no firm plans made.

**9. To discuss electric scooters in the village**

021/99 Several scooters have been seen being used in a dangerous way at speed and on the roads in the village, with no protective equipment used. Agreed the Clerk would report to the Community Engagement Officer to see if the safety aspects could be highlighted in their visits to local schools.

**10. To appoint representative of Parish Council on Community Centre Committee**

021//100 Cllrs. Hicks and Gadsby had both volunteered for one vacancy. Each councillor was proposed and a vote taken. Cllr. Gadsby was appointed. The previous secretary of the Committee, who was present, explained the duties as a trustee and Cllr. Gadsby confirmed she was happy to take up the position.

**11. To discuss Christmas 2021 arrangements**

021/101 Cllr. Hicks had proposed a small working party to organise a small-scale Christmas market. This was discussed but not taken up. In connection with the tree, after discussion it was agreed to keep to the same tree size as previous years to avoid difficulties in putting the tree up and taking it down after Christmas. A new mains cable and new ropes would be needed. Cllr. Hall agreed to get costs for the electrical parts of the project. It was agreed to ask for volunteers in the next magazine issue.

**12. To discuss Wine Press**

021/102 The Chairman explained that it had been given to the village at the time of the twinning of the village with Villiers St Denis. It was originally placed on the Green, but had been stored by the Hammond family, after health and safety problems were raised. It would now have to be moved by the end of summer. It no doubt needed refurbishment. It was agreed to put a request for ideas into the next magazine issue and Cllr. Gadsby would take a photo to accompany the article.

**13. Planning**

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

021/103*PF/21/1440* *Partial demolition of existing garage/outbuilding and erection of single-storey annexe – The Haven, Thwaite Hill, Aldborough, NR11 7NU -* Discussed and agreed there were no objections to this application.

**13.2 Update on the following:**

021/104*PF/21/1023 Single storey rear extension and external alterations – Amarante, Chapel Road, Thurgarton, NR11 7NP* – 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 –* District Councillor Toye had sent an update, which was read out to the

**010**

meeting. Some information around odour, noise and ecology was expected that week. Once the planning officer had this he would finalise his Environmental Impact Assessment and then hold a further public consultation. Whilst not guaranteed, it would hopefully start mid-July. Once the consultation was completed, it would be put to the earliest available Development Committee Meeting for a decision. The Parish Council were asked to contact Cllr. Toye if they had any queries.

 *PF/21/1129 Three gable fronted dormers south facing roof slope; replacement of roof tiles – Homestead, Thurgarton Road, Aldborough NR11 7NY -* Approved

**14. Finance**

**14.1** To receive list of actuals against budget, balance sheet and report on bank reconciliation

021/105 Received. The bank reconciliation had been approved by Cllr. Gibbons

**14.2 To approve £12 contribution to clerk’s attendance at NPTS seminar**

021/106 The Clerk read out a list of training sessions at the seminar. The contribution was approved.

**14.3 To formally approve payment of insurance premium and payment of increase in dog bin collection cost.**

021/107 The insurance premium was £548.53 and the increased dog bin collections to weekly would be an extra £100. The insurance premium amount had been circulated to councillors by email before payment and cost of bin collection circulated before being requested. Formally approved.

 The dog bin collections may put back to once a fortnight over winter, but would be monitored by Cllr. Hall.

**14.4 To approve final List of Payments**

021/108 Approved

**14.5 To appoint a new bank signatory for the Parish Council**

021/109 Due to the resignation of Cllr. Elliott a new signatory was needed. It was agreed that Cllr. Gibbons would act as a signatory. The Clerk explained that, as minuted at the March meeting, the signatories were to have been in contact with the Bank so bank transfers could be used for payments, in particular with regard to the printing of the Village Magazine. Currently, to enable the preferred printing company to be used, Cllr. Chapman was still paying by private card which was not satisfactory. Therefore, the new signatory would need to be willing to act as an on-line second authority for payments set up by the Clerk. Cllr. Gibbons agreed she was prepared to deal with this. The Clerk would contact the bank to progress the mandate change. Resolved to appoint Cllr. Gadsby to check bank reconciliations due to signatory being precluded.

**15. To deal with any correspondence**

021/110 Barclays – change of terms and conditions

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

021/111 1. As Cllr. Elliott had resigned we would be looking for a new parish councillor

 2. The Clerk had requested that the sign be polished as agreed

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

The approved cheques were signed.

The next meeting will be on Monday 6th September 2021

**.**