**019**

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

Held on Wednesday 11th January 2022 at 7pm in the Church Room

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

In attendance: Clerk Mrs. S. Hayden

 1 member of public

 County Cllr. S. Penfold

 District Cllr. J. Toye

The Chairman welcomed everyone and opened the meeting at 7pm

He advised that recording was taking place

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

021/156 The Chairman outline the significance of accepting apologies in that if apologies were not accepted a parish councillor would lose their seat if they did not attend meetings for six months. Apologies were accepted from Cllr. R. Hill and Cllr. N. Mims

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

021/157 None

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

021/158 1. The ground outside the Edwardian houses opposite the Black Boys was a mess and would the Parish Council consider surface filling.

 2. There were no scalpings left. Could the Parish Council approach the Community Centre to ask if they would allow a load to be kept on a parking space there, so residents could fill potholes on the access roads on the Green.

**4.** **To approve minutes of the Meeting held on 1st November 2021**

021/159 Resolved that the minutes be approved. They were then signed by the Chairman

**5. Matters Arising from Minutes**

021/160Cllr. Hall raised the following matters

 1. Mud on roads – both areas had been cleared

 2. Play area spare parts were on order

 3. It was felt the magazine was taking up too much time causing other matters to be neglected – reply was that this was being discussed and considered the following day

 4. Consent for repair to accessways by residents – consent had been given – why was further opinion being sought from Cllr Hill – reply was because her professional life may give a better insight into the powers the Parish Council hold.

**6.** **Reports**

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

021/161 **District Councillor John Toye**

 Cllr Toye reported that the leader of the Council was stepping down and the Council would be electing a new leader in February. Current consultations were: Transport East in connection with the infrastructure for East Anglia; the NNDC Budget consultation and the NNDC Green plan, which was ahead of some Government plans. Please give feedback if you can.

**020**

021/162 **County Councillor Sean Penfold**

 The next full meeting of the County Council would be on 21st February to consider the Budget only. Officers were recommending a 3.99% increase on Council Tax, but it would probably be 2.99%. The next full Council meeting after that date would be 28th March. On Covid, Castle Quarter vaccination centre was now closed and had moved to City Hall. Covid rates were increasing, with a 63% rise last week, which was worrying, but Omicron was less severe. Norfolk & Waveney were number one in the region for booster jabs. The local NHS have declared a critical incident. Adult Social Care is unable to pick up discharges from Hospitals, so freeing beds and there was therefore pressure on that front. The County Council were trying to reduce staff sickness and promoting working from home by those normally based in the office. Service delivery was still face to face with masks, bubbles, etc. Over 12s were being encouraged to wear masks. On local matters, there was still funding left for highway improvements. As the Parish Council had been approached on the muddy condition of footpath FP1 Cllr. Penfold would try to get improvements agreed. Discussed. Cllr. Penfold confirmed there is still a tree budget.

Clr. T. Gibbons had arrived

**6.2 Report from Village Magazine Committee**

021/163 Cllr. Gadsby reported that the Christmas Magazine was a success although it was very disappointing that there had been no entries for the competition. There was to be a discussion the following day concerning the Magazine’s future. The Clerk read out current figures for income and expenses.

**6.3 Report from Community Centre**

021/164 No report – Clllr. Gadsby would be attending a committee meeting shortly.

**7. The Green**

**7.1 Update on wildlife area and approve risk assessment for pond**

021/164 The Chairman had drafted part of the risk assessment, but had been waiting for a meeting that day with the Wildlife and Gardening Club and two experts. The Club had funding to buy a cutter for the longer grass. One expert had recommended a twice/year cut, the last toward the end of October. Safety measures and management of the pond was discussed. There would be ongoing liaison with the Club.

**7.2 To approve quote for grass cutting for 2022**

021/165 The current year’s cost was £1,951 plus VAT and the quote for 2022 was £2,088. Discussed and agreed to accept quote.

**7.3 To approve amendment to registered title plan of the Green from area registered as Green, to include the whole area purchased by Parish Council**

121/166 The plans were studied and it was agreed to obtain copies of title of some properties to clarify the up-to-date position.

**7.4 To discuss the bus stop area**

021/167The area was currently muddy. Agreed to investigate costs and types of grass mats to improve the surface.

**7.5 To discuss any other Green matters**

021/168 The muddy area near the hedge and telephone box was discussed. The Chairman had spoken to residents about roping the area off at certain times. They wished it to remain clear in summer. Costs of grass mats would be investigated.

The Chairman agreed to deal with planning items at this point to enable Cllrs. Penfold and Toye to assist and then leave

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**11. Planning**

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

021/169 None

**11.2 To agree any observations/comments on:**

021/170*CL/21/3400 Certificate of lawfulness for existing agricultural access to Calthorpe Road – Rectory Farm, Doctors Corner, Aldborough –* The application was discussed and it had been noted that the application referred to a letter of evidence, which was not within documents on the planning portal. Therefore no evidence of its past use had been provided. Cllr. Toye offered to get more information for the Parish Council.

**11.3 Update on the following:**

021/171*PF/20/0578 – Replacement livestock units for rearing 1900 pigs, etc – Rectory Farm, Doctors Corner, Aldborough Road* – No further information was available. Cllr. Toye was encouraging the planning officer to come to a decision. There was a village meeting the following day with a short presentation to review the application to date, following by discussion. The application would go to the Development Committee. The Planning Officer would not be making a recommendation until he had received and considered all the evidence and Cllr. Toye assured the Parish Council he would await their further comments. Cllr. Toye would consult with the Chairman to decide how best to use the time to speak at the Development Committee meeting as it was so limited.

 *PF/21/3008 Demolition of unsafe semi-detached structure and erection of unsafe semi-detached structure and erection of two-storey dweling – next door to The Red Barn, The Green, Aldborough* – the Clerk apologised as she did not have an update, but would circulate one following the meeting.

***7.5 continued*** Cllr. Hall reported that the dog bins had been overflowing over Christmas. Clerk to ask NNDC what the provisions were for bank holidays.

 Cllr. Hall asked if there was any progress on the benches. Clerk replied there was not, but they were unlikely to be done over winter due to wet conditions.

 Cllr. Hall reported that the parking bays near the Community Centre were constantly flooded. Discussed. Cllr. Hall to ask advice of ex highways engineer.

**8. To review Christmas events and agree purchase of any items required for Christmas 2022**

021/172 Cllr. Hall reported that five strings of lights seem adequate. We still had the old strings but would need cable if they were to be used. Ground anchors were definitely needed and Cllr. Hall would speak to a village resident to see if he could make them.

**9. To discuss Wine Press move**

021/173 There had been no progress on finding a permanent home – the wine press was temporarily housed.

**10. To discuss condition of footpath FP1**

021/174 See item 6.1 above

**12. Finance**

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

021/175 Balance Sheet received with no comments. Cllr. Gadsby reported that the bank reconciliation was correct. List of Payments approved and signed by the Chairman and Clerk.

**12.2 To appoint internal auditor for 2020-21 financial year**

021/176 Resolved to appoint John Stibbons as internal auditor

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**12.3 To approve Risk Assessments for installation of Christmas Tree and events**

021/177 Resolved to approve risk assessments

**12.4 To approve updated Data Protection Policy**

021/178 Clerk confirm that fees for copies was in order. Resolved to approve Data Protection Policy

**13. To accept resignation of Clerk**

021/179 The Clerk thank all parish councillors for their support in the past. She would continue in the post until a new Clerk was appointed. A letter of resignation had been handed to the Chairman. Accepted.

**14. To deal with any correspondence**

021/180 1. Email received asking if the Parish Council would be organising an even for the Queens Jubilee. Discussed. There would be a request in the next Magazine for ideas and volunteers. Planting a tree was suggested.

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

021/181 None

There being no further business, the meeting closed at 8.53pm and an approved cheque was signed.

The next meeting will be on Monday 7th March 2022

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