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

Held on Tuesday 3rd May 2022 at 7pm in the Community Centre

Present: Chairman Cllr. P. Chapman, Vice Chairman Cllr. R. Gadsby, Cllr. T. Gibbons, Cllr. P. Hall and Cllr. R. Hill

In attendance: Clerk Mrs. S. Hayden

11 members of public

County Cllr. S. Penfold

The Chairman opened the meeting at 7.04pm and advised that recording was taking place

**1. To elect the Chairman of the Council following by signing of Acceptance of Office**

022/01 Proposed and resolved to elect Cllr. P. Chapman as Chairman. Cllr. Chapman signed the Acceptance of Office

**2. To elect the Vice Chairman**

022/02 Proposed and resolved to elect Cllr. R. Gadsby as Vice-Chairman

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

022/03 Cllr. A. Hicks and Cllr. N. Mims had sent apologies (ill health). Resolved unanimously not accepted

District Councillor John Toye had sent apologies

**4. Declarations of interest and any dispensations of disclosable pecuniary interests**

022/04 None

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

022/05 A member of the public asked questions 1 - 5

1. Could the Parish Council confirm the minutes of the Extraordinary Meeting of 25th March 2022 would be available. Clerk confirmed they would.

2. Could thought be given to an extra space for parking around the Green – perhaps consulting the village by leafleting

3. The Parish Council working capital was high. The Clerk agreed and explained it was due to the bus shelter project being abandoned. She confirmed she wished to place an amount for any ageing play equipment in earmarked reserves with the agreement of parish councillors at the next meeting.

4. Recent nutrient neutrality limitations could possibly affect the planning application for a pig farm. The Chairman confirmed that the application was not yet on the Development Committee agenda and the situation regarding the nutrient neutrality situation was currently being investigated.

5. Regarding the Fayre being held this year, was it possible that it could come under the Parish Council umbrella due to the high costs of insurance and payments of VAT? Could a committee be formed with no parish councillor members? The Clerk advised that the event could only be insured by the parish council if it were arranged by them, which would have to be minuted and would be too late for this year, but could be possible next year. She would have to check, but a committee could be formed of non-parish council members depending on its purpose.

Another member of the public raised questions 6 and 7

6. Had there been any progress regarding storing the scalpings required for Green pothole repairs at the Community Centre. Cllr. Gadsby advised that the Committee had requested details such as time to be stored and she would ask again.

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7. Regarding non-acceptance of apologies, he felt it was unfair not to accept apologies, in particular for any councillors not able to attend due to ill health, with Cllr. Gibbons explaining reasons for non-acceptance.

8. Short discussion on pig farm application and current position

Another member of the public raised questions 9 and 10

9. The benches in the village were in poor condition. The Clerk explained that the parish council had been let down by a contractor whose quote had been accepted, but who had not carried out the work. Agreed it would be put on the Agenda for the next meeting.

10. The hedge next to the seat near the telephone box was too high to be able to view cricket from the seat and could it be lowered.

11. Concern was raised about management of the wildlife area on the Green and could the public be consulted. The Chairman advised that there had been a meeting between representatives of the parish council and the volunteers managing the pond. It had been agreed there would be a parish council meeting, (open to the public) on a date to be agreed, but hopefully early June. The volunteers were preparing a presentation with plan, on their proposed measures to improve safety in the pond area with the best outcome for the special wildlife area.

**6. To approve minutes of Meeting held on 7th March 2022 and matters arising from those Minutes**

022/06 Proposed and resolved to approve the minutes which were then signed by the Chairman.

**Reports**

**7.1 Reports from District Councillor and County Councillor**

022/07 **County Councillor Sean Penfold**

Cllr. Penfold introduced himself to the public and explained he was a Liberal Democrat. There had been a couple of feisty meetings at NCC between the political parties, over mental health, the economy and tourism. The post of champion had been scrapped, so he had been lobbying for reintroduction of the post in part for mental health provision. It was hoped there would be cross party champions not just from the party in power. On the subject of free school meals, there were 29,000 children receiving free school meals and the voucher system had been withdrawn during school holidays. At a recent meeting two County Councillors (Green party and Liberal Democrats) had asked for a motion to reinstate vouchers. The motion was denied so they had walked out of the meeting. A standards investigation would be held. The group also boycotted a County Council reception at Gt. Yarmouth as it did not seem right to attend after the vouchers had been withdrawn. The next meeting was on 10th and Cllr. Penfold had requested a motion to declare a climate emergency (which NCC have not yet declared) would be proposed. The opposition had talked to young people across the county and would put their views forward.

As Cllr. Toye had sent apologies with his report (which had been circulated and is annexed to these minutes), Cllr. Penfold (also a District Councillor) reported that NNDC would be discussing Nutrient Neutrality. Regarding the energy bills rebate, they had received the Government grant and that would shortly be distributed. The Reef had been officially opened and he recommended a visit. He would attend the Annual Parish Meeting.

The Chairman had received a complaint about a vehicle parked in the village and asked whether the Highways Authority could assist. Cllr. Penfold would take advice. He had also received comments about the amount of traffic around the School and wondered whether anything could be done. Cllr. Penfold felt a site visit would be needed.

**7.2 Report from Village Magazine Committee**

022/08 Cllr. Gadsby reported that there would be another issue to publicise the Jubilee and the Fayre, but assistance would be needed beyond that if it was to continue.

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**7.3 Report from Community Centre**

022/09 Cllr. Gadsby reported that there was a new website for bookings. The Annual General Meeting would be held in June. There would be films shown, the first being on Saturday 7th June at 7pm.

**8. The Green**

**8.1 Update on wildlife area management**

022/10 The Chairman explained to the public that a Risk Assessment had been adopted at the last meeting. The Parish Council were now consulting with the volunteers managing the pond, who were preparing their management plans and safety proposals and would be presenting them at a Parish Council extraordinary meeting – date to be agreed. A member if the public stated that both the inlet and outlet to the pond were covered in rushes and as the pond was a buffer for surface water that drained into it, they should be kept clear. He was advised the reed area was to be reduced later in the year. The member of the public advised that NNDC were responsible for all the pipework at the pond, which was agreed when the last section of Margaret Lilley Way was constructed. The pond took surface water from there as well as from the Green. He was drafting a letter with the details and would send a copy to the Parish Council.

**8.2 To discuss any other Green matters**

022/11 None

**9. To agree costs for repairs to street lighting**

022/12 TT Jones has advised that two street lights (Col 5 outside former antique shop and Col 6 near play area) were beyond repair. The quotes were £274 + VAT each for replacement LED lanterns. A member of the public asked if these could be downlights – clerk to ask contractors. There was £1000 in earmarked reserves and therefore it was proposed and resolved the quotes be accepted.

**10.** **Update on tree purchase and arrangements to celebrate Queen’s Jubilee**

022/13Cllr. Gadsby was working with two other volunteers on plans for the Jubilee, but urgently needed more help. They were able to borrow 14 tables to place on the Green for a picnic on 5th June, with accessories to be purchased. Games were planned and it was hoped to hold a cake competition. There would be a beacon lighting in the evening with a song to be sung celebrating the Jubilee. It would be publicised shortly, but events would have to be limited according to the amount of volunteers willing to help.

022/14 Cllr. Hill had researched types and costs of trees and reported informally to the parish councillors since the March meeting. Following a question from a member of the public, it was advised that since the March meeting the parish council had consulted with a retired landscape architect living in the village, the NNDC tree specialist and a tree surgeon. The parish councillors had informally agreed they wished to purchase an oak and these were not available in March, so the project would be on the Agenda for September to proceed in the autumn. The tree surgeon had advised that a tree guard be used to protect the area around the roots for the first few years and the size could be controlled if it were monitored when young. The parish council therefore planned to obtain a quote for the same, from a resident of the village. The site would be agreed later in the year.

**11. Planning**

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

022/15 None

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**11.2 Update on the following:**

022/16*PF/20/0578 – Replacement livestock units for rearing 1900 pigs, etc – Rectory Farm, Doctors Corner, Aldborough Road* – Awaiting the date of the NNDC Development Committee Meeting – [see also item 5 above] A member of the public suggested a site visit with the planning officer. It was confirmed that none had taken place. Chair to ask District Councillor Toye if this could be done.

*CL/21/3400 Certificate of lawfulness for existing agricultural access to Calthorpe Road – Rectory Farm, Doctors Corner, Aldborough -* Pending decision by NNDC

*PF/21/0008 Demolition of unsafe semi-detached structure and erection of unsafe semi-detached structure and erection of two-storey dwelling – next door to The Red Barn, The Green, Aldborough* – pending NNDC decision

*PF/22/0332 Two-storey and single storey rear extensions and front porch extension to house – 2 Harmers Lane, Thurgarton, NR11 7PF –* Approved

*PF/21/3008 Extension to detached garage to form residential annexe – Veksebo, Mill Lane, Aldborough -* Approved

1**2. Finance and Regulatory**

**12.1 To receive budget, balance sheet, explanation of variances and bank reconciliation to 31.2.2**

022/17Received

**12.2 To approve List of Payments**

022/18Proposed and resolved to approve then signed by the Chairman and Clerk

**12.3** **To consider and approve the Annual Governance and Accountability Return [previously circulated] as follows:**

022/19To complete the Certificate of Exemption – Resolved to exempt from external audit.

Certificate signed by Chairman and Clerk

To receive the Annual Internal Audit Report 2021-22 - Received

To approve section 1 Annual Governance Statement – Resolved to approve. Signed by the Chairman and Clerk

To approve section 2 Accounting Statements – Approved. Signed by Chairman.

**12.4 To review all policies and risk assessment and agree any amendments**

022/20 The removal of the Covid 19 risk assessment was considered. Agreed to keep it in place for the time being.

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

022/21A quotation had not been received and the premium was due before the July meeting. The Clerk explained that the three- year agreement with AXA had ceased. Last year’s premium was £498.53. She asked if parish councillors wished to take up another three-year agreement, which limited price increases. Agreed. Clerk to circulate quotes from Came & Company (Gallagher) when received. Agreement to premium to be made in correspondence and acceptance of quote to be made by Clerk and confirmed formally at the next meeting.

**13. To deal with any correspondence**

022/22 None

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

022/23 Benches for next Agenda

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**15.** **To fix a date for the Annual Parish Meeting and set dates for meetings for the coming year**

022/24 The Annual Parish Meeting would be on 24th May and the parish council meeting would continue on the first Monday of the month bi-monthly.

**16. Resolution to close the meeting under the Public Bodies (Admission to Meetings At 1960 s. 1(2) in order to deal with item 17**

022/25Item 17 not necessary – application withdrawn

**17. To meet applicant for clerk vacancy and agree any action**

022/26 Withdrawn

There being no further business, the meeting closed at 9.10pm

The next ordinary meeting will be on Monday 4th July 2022