**AYLMERTON PARISH COUNCIL**

**DRAFT Minutes of the Aylmerton Parish Council Meeting**

**Monday 29th November 2017 at 7.30pm at the Village Hall, Aylmerton.**

PRESENT: Vice Chairman, JP Lynes, Cllr. J Lynes, Cllr. G Medler, Cllr. T Williams, Cllr. P Fisher,

In Attendance: Parish Clerk, Patsy Adams, County/District Councillor Sarah Butikofer, 1 Member of the public.

In the absence of the Chairman, Cllr Rounce, the Vice Chairman assumed the Chair for the duration of the meeting. The Chairman, Cllr Lynes, opened the meeting at 7.30pm.

1. **Apologies for absence –** Apologies were received from K Rounce (Chairman)
2. **Declarations of Interest –** Declaration of interest was received for Cllr Medler re: item 7.

3. **To consider approval of Minutes of the Meeting of 12th September 2017**. The minutes,

 having been previously circulated, were considered and confirmed as an accurate record and signed by the Vice Chairman accordingly.

4. **Matters arising from those minutes**

4.1 **Declaration of Interest Review**. The Clerk issued members with a flow chart to help clarify the declarations of interest process.

4.2 The Modification Order – The Clerk informed the meeting that she had spoken to Norfolk County Council about the paths discussed at the last meeting but neither the Clerk or County had been able to identify them accurately enough to allow further investigation. It was therefore, agreed that Cllr’s Williams and Fisher would walk the paths and either, identify on an existing map or produce a map It was also agreed that consideration should be give to placing an advert in the Quntet Magazine to seek parishioners who have used Red Barn Lane in accordance with the Modification Order specification. Cllr Williams asked the Clerk to establish whether this was necessary if the Land Owner agreed to the registration. It was also AGREED that additional funds be set aside to cover the cost of additional hours required by the Clerk, should this be necessary

5. **Public questions, comments or representations** – None

6. Reports

6.1 **Police Report .** None

6.2 **To receive reports from County Councillor /District Councillor**. Cllr Butikofer updated the meeting on the proposals to replace the existing Splash Swimming Pool in Sheringham and to increase facilities at Cromer Tennis Club. Cllr Butikofer informed the meeting that the District Council has launched it’s own Business Awards, details are available on the NNDC website. Cllr Butikofer noted that the pot holes had been filled at the bottom of The Close.

 Cllr Butikoer expressed concern over the consultations currently under consideration by the County Council to reduce services and encouraged Members to visit the NCC website to read the proposals and comment accordingly. Cllr Butikofer has launched a petition available on-line to save the mobile libraries Cllr Butikofer asked the meeting whether they would consider supporting a joint proposal between Cllr Butikofer and Cllr Aqueone to provide a SAM2 sign on A148 between Bodham and Aylmerton This will cost £40 per year. There will be a data box to measure activity. After 2 years the device will be offered to the parish with the highest recorded speeding incidences. Cllr Butikofer said that the Parish Council would have to add this item to their insurance and amend their asset register accordingly and it was agreed that the Clerk would look into this matter. Cllr Butikofeer left the meeting at 8.30pm. The speed camera proposal was discussed and after consideration, it was AGREED to accept Councillor Butikofer’s proposal

7. **Planning**

7.1 To discuss and make observations on any planning applications received:

 **PF/17/1780** Change of Use From Five Bed and Breakfast Units to Two Serviced Holiday Units, Felbrigg Lodge, School Road, Aylmerton. **No Objection**

 **PF/171847** Removal of Conservatory and erection of a single storey extension and link to facilitates & conversion of existing garage. Southend, Beechwood Avenue, Aylmerton. **No Objection**

 **PF17/1922** Replacement roof at Rraised height with raising of eaves to form accommodation in the roof space.Members expressed concern about the raised roof line in relation to other adjacent properties and the potential impact of the AONB. The Clerk was asked to comment accordingly.

8. **Highways & Transportation**

 The ‘Bus Stop’ sign has been erected. The Clerk informed the meeting that a Ranger visit will take place within the next three months

9. **Finance & Regulatory Matters**

9.1 **To consider list of payments for approval.** After consideration Council resolved to pay the following: Clerk’s Salary £404.00, Administration Expenses £6.72. Clerk’s Training costs £4.99 P Arnold, Bus Stop floral decorations and the Christmas Tree £127.71 Royal British Legion donation £50.00.The National Trust Allotment Rent £340.00. The National Allotment Society Annual Membership £66.00. Ian Chatten Ltd. Memorial Repairs £3244.80. L Delbridge, Birdseed £28.50 The cheques were signed at the end of the meeting.

9.2 **To consider bank reconciliation**. The Bank Reconcilliation and Budget Report were accepted as an accurate record of the finances and signed by the Chairman accordingly.

9.3 **To receive list of Actuals against Budget to date.** The List of Actuals against the Budget to date was considered and accepted as an accurate record and signed by the Chairman accordingly.

9.4 **To consider the budget for 2018/2019**

Members AGREED to the proposed budget but it was requested that all items of maintenance should be placed under one maintenance heading. Members discussed the benefits of opening accounts with Screwfix and Homebase and the Clerk was asked to investigate this matter. The Clerk was asked to contact Mrs Arnold about her thoughts on having a card to purchase floral items for the bus stop. The Clerk informed the meeting that she has spoken to a local grounds maintenance company who would be happy to offer a competitive quote to manage the Himalayan Balsam problem at the allotment site and Members AGREED to this idea.

9.5 **To agree the Precept request to NNDC.** After consideration, Members AGREED not the raise the precept for 2018 and the request was duly signed by the Chairman accordingly. The Clerk was asked to inform North Norfolk District Council that future payments should be made to the Community Account rather than the Savings account.

10 **General Purpose Committee**

 The Chairman informed the meeting that the Chairman of the GPC Committee and Parish Council Member, Steve Morris had resigned. The Chairman said that Cllr Morris had made a very significant contribution to the Council and he was very sorry to accept his resignation. The members agreed unanimously.

 Nominations were invited for a new Chairman of the GPC Committee. Cllr Fisher indicated that he would be prepared to take on the role and this was AGREED and Seconded unanimously. Cllr Fisher was therefore, appointed as the Chairman of the General Purposes Committee.

11. **General Data Protection Act 2018**. It was AGREED to defer this matter until the next meeting.

12. **The Allotments** - The Members discussed the problems with the five-bar gate at the entrance to the plots and agreed that there is a problem with the gate post. The Clerk was asked to contact the National Trust to see whether they may be able to supply a new post. Members agreed that they would be happy to fit the post.

13. **Correspondence.** The Council have received a letter form Norman Lamb congratulating them on the recent award of £1800 for restoration work carried out on the War Memorial. Other correspondence had been previously circulated and there were no further comments.

14. **Second Public Participation Session.** None

**15. To confirm the date and time of the next meeting**

 The next meeting will take place at 7.30pm on Tuesday 9th January 2018 at the Village Hall, Aylmerton

There being no further business the Chairman closed the meeting at 10.15pm