**AYLMERTON PARISH COUNCIL**

 **Minutes of the Aylmerton Parish Council Meeting**

**Monday 24th July 2017 at 7.30pm in the Village Hall, Aylmerton.**

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

In Attendance: District/County Cllr. S Butikofer, Parish Clerk, Patsy Adams, 3 Members of the public

The Chairman opened the meeting at 7.30pm.

1. **Apologies for absence –** Apologies were received from PCSO Alison Holmes

2. **Declarations of Interest –** Cllr Williams asked the Clerk to add that he was Chair of the Felbeck Trust to the list of Declarations of Interest. It was **AGREED** that the issue of Declarations would be reviewed at the next meeting.

3. **To consider approval of Minutes of the Meeting of 9th May 2017**. The minutes of the Annual Parish Meeting and the Annual Parish Council Meeting which both took place on the 9th May 2017, and had been previously circulated, were considered and confirmed as an accurate record and signed by the Chairman accordingly. The minutes of the 14th March 2017 could not be signed because a page was missing. This item will be added to the next Agenda.

4. **Matters arising from those minutes**

4.1 **Red Barn Lane Modification Order Update – Report from the Clerk**. The Clerk asked the Chairman if this item may be deferred until Part 2 of the meeting for data protection reasons. The Chairman agreed.

4.2 **To receive an update from Councillor J Lynes on the Insurance Policy Review.** Cllr Lynes asked the Clerk to investigated whether the Bus Shelter was on the Asset register and if it needed to be added to the Insurance Schedule. Cllr Lynes also asked who the Village Sign belonged to. Chairman Rounce said that he would check whether the sign belonged to the Village Hall or the Parish Council and update the Parish Clerk accordingly.

4.3 **To receive an update from Cllr Williams and Cllr Fisher on the allotments clearance work.** Cllr Williams asked that for future meetings this issue be put under the heading of GPC rather than individual Councillors. It was AGREED that the allotment clearance work previously discussed would take place before or on 5th November 2017

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

6. Reports

6.1 **To receive report from PCSO Alison Holmes.** Chairman Rounce read out the latest available Police Report

6.2 **To receive reports from County Councillor /District Councillor**. Cllr Butikofer informed the meeting that she had been appointed to a number of Committees, including Communications, Museums and the Police and Crime Panel. Current issues under discussion include the future management of the fire stations, the land that had been earmarked for the waste incinerator at King Lynn and the overspend on the NDR. Council Butikofer informed the meeting that she had been allocated a budget of £6000.00 to spend on a highways project.

7. **Planning**

7.1 **Decisions Received**

PF/17/0709 Aylmerton Village Hall. Proposal: Change of Use from Village Hall to Mixed Use of Village Hall and Child Nursery Business PERMIT

 PF/17/0806 Edgewood Cottage, Holt Road, Aylmerton. Proposal: Extension and Insertion of Window PERMIT

8. **Highways & Transportation**

 The Clerk was asked to report that the sign near the bus shelter was being obscured by the hedge. Cllr Butikofer said that she would inform Highways that a Road Sweeper visit was required.

9. **Finance & Regulatory Matters**

9.1 **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.

9.2 **To consider list of payments for approval.** After consideration Council resolved to pay the following: Clerk’s Salary £390.00, Administration Expenses £3.75, Bus Stop Flowers & Maintenance £87.25. The cheques were signed at the end of the meeting.

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

9.4 **To receive an update on the changes to General Data Protection Regulations 2018.** The Clerk informed the meeting of the Data Protection Act 2018 and the 12-step process. Step One was completed at the meeting and further steps will be included in subsequent agendas.

10 **General Purpose Committee**

 **To receive a report from General Purpose Committee and to discuss matters therefrom.** Since the last Parish Council Meeting, the grass cutting around the village assets has been carried out but, due to equipment failure grass cutting around the pond remained outstanding. An informal meeting has taken place between representatives of the GPC, The Felbeck Trust and the Landowners of the Meadow behind the Village Hall. The landowner has offered the Parish the use of the land to create a Permissive Path. The Agreement would require an investment from the Village Hall Committee and the Parish Council and a legal agreement to determine issues such as liability and times of use. The approximate cost would be in the region of £650 and the GPC proposed that works should be cried out by volunteers where possible. The Chairman stated that he would put this proposal to the Village Hall Committee. After consideration the Parish Council agreed that this would be a substantial asset to the village. Cllr Morris asked for a vote to APPROVE the scheme in PRINCIPAL. This was seconded by Cllr J Lynes and unanimously AGREED. It was AGREED that the GPC would investigate and report back on the following matters:

 A schedule of Works

 A Draft Agreement

 Indicative Costs and proposed apportionment between the Village Hall and the Parish Council.

11. **Correspondence Received:** Norfolk Family Mediation – Funding request, Seafarers UK - Merchant Navy Day – Funding Request. It was AGREED that all funding requests received would be considered at the Parish Council Meeting in September

 The Chairman informed the meeting that the Aylmerton Pond Restoration Group had been awarded the Norfolk Bio-diversity Award 2017. The Framed certificate will be hung in the foyer of the Village Hall.

12. **Second Public Participation as item 5.** A member of the public offered the use of a Strimmer so that grass cutting works could be completed.

13. **To confirm the date and time of the next meeting** The next meeting will take place at 7.30pm on 12th September 2017 at the Village Hall, Aylmerton

14. **To Consider Closing the meeting to the public to discuss an update on a legal Issue and to consider item 4.1 -** Council AGREED to close the meeting and the Members of the Public left at 8.45pm. A letter from the Monitoring Officer, previously circulated to the Members, was read out and comments were received. Councillor Butikofer informed the meeting that she would not be continuing to try to mediate between the Allotment Holders and the Council as no obvious progress had been made. Instead, it was AGREED that Cllr Butikofer would meet with the Clerk to hand over individual Allotment Holder queries and they would be considered and responded to accordingly.

 A letter from an Allotment Holder was read out and, once considered, the Council AGREED that the Clerk should issue a reply.

 The Council move on to item 4.1, deferred from earlier in the meeting. The Clerk informed the meeting that she had been able to ascertain the registered ownership of Red Barn Lane. Council considered the proposal to apply for a Modification Order and AGREED to do so once further investigations to consider other rights of way had been concluded.

Disclosable pecuniary interests and other interests of Aylmerton Parish Councillors can be viewed on NNDC website who keep a register. For ease of reference at meetings other interests are noted as follows:

Clr. K. Rounce – Chairman Village Hall Committee, member Pond Restoration Group & Friends of St. John’s Church;

Clr. Johnny Lynes – Member of Pond Restoration Group;

Clr P Fisher – Member Pond Restoration Group, NT and NWT, Morley Club, Royal British Legion North East Norfolk Bird Club, Gt. Snoring Social Club;

Clr. G. Medler – Village Hall Committee;

Clr. S. Morris – Village Hall Committee, member Pond Restoration Group;

Clr. John Lynes – Member Pond Restoration Group;

Clr T. Williams – Member NT, NWT, Aylmerton Film Club, Friends of St. John’s Church, Aylmerton Allotment Association, Chair of Pond Restoration Group, Chair of North East Norfolk Bird Club, Chair of the Felbeck Trust.