# AYLMERTON PARISH COUNCIL

P02/17

**DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**

**HELD ON THE 9th MAY 2017 AT 7:55PM. IN THE VILLAGE HALL.**

 PRESENT Chairman Cllr. K. Rounce, Vice Chairman Cllr. J.P Lynes,

 Cllr. J. Lynes, Cllr. G. Medler, Cllr. T. Williams.

 In Attendance: District/County Cllr. S. Butikofer, Clerk, Patsy Adams,

 4 members of the public.

1. APPOINTMENT OF THE CHAIRMAN

Cllr. Medler proposed **Cllr Keith Rounce** and was seconded by Cllr. Johnny Lynes. Cllr Rounce indicated that he was willing to stand again. There were no other nominations and Cllr. Rounce was elected Chairman.

1. APPOINTMENT OF THE VICE CHAIRMAN

Cllr. Williams proposed **Cllr Johnny Lynes** and was seconded by Cllr John Lynes. Cllr Johnny Lynes indicated that he was willing to stand again. There were no other nominations and Cllr Johnny Lynes was elected Vice Chairman.

1. APOLOGIES FOR ABSENCE

Apologies were received from PSCO Alison Holmes and Cllr Morris

1. DECLARATIONS OF INTEREST

Declarations in accordance with the schedule in Appendix 1.

1. MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held 14th March 2017 which had been circulated previously, were considered and confirmed as a true record and signed and initialed by the Chairman accordingly.

1. TO RECEIVE AN UPDATE ON ITEMS IN MINUTES BUT NOT ON THE AGENDA.

Cllr Williams updated the meeting as follows:

Red Barn Lane: Cllr Williams has discussed the issues relating to future rights of way along the Lane with the Rights of Way Officer. Cllr Williams has been advised that the Council should consider an application for a Modification Order. After due consideration Council AGREED that the Clerk should investigate this matter further and report back to Council in July.

Cllr Williams asked Council for their views and support for the creation of a Permissive Path from the Village Hall to Red Barn Lane. Cllr Williams was able to confirm that the owner of the land has indicated he would be interested in furthering discussions. Council confirmed their support for this proposal. Cllr Williams asked that this matter be delegated to the General Purposes Committee, chaired by Cllr Morris and this was AGREED.

1. PUBLIC QUESTIONS AND COMMENTS

None

1. REPORTS
	1. Norfolk Police – None
	2. County/District Councillor Sarah Butikofer.

Cllr Butikofer updated the meeting on the recent County Council Elections. Chairman Rounce congratulated Cllr Butikofer on her successful appointment to Norfolk County Council.

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1. PLANNING
	1. None
2. HIGHWAYS AND TRANSPORTATION

Chairman Rounce informed the meeting that The Litter Pick would take place on Saturday 20th May commencing at 8 am with Bacon Rolls in the Village Hall at 10 am. Chairman Rounce confirmed that he would inform Kier and the Clerk was asked to put a Poster on the Village Noticeboard.

The Clerk was asked to contact the Highways Ranger to ask if the village signs could be cleaned.

1. FIANANCE AND REGULATORY MATTERS
	1. The Annual Return and Governance Statement. The Council considered the Annual Governance Statement and AGREED to accept it. The Chairman signed the Statement accordingly.
	2. The Internal Auditors Report. The report was considered and Council AGREED to ACCEPT it.
	3. The Year End Reconciliation. Council considered the reconciliation statement and AGREED to accept it. (Appendix 1).
	4. Budget against Actuals. Council considered the budget against actuals and AGREED to accept it.
	5. Invoices for Payment Council considered the list of invoices for payment and AGREED to accept it. (Appendix 1)
	6. To review the Insurance Policy. Council concluded there had been insufficient time to consider the policy proper ad therefore, delegate this task to J Lynes. It was AGREED that Cllr J Lynes would liaise with the Clerk.
2. GENERAL PURPOSES COMMITTEE
3. War Memorial Grant has been received and will cover approx. 50% of the total cost.
4. The Bus Shelter has been registered with Land Registry
5. ALLOTMENTS

 Cllr Williams informed the meeting that there is still clearance work to attend to and that he would liaise with Cllr Fisher.

1. THE POND

 Update Received from Cllr Williams:

1. Biological Filter has been planted up
2. Signs have been installed
3. AONB Community Fund Visit was very positive
4. Aylmerton Pond Restoration Group has been nominated for a Biodiversity Award
5. Favourable comments have been received from the community
6. The Pond Group AGM will be meeting on 27th May 207 at 4pm. Cllr Williams commented that this has been a fabulous community project. No further work is planned and it was AGREED that the Pond would not need to be a specific part of the Agenda for the immediate future.

1. OTHER PROJECTS

 None

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1. CORRESPONDENCE
2. Information about the recent Boundary changes.
3. A letter confirming the Internal Auditor’s fees for next year. Council AGREED the Internal Auditor’s proposals and appointment and asked the Clerk to write to him accordingly.
4. The Clerk was instructed to respond to a letter from a resident regarding clarification of an allotment issue.
5. SECOND PUBLIC PARTICIPATION

 None.

1. MATTERS FOR INFORMATION ONLY OR THE NEXT AGENDA

 None

1. MEETING SCHEDULE FOR THE NEXT YEAR

 Chairman Rounce will liaise with the Clerk to propose dates accordingly.

1. TO CLOSE THE MEETING TO THE PUBLIC TO DISCUSS ISSUES OF A CONFIDENTIAL NATURE.

 Council were updated on a legal issue. Council , after much discussion, decided that they would consider this matter further and conclude at a later date.

There being no further business the Chairman closed the meeting a 10.00pm

Appendix 1

 Note:

 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

**Finance - 9th May 2017**

**Invoices Approved for Payment** :

Insurance 288.46

K Rounce Fuel for lawn mower 12.69

Clerk’s salary 387.00

Clerk’s expenses 43.12

Internal Auditors Fee 90.00

NALC 125.33

**Receipts:**

Precept 3715.00

**BANK RECONCILLIATION 31st March 2017 for the FINANCILS YEAR ENDING 31st March 2017**

**Balance per Bank Statements:**

**Community Account 963.94**

**Less Unpresented Cheques**

 **992 6.04**

 **995 484.88**

 **996 35.00**

 **997 100.20**

 **998 111.00**

 **737.12**

**Community Account B/F 226.82**

**Business Premium Account 10442.62**

**Net Balance 10669.44**

**Opening Balance at 1st April 2017 8905.60**

**Plus Receipts 9888.57**

**Less Payments 8124.73**

 **1763.84**

**Closing Balance at 31st March 2017 10669.44**