**AYLMERTON PARISH COUNCIL**

**ANNUAL MEETING OF THE PARISH COUNCIL**

**MINUTES**

**14TH May 2019**

The meeting commenced at 7.30pm

Present - Councillors: K Rounce P Fisher, John Lynes, T Williams, J Morris, S Kelsey

In Attendance: 4 Members of the public including the outgoing Chairman, Keith Rounce, Clerk Patsy Adams. District Councillor Pierre Butifoker, County Councillor Sarah Butikofer

The meeting was opened by the outgoing Chairman, Keith Rounce. Keith welcomed everyone and thanked them for their support over the last year.

1. **APPOINTMENT OF CHAIRMAN.** Cllr Fisher proposed Cllr Williams, seconded by Cllr Lynes. Cllr Williams was duly elected Chairman
2. **CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE.** The Chairmanread and signed the declaration of office
3. **Appointment of the vice-chairman.** Cllr Morris proposedCllr Kelsey, seconded by Cllr Lynes. Cllr Kelsey was duly elected Vice Chairman.
4. **THE VICE CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE** The Vice Chairmanread and signed the declaration of office.
5. **APOLOGIES FOR ABSENCE.** None
6. **DECLARATIONS OF INTEREST –** Cllr Lynes, Cllr Williams and Cllr Morris declared an interest in item 17.
7. **OPEN SESSION FOR MEMBERS OF THE PUBLIC TO SPEAK.** The outgoing Chairman, Keith Rounce, informed the meeting that a member of the Parish Council should be appointed to the Village Hall Committee. Cllr Kelsey proposed Cllr Lynes, seconded by Cllr Morris. Cllr Lynes accepted the position. A member of the public asked whether the length of time Members of the Public are allowed to speak is extendable and the Chairman confirmed that it was, if required, and by the agreement of the members.
8. **TO RECEIVE THE DECLARATIONS OF ACCEPTANCE OF OFFICE** Declarations had been received before the meeting commenced.
9. **TO CONSIDER ANY DECLARATIONS OF ACCEPTANCE OF OFFICE THAT HAVE NOT BEEN RECEIVED AND TO DECIDE WHETHER TO GRANT AN EXTENSION OF TIME OR TO DECLARE THE SEAT VACANT.** Not applicable.
10. **MINUTES** - *To approve the minutes of the previous meetings held on 6th March 2019.* **Approved.**
11. ***TO RECIEVE UPDATES ON THE FOLLOWING ITEMS FROM THE LAST MEETING****:*

*11.1 To receive feedback on the paths under consideration for registration on the Definitive Map.* The Clerk updated the members. Norfolk County Council have still not contacted the Landowner regarding Red Barn Lane. There has been a change of staff and the newly appointed Officer has promised to resolve the matter. The path leading to Sandy Lane is unregistered and the Clerk has been advised that notices need to be placed at each end of the route and individual home-owners along the route should be contacted by letter to determine their views. However, Cllr Fisher informed the Clerk that the path was a vehicle access. The Clerk informed the meeting that she would contact Norfolk County Council to determine how this would affect registration

*11.2 To receive an update on the advertisement for a Village Newsletter Editor.* There have been no applications for this post.

*11.3 To consider plans for the village newsletter.* The Chairman - Cllr Williams*,* informed the new members that the idea of resurrecting the newsletter had been discussed during the previous financial year but had been postponed until the matter could be considered alongside the budget. After consideration it was AGREED to go ahead with plans for a village newsletter.

*11.4 If item 11.3 is agreed – To agree to ratify plans for the village newsletter at the June meeting when the budget can be re-considered.* It was AGREED to appoint Mr Jim Dumolo as Editor. Cllr Williams and Cllr Fisher will be contributors. It was agreed to allocate £50 as an Honorarium to the Volunteer Editor, per annum and to allocate £500 to fund the newsletter.

It was AGREED to suspend the meeting at this point to allow the County and District Councillors to address the meeting. County Councillor Butikofer updated the meeting on the following matters:

* A debate for the WASPI group has been held at County Hall.
* The County Council are going to lobby government on Climate Change
* NCC has become a ‘Climate Concerned’ Council
* NCC is now operating a cabinet system rather than committee system.

Cllr Pierre Butikofer submitted a report;

* Two fly tipping incidents have successfully resulted in fixed penalty notices.
* The Bagot goats (previously on the cliffs adjacent to Cromer beach) are on loan for habitat management in South Norfolk and have been part of a breeding programme managed by Norfolk Wildlife Trust.
* NNDC have signed up to the Courtaud Commitment 2025 (an initiative to improve the waste reduction).
* The sandscaping award has been signed.

1. **FINANCE & GOVERNACE**

*12.1 TO APPPROVE THE LIST OF INVOICES FOR PAYMENT* **Approved**

*12.2 TO CONSIDER THE SCHEDULE OF PAYMENTS FOR 2019 -2020* **Approved**

***12.3*** *TO APPROVE THE PAYMENT OF THE ITEMS ON THE SCHEDULE (As Above) BY EITHER CHEQUE OR ONLINE BANKING BY THE CLERK* **Approved**

***12.4*** *TO AGREE THAT THE COUNCIL MEETS THE CRITERIA TO SUBMIT AN EXEMPTION CERTIFICATE AND TO AGREE TO SUBMIT THE CERTIFICATE ONCE THE INTERNAL AUDIT HAS BEEN COMPLETED.* **Agreed**

***12.5*** *TO AGREE TO HOLD A FINANCE MEETING IN JUNE AFTER THE INTERNAL AUDIT HAS TAKEN PLACE TO SIGN OFF THE INTERNAL AUDIT. A review of the Budget agreed in November will also take place.* **Agreed**

**12.6** *TO CONSIDER THE CLERK’S REQUEST TO INCREASE THE CLERK’S HOME OFFICE ALLOWANCE TO 12.00 PER MONTH* **Approved**

**13 PARISH COUNCIL VACANCIES –** TO AGREE TO CO-OPT TWO FURTHER MEMBERS TO THE PARISH COUNCIL AND APPROVE THE POSTER ADVERTISING THE VACANCIES. After consideration the Members agreed that the vacancies would be advertised in the newsletter.

**15.HIGHWAY ISSUES – TO RECEIVE AN UPDATE.** Cllr Fisher gave the Clerk a list of highways matters. Cllr Fisher also handed a list of Safety ring checks carried out at the pond.

1. **PLANNING :**
2. *To consider any Planning applications received :*

***PF/19/0676***Demolition of Breck Lodge and erection of replacement 2-storey building **OBJECT**

*b) To notify of any Planning Decisions received from NNDC None*

*c) To consider any other Planning issues None*

*d) To consider the formation of a Planning Group to discuss applications and future proposals None*

1. **THE ALLOTMENTS**
   1. To consider a communications strategy with the allotment holders. After consideration Members agreed that a letter should be sent to the allotment tenants to inform them that communications should be sent to the Clerk. Thereafter, such communications will be raised with the members at the next Council meeting. Cllr Morris asked that the letter also include a note about looking out for, and removing ragwort.

The Chairman informed members that the allotment tenants have different agreements dependant upon when they were issued. The Chairman asked that this matter be raised on the next agenda.

1. **CORRESPONDENCE** –

* The Parish Paths Seminar
* The New Local Plan
* ELTO

The Parish Paths seminar will be attended by the Chairman and Cllr Fisher.

1. **ITEMS FOR THE NEXT AGENDA** As above
2. **TO NOTE THE DATE OF THE NEXT MEETING** A meeting to sign off the Annual Audit will be held in June. Date to be agreed.
3. **TO CLOSE THE MEETING***.* There being no further business the Chairman closed the meeting at 9.10pm