**AYLMERTON PARISH COUNCIL**

**MEETING OF THE PARISH COUNCIL**

**MINUTES**

**12TH March 2019**

The meeting commenced at 7.30pm

Present - Councillors: K Rounce (Chairman) Johnny Lynes (Vice-Chairman) P Fisher, John Lynes, T Williams,

In Attendance: 4 Members of the public, Clerk Patsy Adams. County Councillor Butikofer

1. **APOLOGIES FOR ABSENCE**  Cllr Medler
2. **Declarations of interest and requests for dispensations** None
3. **MINUTES OF THE MEETING HELD ON 8TH January 2019 –** Approved
4. **PUBLIC PARTICIPATION**  None
5. **COUNTY AND DISTRICT COUNCILLOR REPORTS –** The County Councillor had not arrived at this point and therefore it was agreed to move item 5 to a later point in the agenda.
6. **TO RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES**
7. **To receive an update from the Clerk on Red Barn Lane and the other footpaths identified for possible inclusion on the Definitive Map.** The Members agreed that the Clerk could contact the Landowner of Red Barn Lane to determine whether progress had been made. It was also agreed that the Clerk could carry out a land registry search to determine the ownership of the footpath adjacent to Sandy Lane.
8. **To receive an update on the attempts to recruit a volunteer Newsletter Editor.** Cllr Fisher informed the meeting that he had contacted Chevertons for a cost of produce an A4, double sided newsletter for £40 per 250 copies. It was agreed that the newsletter would be produced in the new financial year and that production and editing would be carried out by volunteers from the Council and the community.

**7. Governance and Financial Matters:**

*7.1 To consider outstanding invoices and those received after publication of the agenda.* The following payments were approved:

 The Clerk’s Home Office Allowance - £10.00. ICO Registration Renewal - £40 . Aylmerton Village Hall room rental for 2018/19 -£98.00. The following payments made between meetings were ratified: P Arnold (bus Stop ) £30. The Clerk’s Salary for February and Marchand associated HMRC payments.

*7.2 To consider changes made to the law regarding payslips and timesheets.* Considered and approved. It was agreed that the Clerk would produce timesheets from 1st April 2019

*7.3 To consider suggestions from the Clerk regarding time-saving and cost efficiencies.* The Clerk suggested that emails and correspondence common to all the Clerk’s Parishes should be shared via a common email address. AGREED

*7.4 To consider the Clerk’s request for a 3% pay increase from 6th April 2019.* APPROVED.

 *7.5 To consider the Clerk’s request to be paid monthly by Standing Order and to receive an explanation as to how this would work with regard to HMRC payments. And to approve a separate Standing Order for the Clerk’s Home Office Allowance.* APPROVED.

*7.7 To consider renewal of ICO (due in April.* APPROVED

*7.8 To consider the NALC/NPTS subscription requests. It was Agreed to remain with NALC for 2019 - 2020*

*7.9 To approve the Financial Regulation Document, considered at the January 2019 meeting. Note that item 2.2 has been retained as agreed.* Approved and adopted.

1. **CORRESPONDENCE –** None
2. **PLANNING –**

**Applications Received**: PF/19/0184 Two Storey Side Extension Meadow View Cottage, Church House Farm, Aylmerton. - After consideration Members agreed that they had no objection to this application

**Decisions Received: PF/18/2261** Broad Acre, Holt Road, Aylmerton Demolition of existing extension and rebuild **APPROVED**

**PF/18/2155** Installation of Air Source Heat Pump Gamekeepers Lodge Aylmerton **APPOVED**

**PF/18/2155** Installation of Air Source Heat Pump Sexton Lodge Aylmerton **APPROVED**

**PF/18/1885** Single Storey Extension, Rodavia, Church Road, Aylmerton **APPROVED**

Cllr Butikofer arrived at this point in the meeting (8.05pm) and it was agreed to suspend the meeting to allow the Councillor to deliver her report. Cllr Butikofer updated the meeting on recent events at County Hall and the recent agreement of the County budget. Cllr Butikofer emphasized the deficit that the County faces and the challenges ahead. Cllr Butikofer also updated the meeting on recent Police reports and criminal activity. Cllr Butikofer went on to update the meeting on recent events at District Council including the budget for 2019 -20 and new initiatives under consideration.

 **The meeting returned to the agenda at 8.20pm.**

1. **HIGHWAYS** update and to report any further highways matters. No further matters

**11 .To report matters that have arisen since the publication of this agenda.** None

**12. Items for the next Agenda** None

**13. Next meeting: Tuesday 14th May 2019**

**14. To close the meeting to discuss the Elections Timetable and Nomination Forms.** The meeting closed at 8.30pm. There followed a discussion on the election process. Members of the public were invited to stay and were offered help with the completion of nomination papers if they so wished.