**AYLMERTON PARISH COUNCIL**

**MEETING OF THE PARISH COUNCIL**

**MINUTES**

**10TH June 2019**

The meeting commenced at 7.30pm

Present - Councillors: T Williams (Chairman), S Kelsey (Vice-Chairman), John Lynes, J Morris

In Attendance: Clerk Patsy Adams.

1. **APOLOGIES FOR ABSENCE**  Cllr P Fisher
2. **Declarations of interest and requests for dispensations** Cllrs T Williams, J Morris and J Lynes declared an interest in Item 6
3. **MINUTES OF THE MEETING HELD ON 14th May 2019 –** Amendment to attendees, The five members of the Council - T Williams, S Kelsey J Morris, J Lynes and P Fisher all attended the May meeting.
4. **PUBLIC PARTICIPATION**  None
5. **TO RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES**
6. *To receive an update from the Clerk regarding the registration of Red Barn Lane and the advice from NCC regarding the registration of the footpath adjacent to Sandy Lane (regarding vehicle access*). The Clerk informed the meeting that Norfolk County Council have confirmed that the registration of Red Barn Lane is under discussion with the Land Owner. With regard to the path adjacent to Sandy Lane. The path is unregistered. The Clerk has been advised to post notices at each end of the track advising that it is the Parish Council’s intention to investigate potential registration of the track and to advise the residents of the same. It was agreed that the Clerk would draft a notice for approval at the next meeting when the arrangements for the erection of the posts would also be agreed.
7. *To receive an update from the Chairman and Cllr Fisher regarding the Parish Paths Seminar attended in May 2019. Cllr Williams (Chairman) informed the meeting that he and Cllr Fisher had attended the meeting and had found very useful and many very useful contacts have been established. Cllr Williams handed and information folder to the Clerk.*
8. *To confirm that the Village Hall Committee have been made aware of the appointment of Cllr John Lynes as the representative member of the Parish Council.* Confirmed
9. *To receive an update from the Chairman (Cllr Trevor Williams) about the Newsletter.* Cllr Williams (Chairman) informed the meeting that Mr Jim Domolo has accepted the post of volunteer Editor. The first edition is scheduled for July and Cllr Williams asked the Clerk if she would provide content regarding the council.
10. *To agree when the Honorarium to the Volunteer Editor should be paid*. It was agreed that this matter would be confirmed after the first two editions.

**6. THE ALLOTMENTS**

**6.1** To receive an update from the Clerk that the correspondence to Allotment Tenants has been sent and to consider any replies received. This item is outstanding and will be placed on the agenda for July

**6.2** To receive an update from the Clerk on changes to the Allotment Tenancy Agreements. The Clerk confirmed that she has contacted the Allotment Society and they had confirmed that individual tenants will need to be consulted before any changes can be considered to individual agreements.

**6.3** To discuss the Allotment Tenancy Agreements and consider any proposals for further actions. It was agreed that in August the Clerk will work through the agreements to determine the differences and report back to the Council in September.

**7. Governance and Financial Matters:**

*7.1 To Consider the Bank Statement and Fund Analysis for the Month of May 2019.* Considered and Approved.

*7.***2** *To Consider the Report from the Internal Auditor* – Considered and approved.

*7***.3** *To consider and complete the Annual Governance Statement*. Considered and completed.

*7*.4 *To consider and complete the Accounting Statement*. Considered and completed.

*7*.*5 To confirm the appointment of Mr S Meakin as Internal Auditor for 2019 -2020.* Agreed.

1. **Correspondence –** No comments were received on the correspondence previously forwarded.
2. **PLANNING –**

New Applications to Consider:

Applications received and responded to between meetings:

PF/19/0735 Church House Farm, Church Road, Aylmerton, Norwich, NR11 8PZ Two Storey rear extension and First Floor Extension. Aylmerton Parish Council have no objection to this application.

Planning Office Decisions – None. Awaiting Decision on Breck Lodge (Aylmerton Parish Council have objected to this application).

Cllr Williams (Chairman) raised the issue of a planning notice erected locally that the Parish Council have not been made aware of. The Clerk was instructed to investigate.

1. **HIGHWAYS** update and to report any further highways matters.

**11 .To report matters that have arisen since the publication of this agenda.** Cllr Williams (Chairman) raised the matter of a recent incidence of vandalism. The Clerk confirmed that she had reported the matter to the Police and to the individual landowners.

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

**13. Next meeting: Tuesday 9th July 2019**

**There being no further business the meeting closed at 8.55pm**

*All minutes are draft until approved at the next meeting*