**AYLMERTON PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**MINUTES**

**30th July 2019**

Attendees: Councillors: Trevor Williams (Chairman) John Lynes, Janet Morris , Peter Fisher. The Clerk, Patsy Adams and two Members of the Public

1. **APOLOGIES FOR ABSENCE** Cllr Simon Kelsey
2. **Declarations of interest and requests for dispensations** Cllr William, Cllr Lynes and Cllr Morris declared an interest in item 10
3. **MINUTES OF THE MEETING HELD ON 10th June 2019–** Approved
4. **PUBLIC PARTICIPATION**. **The public participation session lasts for 10 minutes.** The following matters were raised by the Editor of the Village Newsletter, Mr J Dumolo:

* Mr Dumolo delivered 200 copies of the newsletter to the Council. Mr Dumolo and the Member agreed who would deliver the copies around the village.
* Mr Dumolo asked the members whether the Permissive path, discussed some time ago, could be progressed now that the registration for Red Barn Lane was underway and the new fence had been erected behind the village hall. The Members agreed that it would be a good idea to raise the matter with the Landowner and the Clerk was instructed to draft a letter accordingly.
* The pot hole by the pond continues to deteriorate.

1. **COUNTY AND DISTRICT COUNCILLOR & CONSTABULARY REPORTS** None
2. **TO RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES**
3. *To agree the content of the notice to be displayed at either end of the track adjacent to Sandy Lane.* The notice will state the Parish Council’s intention to discover whether the track is suitable for registration on the Definitive Map and to approve the content of the letter to be sent to residents on the track. After consideration Members approved the notice and it was agreed that a sign would be erected at each end of the track. The notice was approved and it was agreed that Cllr Fisher and Cllr Williams will erect the posts and attach the notices.The Clerk will issue letters to the residents on the track and visit them to discuss the matter.
4. *To receive an update on the progress of the Newsletter* See item 4 – The Chairman once again thanked the Editor for his work and commented on the excellent quality of the newsletters.
5. *To receive an update on the recent incidence of vandalism.* The Clerk informed the meeting that the Police had dealt with the matter.
6. **Governance and Financial Matters:**

*7.1To consider outstanding invoices and those received after publication of the agenda.*

Mr Dumolo presented the meeting with an invoice for petrol for the mower. The invoice for £28.50 was approved.

*7.2 To consider Actual expenditure against budget****.*** Considered and Approved

*7.3 To consider the bank reconciliation for the first quarter.* Considered and Approved

*7.4 To reconcile the Clerk’s hours for the first quarter and to consider a request from the Clerk to increase hours from four per week to seven per week. After consideration the members approved the payment of £572.94 to be paid along in August. The Clerk’s hours were considered and on a proposal from Cllr Fisher, seconded by Cllr Morris, it was agreed to increase the Clerk’s hours to 7 per week.*

1. **CORRESPONDENCE –** To consider correspondence received:

The Environmental forum on the 15th August

Health Plans for the Next five years – Cllr Williams, The Chairman asked Members to consider the matter as individuals.

**PLANNING –**

**Applications Received**:

**PF/19/1021** Change of use – conversion of garage to a Holiday Let at The Canadas, Roman Camp, Aylmerton. No response was given by the Parish Council

**PF/19/1108 Gresham Barns Replacement Windows and bi-fold doors, Church Farm Barns Aylmerton.** No Objection

The following applications have been received since the publication of the agenda:

**PF/19/1177 Replacement Garage Broad Acre, Holt Road, Aylmerton** No Objection

**PF/19/1178 Variations of condition 2 on a previous application PF/18/2261 for Broad Acre, Holt Rod, Norfolk.** No Objection

**Decisions Received:** None

1. **ALLOTMENTS –** To receive information regarding the end of three tenancy agreements: The Clerk informed the meeting that three Allotment Holders have given up their plots. The Members instructed the Clerk to ask the tenants to clear their plots and pay rent for the last six months.
2. **HIGHWAYS** update and to report any further highways matters. The Members discussed the outstanding list previously issued to Highways and particularly, the issue of the Pot holes on Church Road at the end of the village.

Members also discussed the road closure on xxx street. The Clerk was asked to contact Highways to ask for an explanation of the delay and site meeting.

Cllr Fisher handed the Clerk the safety equipment inspection sheets (pond) dated 28/05/109 to 29/07/19

1. **To report matters that have arisen since the publication of this agenda.** None
2. **Items for the next Agenda:**

* Revise the budget to take into account the increase in the Clerk’s salary
* To appoint a Member to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council twice a year (in accordance with Financial Regulation 2.2

1. **Date of next meeting:** 17th September 2019 at 7.30pm

There being no further business the Chairman closed the meeting at 8.39pm

**Parish Clerk and RFO: Patsy Adams aylmetonparishcouncil@gmail.com**