**AYLMERTON PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**MINUTES**

**17th September 2019**

**Present** Councillors: Trevor Williams (Chairman) Simon Kelsey (Vice Chairman) John Lynes, Janet Morris , Peter Fisher. In Attendance: The Clerk, Patsy Adams and one Member of the Public

The meeting began at 7.30pm

1. **APOLOGIES FOR ABSENCE** NONE
2. **Declarations of interest and requests for dispensations** NONE
3. **MINUTES OF THE MEETING HELD ON 30th July 2019–** APPROVED
4. **PUBLIC PARTICIPATION**. **The public participation session lasts for 10 minutes.** No comments were received
5. **COUNTY AND DISTRICT COUNCILLOR & CONSTABULARY REPORTS.** None present
6. **TO CO-OPT TWO FURTHER PARISH COUNCILLORS**. In accordance with the decision made at the May Meeting of the Parish Council 2019. The vacancies have been advertised and interviews and selection have taken place.
7. *To receive a proposal to co-opt the candidates previously selected after interviews earlier in the month.* A proposal was received from Cllr Lynes to co-opt Mr Tom Warner and agreed by members unanimously.
8. *To hear the Declaration of Acceptance from the newly elected Parish Councillor and sign the declaration accordingly.* Cllr Warner and the Clerk read out and signed the Declaration of Acceptance.
9. *To hear the New Councillor’s Induction*. An introduction followed. Cllr Warner had previously received the Good Councillor Guide.
10. *To declare the candidates duly elected and welcome them to the Parish Council. To invite the newly appointed Councillor to join the Parish Council Meeting and to receive any declarations of interest from the new member*. Cllr Warner was welcomed to the Parish Council. He joined the Members and confirmed that he had no declarations in respect of the current agenda.
11. **TO RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES**
12. *To receive an update from the Clerk regarding the letters to the residents on the track adjacent to Sandy Lane regarding the proposal to consider the registration of the track on the Definitive Map.* The Clerk confirmed that the track is not registered with Land Registry and that the letters to residents informing them of the Definitive Map proposals have been delivered and no objections had been received. However, it has transpired that a Member of the Parish has been maintaining the track. The Clerk has discussed this matter with the County Officer and whilst it need not prevent registration on the definitive map it will need to be made clear what responsibilities the Parish Council are prepared to undertake. On a proposal by Cllr Fisher the Members voted to proceed with registration on the Definitive Map. On a proposal by Cllr Williams (Chairman) is was agreed **not** to register the track with Land Registry and on a proposal by Cllr Kelsey (Vice-Chairman) it was agreed **not** to take on the responsibility for any maintenance work. It was also agreed that Cllr Kelsey (Vice- Chairman) would accompany the Clerk to discuss the proposals with the Residents on the track. The Clerk informed the meeting that she had spoken to the County Officer regarding the registration of Red Barn Lane. The County Officer has not yet contacted the Landowner due to workload. Cllr Williams (Chairman) suggested that letter should be sent to the County Council asking for confirmation that this matter will be dealt with within the required timeframe and that a copy should be sent to Cllr Butikofer. After consideration Members approved this course of action.
13. *To receive an update from Cllrs: Williams and Fisher regarding the notices for the track - item 6a.* The notices have not been displayed.
14. *To receive feedback on the newsletter.* The Clerk informed the meeting that the newsletter has received many positive comments. It was agreed that the requirement for evidence of both historic and current usage of the track adjacent to Sandy Lane would be advertised in the next edition of the newsletter.
15. **Governance and Financial Matters:**

*7.1 To consider outstanding invoices and those received after publication of the agenda.* None

*7.2 To consider the revised budget following amendments made to the Clerk’s salary in August 2019.* Considered and Approved

*7.3 To appoint a Member to verify the bank reconciliation in accordance with Financial Regulation 2.2 as follows: - On a regular basis, at least twice a year, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed 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*. Cllr Kelsey (Vice-Chairman) was appointed to verify the bank reconciliations

*7.4 To approve funding for the Clerk’s CILCA training.* The Clerk asked for this item to be deferred until the next agenda.

*7.5 To consider the Document Management Schedule and Risk Assessment previously circulated.* Considered and Approved.

**CORRESPONDENCE –** To consider correspondence received:

* Farming and the Highway
* Allotment Society News
* Red Ensign Day
* Rural Conference Invite

No further comments were received.

1. **PLANNING –**

**Applications Received**:

**Erection of 1 dwelling with access, land of Church Road, Aylmerton (outline with all matters reserved other than access).** After consideration Members agreed to OBJECT to this application.

**Applications considered between meetings (in accordance with the Parish Council’s Planning Protocol:**

**PF/19/1215 –** Discontinuation of Recycling Yard and Erection of a detached dwelling and garage. APC Decision: Object

**Decisions Received:**

**PF/19/0676 Demolition of Breck Loge and erection of replacement building**

**APC: Object NNDC: Application Refused**

**Decisions Awaited:**

**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 NNDC Decision awaited.

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

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

**PF/19/1177 Replacement Garage Broad Acre, Holt Road, Aylmerton** No Objection. NNDC Decision awaited

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

1. **HIGHWAYS** update and to report any further highways matters. Cllr Fisher informed the meeting that the damaged culvert on Church Road had worsened. It was agreed that the matter should be reported as an urgent item to Highways. Cllr Kelsey raised the issue of the damaged fascia board in the bus shelter. Cllr Fisher informed the meeting that he had previously priced the project and it will be attended to in due course.
2. **To report matters that have arisen since the publication of this agenda.** The Clerk informed the meeting that an allotment has become vacant. This will be placed on the agenda of the next meeting.
3. **To consider whether to close the meeting to discuss the Permissive Path Proposals in detail.** After consideration the Members agreed that it was not necessary to close the meeting**.** However, Standing Orders were suspended (at 9.25pm) to allow the Members to continue to discuss the matter. Cllr Williams informed the meeting that the purpose of the path was to connect the village with Red Barn Lane. Cllr Fisher produced a diagram of the route and it was agreed that Members should walk the proposed route (if the landowner agreed). The Parish Council will be asked to pay for the structures to breach the 2 watercourses and two gates. Cllr Williams estimated that the cos would be in the region of £650.00
4. **To consider a proposal to agree to progress the Permissive Path project to the point where a Solicitor can draw up a draft agreement. At this point the agreement will be considered again by the Parish Council.** On a proposal from Cllr Fisher Members voted to approve the progression of the Permissive Path Project by contacting Eastlaw to ask for an estimate to provide a draft agreement. The Clerk was asked to carry out Land Registry search.
5. **Items for the next Agenda** The Allotment Tenancy Agreements
6. **Next meeting:** 12th November 2019

Cllr Williams resigned from his role as Chairman.

There being no further business Cllr Kelsey (Vice - Chairman) closed the meeting at 10.20pm