**AYLMERTON PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**MINUTES**

**12th November 2019**

**aylmertonparishcouncil@gmail.com**

**Present Cllrs: S Kelsey, J Morris, J Lynes, T Warner, T William. In Attendance: District Councillor P Butikofer, The Clerk, Patsy Adams and two Members of the public.**

1. **TO ELECT A CHAIRMAN.** Cllr J Morris proposed Cllr Simon Kelsey, seconded by Cllr Williams.
2. **TO RECEIVE THE CHAIRMANS’S DECLARATION OF ACCEPTANCE OF OFFICE.** Cllr Kelsey read out and signed the Declaration of Acceptance and was duly declared elected as Chairman of Aylmerton Parish Council
3. **TO ELECT A VICE-**CHAIRMAN Cllr J Morris Nominated Cllr Warner, seconded by Cllr Lynes.
4. **TO RECEIVE THE VICE CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE.** Cllr Warner read out and signed the Declaration of Acceptance and was duly elected Vice Chairman
5. **APOLOGIES FOR ABSENCE.** Apologies received from Cllr Fisher and County Councillor Sarah Butikofer
6. **Declarations of interest and requests for dispensations**. Cllrs; Williams Morris and Lynes declared an interest in item 12 (Allotments)
7. **MINUTES OF THE MEETING HELD ON 17th September 2019–**  Considered and approved.
8. **PUBLIC PARTICIPATION**. Mr Dumolo, Volunteer Editor of the Newsletter informed the Members that he had received positive comments about the first edition and it is his intention to issue the next edition in December. Mr Dumolo asked for contributions from the Parish Council and it was agreed that the Clerk would forward items later in the week.
9. **COUNTY AND DISTRICT COUNCILLOR & CONSTABULARY REPORTS**

Cllr Butikofer (District Councillor) Informed the meeting that:

* Construction work has commenced at Splash in Sheringham
* The Sandscape Project has been completed
* Electric Charging points are being considered for locations in North Norfolk
* The Shannock (Sheringham) has been served with a Compulsory Purchase Order
* The Corporate Plan will be presented to Council at the end of the year.
* Environmental Health have successfully prosecuted two asbestos removal companies.

The Chairman thanked Cllr Butikofer for his report and Cllr Butikofer left the meeting at 8pm.

1. **TO HEAR A BRIEF EXPLANATION FROM THE CLERK ABOUT THE LEGAL FRAMEWORK OF THE CODE OF CONDUCT DOCUMENT PREVIOUSLY CIRCULATED.** The Clerk explained what the Code is and its significance to the Council as a whole and to individual Members.
2. **TO ADOPT THE CODE OF CONDUCT.** On a proposal by Cllr Warner, seconded by Cllr Lynes the Members agreed to adopt the Code of Conduct
3. **ALLOTMENTS. After consideration, Members voted to move this item to a closed session in accordance with data protection regulations.**
4. **THE BUS SHELTER**

**To close the meeting to approve the appointment of a member of the parish to decorate and clean the bus shelter and agree terms. After consideration Members agreed to move this item to a closed part of the meeting in accordance with data protection regulations**

**14.Governance and Financial Matters:**

*14.1 To consider outstanding invoices and those received after publication of the agenda. The following payments were approved: Admin Expenses:* ***£70.79***

*14.2 To approve CILCA training for the Clerk, including tuition and book fees, to be shared by four other parishes.* ***Approved***

*14.3 To consider the Bank Reconciliation for the 2nd Quarter* ***Approved***

*14.4 To consider the budget monitor for the 2nd Quarter* ***Approved***

*14.5 To consider the Budget proposals for 2020/21* ***On a proposal by Cllr Morris seconded by Cllr Warner the Budget was agreed***

*14.6 To agree the Precept for 2020/21.* ***On a proposal by Cllr Morris, seconded by Cllr Warner it was agreed to leave the precept at £7100.00***

**15 REGISTRATION OF THE TRACK ADJACENT TO SANDY LANE. *To approve the placement of a notice in the next Parish newsletter informing the residents of the Parish Council’s intention to register the track and to ask residents to submit evidence of use. To agree the placement of notices at either end of the track and, if this is approved, to agree how this will be achieved.*** Members approved the placement of the notices and it was agreed that either the Chairman or the Vice-Chairman will accompany the Clerk to discuss the proposal with the residents on the track.

**16.** **TO APPROVE THE NEXT STEPS REGARDING THE PERMISSIVE PATH. Cllr Morris said she would prefer not to proceed with this matter but after discussion it was agreed that the proposals will be considered in full before a decision is reached. This matter will be placed on the January agenda to agree interim/final proposals depending on the stage reached.**

**a.** *To confirm that all Members have seen the document from Eastlaw regarding the Permissive Path* Confirmed

b. To agree to invite the Landowner to the January Meeting to discuss the proposals. It was agreed to invite the Landowner to an informal, onsite meeting so that Members can walk the proposed route and discuss any arising issues. Cllr Williams offered to organize the meeting and also offered to ask the Landowner to consider the question posed by the Solicitor and issue responses where possible.

c. To agree to inform the owner of Red Barn Lane of the proposals to date. After consideration and on a proposal by the Chairman, seconded by Cllr Morris it was agreed to instruct the Clerk to contact the landowner accordingly.

**17.CORRESPONDENCE –** To consider correspondence received. No further comments were received

**18.PLANNING –**

**Applications Received PF/19/1840** Revised application, Breck Lodge, Aylmerton. Members agrees to OBJECT to this application on the grounds that conditions in the previous refusal notice have not been met.

**Decision Notices Received None**

1. **HIGHWAYS** update and to report any further highways matters. Members remain concerned about the depression in Church Road. The Clerk was asked to report the matter again. Cllr Lynes offered to asked the Landowner to cut back vegetation on The Street.
2. **To report matters that have arisen since the publication of this agenda** None
3. **To agree the meeting dates for 2020/21 previously circulated.** Agreed. Meeting dates for 2020 will be uploaded to the Parish Council Website
4. **Items for the next Agenda** No further matters were requested for inclusion at this stage.
5. **Date for the next meeting – 14th January 2020 at 7.30pm**

**The first part of the meeting closed at 9.30pm and the Members of the public left.**

**After a short break the meeting resumed to discuss the following items:**

**ALLOTMENTS**. The Clerk informed the Members that two plots have become vacant and two enquiries for plots have been received. After consideration members allotted the vacated plots and instructed the Clerk to inform the applicants accordingly. It was also agreed that the new tenants should liaise with the previous tenants regarding handover and buildings etc.

**THE BUS SHELTER** The members were delighted that Mrs Kelsey has offered to continue the tradition of decorating the bus shelter and it was agreed that she may begin as soon as she wishes.

There being no further business the Chairman closed the meeting at 10.0pm