**AYLMERTON PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**MINUTES**

**14th January 2020**

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**All Minutes are draft until signed at a subsequent meeting**

**Present Cllrs: S Kelsey, J Morris, J Lynes, T Warner, P Fisher (from7.45pm). In Attendance*:*** *County Councillor Sarah Butikofer, District Councillor P Butikofer, The Clerk, Patsy Adams and two Members of the public.*

1. **APOLOGIES FOR ABSENCE.** Apologies received from Cllr Williams.
2. **Declarations of interest and requests for dispensations**. Cllrs; Kelsey, Morris and Lynes declared an interest in item 8 (Allotments)
3. **MINUTES OF THE MEETING HELD ON 12th November 2019–** Considered and approved.
4. **PUBLIC PARTICIPATION**. None
5. **COUNTY AND DISTRICT COUNCILLOR & CONSTABULARY REPORTS**

* District Councillor Pierre Butikofer’s report will be posted on the Parish Council website when available.
* County Cllr Sarah Butikofer updated the meeting on the following matters:
* Police and Crime Commission have proposed an increase in precept, consultations are ongoing.
* Norfolk County Council are consulting on the budget
* £1m has been allocated to infrastructure projects
* A new recycling centre/shop has been created at Snettisham.

There were no questions or comments

Cllr Peter Fisher arrived at 7.54pm

The Chairman read out relevant items from the Constabulary Report

1. **TO RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES**
2. *The Track adjacent to Sandy Lane.* The Clerk asked the meeting if this matter could considered during the closed part of the meeting and this was agreed.
3. *The Permissive Path.* Following a proposal by Cllr Fisher to proceed with the Permissive Path Project, Members voted against the motion. The project will not therefore, proceed.
4. *The Newsletter.* After consideration it was agreed that the newsletter would be produced when the Parish Council had a specific matter to address and that the village facebook group may also be prepared to post information. It was also suggested that the local garage may be prepared to display specific notices.
5. *The Bus Shelter – To receive a report from the Chairman*. The Chairman informed the meeting that Christmas floral arrangements were displayed in the bus shelter over the holiday period. Subsequently, the Christmas tree has been potted up for future use. The waste bin is being used for dog waste. It was agreed that this is not acceptable in the close confines of the shelter and the Clerk was asked to contact NNDC to discuss alternatives. Ideally, Members would prefer a general waste bin with a lid, positioned outside of the bus shelter.
6. *Rubbish bags, left at the front of the Village Hall, during December*. The Chairman informed the meeting that rubbish bags were left outside the village hall for a few weeks over the Christmas period and this had resulted in rubbish blowing around the immediate vicinity. Attempts to contact the Village Hall Committee had been unsuccessful.
7. **NEW MATTERS FOR CONSIDERATION**

To consider the resurrection of the General Purposes Committee. Due to a data protection/legal issue this item was moved to a closed part of the meeting.

**The County & District Councillors and the Members of the Public left the meeting at 8.24pm**

1. **ALLOTMENTS**
2. To receive an update from the Clerk on the Allotment Budget and any outstanding rents. The Clerk informed the meeting that the allotment account is still running at a loss. The accounts are as follows:

Income £370.00

Expenditure £565.15

Outstanding Rents £52.50

Balance -£247.28

1. *To discuss the future management of the Allotments*. It was agreed that Members with Allotments will take a more proactive approach in managing problems so that the Clerk’s hours in this respect can be reduced.
2. *To consider the implementation of the Allotment Risk Assessment previously forwarded*. After consideration it was agreed not to implement the Risk Assessment.
3. To consider the following amendment to New Tenancy Agreements –

**di***. To request rents in advance rather than retrospectively*. **Agreed**

**dii** *To enforce new Tenancy Agreement Rules and Regulations and resolve non-conformities for all agreements entered into from January 2020*. **Agreed**

9. **Governance and Financial Matters:**

*9.1 To consider outstanding invoices and those received after publication of the agenda. Members considered and approved the following payments, not listed in the 2019/20 approved list of payments:*

Uncontested Election Costs £95.27

Maintenance and Relocation of the SAM2 sign £108.00

The payments were approved.

*9.2 To consider the Bank Reconciliation for the 3rd Quarter* Members were unable to approve the 3rd quarter bank statement because the December statement has not yet been received. Members were able to consider the reconciliations for October and November 2019 and these were approved and signed by the Chairman and the Vice Chairman accordingly.

*9.4 To consider the updated Standing Order Document previously circulated.* **Approved**

*9.5 To consider the Complaints Procedure Document previously circulated.* **Approved**

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

Temporary Road Closure Notices

VE Day Arrangements

Norwich Western Link Update

1. **PLANNING –**

**Applications Received:**

**PF/19/2031** Felbrigg Lodge, Aylmerton. Change of Use of two commercial holiday lets to dwellings – Parish Council Decision: No Objection. Planning Office: Decision Awaited

**PF/19/1215** High View, Church Road, Aylmerton. Erection of extension. Parish Council Decision: No Objection. Planning Office: Decision Awaited

**PO/19/1410** Erection of one Dwelling at Church Road, Aylmerton.Parish Council Decision: Objection. Planning Office: Decision Awaited

**CL/19/1903** Certificate of Lawfulness. The Haven, Church Road, Aylmerton. Planning Office: Decision Awaited

**PF/19/1618** Breck Lodge, Aylmerton. Parish Council Decision: Objection. Planning Office: Refused.

**PF/19/1618 Temporary Caravan the Roman Camp Inn** Parish Council Decision: No Objection. Planning Office: Refused.

**PF/19/1617 Single storey rear extension, The Roman Camp Inn.** Parish Council Decision: No Objection. Planning Office: Approved

1. **HIGHWAYS** *update and to report any further highways matters*. Cllr Morris reported a pot hole near Park Farm. Cllr Fisher informed the meeting that he would longer report further highways matters. Cllr Kelsey Chairman reported a damaged speed limit sign in Church Road. Cllr Lynes reported a pot hole at the Lions Mouth. The Clerk will visit the sites and report accordingly.
2. **To report matters that have arisen since the publication of this agenda** Cllr Fisher asked if Members would be happy to meet on a different night. Members agreed they would and the Clerk was asked to check availability with the Village Hall**. It was also agreed to change the meeting time to 7pm**
3. **Items for the next Agenda None**
4. **Date of the next meeting – 10th March 2020 at 7.00pm**

**Members considered whether to close the meeting under the Public Bodies and Administration of Meetings Act 1960 due to the nature of the business under consideration and agreed to do so.**

**Matters considered were as follows:**

**The General Purposes Committee**. Members agreed not to proceed with the reinstatement of the Committee.

**Allowance to cover additional costs for Mrs Kelsey regarding the Bus Shelter**. An increase was agreed.

**To approve Correspondence to a parishioner marketing a service using the Parish Council’s name.** Approved

**The track adjacent to Sandy Lane.** It was agreed to press ahead with this matter. The Clerk will confirm to the members when the appropriate conversations have taken place with adjacent residents.

There being no further business the meeting closed at 9.50pm