**AYLMERTON PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**MINUTES**

**All minutes are draft until approved at a subsequent meeting**

**24th March 2022**

**Attendees: Cllr R Bacon (Chairman), Cllrs: Cllr J Lynes , M Williams.**

**Councillors Co-opted at the meeting K Carter, S Kelsey, O Stevens**

**In Attendance: P Adams (Clerk)**

**aylmertonpc.norfolkparishes.norfolk.gov**

**Meeting began at 7.00pm**

1. **APOLOGIES FOR ABSENCE** None
2. **Declarations of interest and requests for dispensations** None
3. **MINUTES OF THE MEETING HELD REMOTELY ON 23rd November 2021** Approved.
4. **PUBLIC PARTICIPATION**. **The public participation session lasts for 2 minutes per person.** None present.
5. **Co-option** The vacancies were previously advertised and responses received. Interviews have taken place. The Clerk asked the candidates if they would confirm that they still wished to stand. The Chairman invited the candidates to join the members at the meeting table. Cllr Lynes proposed the candidates for co-option and the members approved unanimously. The candidates made their declaration of acceptance and signed the declarations accordingly. The Chairman asked the new Members if they wished to declare an interest in the agenda and they confirmed that they had not.
6. **GOVERNANCE AND FINANCE**
7. **To receive a bank reconciliation statement** The documents will be forwarded to the Members after the meeting.
8. **To receive a copy of the budget for 2022 to 2023** The documents will be forwarded to the Members after the meeting
9. **To discuss the Parish Council Assets and projects in progress.** Cllr Williams told the members about the Parish Council assets. Projects in progress include the mower, Cllr Lynes informed the meeting (in his capacity as a Village Hall Committee Member) that the Village Hall has accepted the offer of the mower but further discussion is required at the next meeting about the ongoing running costs. After consideration the Clerk was instructed to write to the Village Hall Committee asking for confirmation that the Village Hall has accepted the mower and reiterating that the Parish Council has no further obligations in this respect. The Clerk explained the plan for the bus shelter and it was agreed that quotes would be sought by the Cllr Carter. Cllr Bacon (Chairman) will supply Cllr Carter with drawings. The matter will be considered at the next meeting.
10. **To confirm the appointment of Mr S Meakins as Internal Auditor for the 2021/22 Audit** On a proposal from Cllr Williams. Members voted to accept Mr S Meakins at Internal Auditor.
11. **To receive an update from the Clerk regarding the recruitment of a new Clerk.** The Clerk informed the meeting that there has been no further interest in the vacancy. The Clerk will not be present at further meetings but will continue in her capacity as RFO to complete the annual governance and accountability audit and to pay bills until the audit is complete. The Clerk was instructed to contact NALC to ask them to recruit a Locum until a permanent replacement can be found.
12. **Training courses for new Members**. The Clerk was instructed to ask NALC to provide an appropriate training course for the Members via zoom**.**
13. **PLANNING - TO CONSIDER NEW APPLICATIONS .** None received. It was noted that the Planning Application for the Glamping Site has been withdrawn.
14. **TO CONSIDER MATTERS THAT HAVE ARISEN SINCE THE PUBLICATION OF THE AGENDA.** Members asked for the following matters to be added to the agenda for the next meeting:
15. Co-option of the fourth candidate (the candidate was unable to attend the meeting due to illness).
16. Dog bin on Sandy Lane/Beechwood Avenue.
17. Noticeboard quotes, Cllr Carter will get quotes for the Members to consider at the next meeting.
18. The Mower and a discussion about future donations to assist with running/maintenance coats
19. Bus Shelter -item 6c
20. Social Media
21. The Platinum Jubilee - Cllr Carter offered to contact the Village Hall Trustees to discuss.

1. **THE DATE OF THE NEXT MEETING - Thursday 19th May 2022 at 7pm**
2. **TO CLOSE THE MEETING.** There being no further business the Chairman closed the meeting at 8.30pm