**ALBY WITH THWAITE PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Tuesday 19 September 2017 at 7.30 pm**

**at Alby Horse Shoes Inn, Cromer Road, Erpingham, NR11 7E**

**Present:** Chairman Barry Fitzpatrick, Vice Chairman Will Cutts,

Councillors Stephen Jordan, James Buchan and Christine Yeomans

Clerk Rosalyn Dawson

 **4 Members of the public**

**1. Apologies for Absence:** None

**2. Minutes of Parish Council Meeting on 4 July** were unanimously agreed.

**3. Matters arising:** None

**4. Declarations of interest for items on the Agenda:** None

**5(i) Statement of Accounts @ 31.8.2017:**

Community a/c start balance: £3,236.51

 Income: Receipts =Nil

 Expenditure: £550.12

Community a/c current balance: £2,686.39

Premium a/c current balance: £252.22

 **£2,938.61 c/f**

 **(ii) Clerk’s Salary and reimbursement of expenses:**

 Salary (gross) £247.00; Stationery expense reimbursements **£22.64** **c/f**

 The Clerk’s had not brought the breakdown of her salary to the meeting however she was aware of the amount. Councillor agreed to the payment subject to confirmation of the amount to follow and a cheque was raised and signed accordingly. Stationery reimbursements are carried forward for payment in the next quarter.

**(iii) Softcraft’s quotation for computer equipment:**

Councillors observed the quotation. Councillor Cutts considered the laptop on this quotation to be more robust and better suited for use by the Council. Councillor Yeomans was of the opinion that the laptop should be already uploaded and included with the cost of the Software at the point of sale and not charged as an extra to install. **The Clerk to explore further.**

**(iv)** The Clerk advised Councillors that the Parish Council as a business should pay income tax direct to HMRC and that the Clerk should be paid a net salary. Since this is part of the Clerk’s duties it would involve the Clerk using the Barclays Bank Card direct to make the payment. Councillors were asked if they agreed to this process. This was understood and unanimously agreed.

 **(v) Wordpress Training**

Councillors unanimously agreed to Wordpress Training for the Clerk**. Clerk to email Helen Carrier at NALC to make enquiries as advised.**

**6. Scheduling Parish Council Meetings annually:**

Councillors agreed that meeting dates could be agreed on an annual basis.

The Clerk expressed a concern that meetings were set timely and in sequence with quarterly reporting to HMRC. The next meeting was agreed for 12th December 2017 and that the Clerk notifies the date of the final meeting in March 2018. **Clerk to email Councillors with suitable dates.**

**7. Feedback on Thwaite Common Advisory Group meeting:**

The Chairman delivered feedback on matters discussed at the meeting.

* Temporary electric fencing was being erected in October on the Middle and East sections of the Common.
* Due to the cost implication of putting up and taking down fencing on the West end where cattle are grazed from May to October, subject to the legal implications, removing only part of the fencing is being considered as a cost effective measure.
* The East Pond and Old School Pond are overgrown with the very invasive New Zealand Pond Weed and that the NNDC was intending to take extensive action to kill the weed. The likely procedure of achieving this was not known.
* As a means of introducing traffic calming measures Annie Gedge, the Ranger, is creating new signage identifying the conservation area. The signs will include a warning notice to traffic of the seasonal ground nesting birds and movement of toads. The signs, similar to the existing design, would be situated at each entrance to the Common.

**8. Thwaite Common Notice Board:**

The Chairman of the Friends of Thwaite Common advised that the notice board could no longer accommodate literature of the Common and the Parish Council notices due to a greater proactivity by the Parish. He suggested that another notice board be created on the reverse of the existing board to house the Thwaite Common notices. Councillors agreed this and it was suggested that the approach to the Board be improved making it more readily accessible to everyone wishing to view it. The Friends of TC will fund the extra cost to display their notices.

**9. Highway Ranger Visit:**

Various improvement works were outlined in preparation for the Highway Ranger visit. **The Clerk to compose a response email to Meryl Sherry,of the Highways Department. See email attachment.**

**10. Co-option of Parish Councillor**

 Sheila Goodley, a long standing parishioner of the Parish had expressed an interest in joining the Parish Council as a Councillor. She gave a brief introduction explaining her connections to the Parish and expressing her reasons for wanting to join. In private consultation, once the public had left the meeting, Councillors unanimously agreed to appoint Sheila Goodly as Councillor for the Parish.

**11. Public Participation:**

Members of the public gave their response to the ‘TCAGroup’ meeting outcome. They were concerned to learn that the East Pond and Old School Pond was overgrown with the virulent New Zealand pond weed and that the NNDC was intending to take extensive action to kill the weed. They expressed serious concern at this potential action because significant wildlife like frogs and newts inhabited the pond. **The Chairman to contact the Ranger to establish their method of treating the weed and protecting the pond wildlife.**

**12. Date and time of next meeting:**

 **Tuesday 12 December at 7.30pm** was agreed.

The meeting closed at 9.15pm

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| **Attachment to Minutes 19.9.2017****22 September 2017****Alby Thwaite <thwaiteandalbyparish@gmail.com>** |

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| to meryl.sherryhttps://mail.google.com/mail/u/0/images/cleardot.gif |
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Thank you for your email and its content. The Alby Parish Council responds as follows:

1.     drainage gullies blocked on both sides of Thwaite Common Road which runs alongside Thwaite Common.

2.     overgrown and blocked drainage ditches in Thwaite Common Road to include the one at the bottom of Goose Lane on the corner and one in front of Common Cottage.

(3)   there is a long drainage ditch/trench that was cut by Highways several years ago. This has not been cleared since it was installed and is now overgrown. Pipes were not replaced when the earth bridge was built on Thwaite Common and surface water accumulates because the trench is blocked.

(4)  there is a significant raised mud deposit in the centre of Goose Lane which has washed off from the fields. This is creating poor access along Goose Lane.

(5)  there is a lane (believed to be Church Lane) which is not signposted and listed which runs to Manor Farm (Proprietor T Mermagen) which has a build up of mud deposit.  However the Parish Council is unsure of whose responsibility the lane is.  Can Highways assist with this please?

The contact for the Parish Council on these matters is Mr B Fitzpatrick, Chairman of the Parish Council.  His email address is  bfitzpatrick@hotmail.com and telephone 01263 761648 and he will be present and assist the Highway Ranger(s) at their visit.

Rosalyn Dawson

Parish Clerk

Alby with Thwaite Parish Council

01263 824637