**ALBY WITH THWAITE PARISH COUNCIL**

Minutes of the Parish Council Meeting held on Tuesday 4th July 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 and Christine Yeomans

Clerk Rosalyn Dawson

 **3 Members of the public**

**1. Apologies for Absence:** Councillor James Buchan

**2. Minutes of Annual Parish Council Meeting on 10 May 2017** were unanimously agreed.

**Minutes of Parish Council Meeting on 24 May** were unanimously agreed.

**3. Matters arising:** None

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

**5(i) Statement of Accounts @ 30.6.2017:**

Community a/c start balance: £3,169.12

 Income: Receipts £1,250 (Precept)

 Expenditure: £1182.61

Community a/c current balance: £3,236.51

Premium a/c current balance: £252.22

 **£3,488.73 c/f**

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

 Salary (gross) £396.65; Stationery/expenses £37.47

 The Clerk’s salary and expenses were agreed and two cheques were signed accordingly.

 **(iii) Clerk’s written response to Internal Audit:**

The Chairman read out the Clerk’s Report. There was an acceptance of the content by the Councillors.

 **(iv) Softcraft invoice:**

An invoice for £36.00 (inclusive of VAT) was agreed and a cheque signed for payment.

 **(v) Computer support:**

Councillors expressed the reasonableness of the cost of the software support from Softcraft and considered that the cost could not be bettered elsewhere. No-one in-house could realistically offer the support. It was agreed that Softcraft could be approached when the need arose, subject to the agreement of the Chairman.

**6. Discussion on outcome of internal auditor’s report:**

The length and depth of the report was a matter of concern for some Councillors. However this was put into perspective and a positive approach agreed. The Clerk stated it was her intention to systematically address the points raised and asked Councillors for their support. This was forthcoming and Councillors requested that matters for decision be presented at forthcoming meetings.

**7. Scheduling PC’s meetings annually in advance:**

The Chairman said that a request for advance scheduling of meetings was put forward by Councillor James Buchan at the previous Parish Council meeting and that this should be the minimum of four meetings. Matters arising for decision could warrant in-between ad hoc meetings. This was agreed in principle by Councillors but held in abeyance for Councillor Buchan’s attendance at the next meeting.

**8. Conference Call system:**

There was some disagreement as to the extent of the equipment required. However, the quotation provided from PC Simple was considered reasonable. A second quote is needed for comparison. **Clerk to obtain this.**

**9. Grant from the Transparency Fund:**

The Chairman advised Councillors that it was intended to apply for funding for equipment over and above funding earmarked for a laptop and scanner.

**10. The invoice from NTP** was agreed and a cheque was raised and signed for payment.

**11. Complaints Procedure:**

Despite Councillors being sent the procedure on the day of the meeting which had not given them sufficient time to study, the procedure was met with positive reaction. The Clerk explained that she had based the documents on others she had studied. Councillor Christine Yeomans considered the procedures satisfactory and fit for their purpose.

**12. Naming of ponds on Thwaite Common:**

The Friends of Thwaite Common had proposed that the various ponds on Thwaite Common be named for easy identification and they had outlined the chosen names. Councillors noted and accepted their intention to name the ponds on an informal basis.

**13. Co-option:**

The Chairman advised that a parishioner from Alby has shown some interest in serving on the Parish Council however this was the only interest shown at this time. The Clerk advised that a notice had been posted on both notice boards and on the website. She also advised that there is no time constraint on the advertising period. The Chairman anticipated that co-option would take place at the next meeting.

**14. Any other business:**

The Chairman informed all present that he had received an email from William Mellor to notify that due to extra work commitments he was regretfully tendering his resignation as Councillor.

The Chairman advised that he would contact Anne Marie Gedge two weeks ahead of the season with a reminder of the Common Cut.

 **(i) Adjourn meeting for public participation:**

There was no public participation.

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

 **Tuesday 19 September at 7.30pm** was agreed.

The meeting closed at 8.45pm