**ALBY WITH THWAITE PARISH COUNCIL**

Minutes of the Parish Meeting held on 21 September 2016 at 7.30 pm

at Alby Horseshoe Inn, Cromer Road, Erpingham

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

Councillor James Buchan, Councillor Steven Wade,

Councillor William Mellor and Clerk Rosalyn Dawson

Three members of the public attended (who are also members of the group:

Friends of Thwaite Common)

**1.  To accept Apologies for Absence:** Lesley Hennessey

**2.  To approve Minutes of Parish Meeting on the 29 June:**Approved

**3.  To discuss any matters arising:** 1 discrepancy in item 8 was identified: The District Council would pay for the cost of a strimmer on behalf of the Parish for use by the Friends of Thwaite Common

**4.  To receive declarations of interest for any item on the Agenda:** Councillor Steven Wade queried the Chairman’s interest in the group Friends of Thwaite Common. Whilst it appeared that differences of opinion exist from other sources present and not present at the meeting, the Chairman declared an interest as he had acted as Chair in the FoTC meetings and said he would renounce this role.

**5.  Thwaite Common – Formal Arrangement between the Parish Council and Thwaite Common Management Committee:**

Councillor Steven Wade expressed disquiet at the nature of work the Friends of the Common were intending to carry out according to their Minutes.  He said the Parish Council are the elected body and erecting signs, providing seating and landscaping fell into their remit and that the none elected FoTC could only be involved in executing work according to the Management Plan.

Councillor Will Cutts expressed concern on behalf of parishioners regarding recent work carried out and that which is proposed. Their concerns are that changes could detrimentally affect its wild nature and wildlife habitation

The FoTC in attendance acknowledged that two meetings had taken place and 16 parishioners had attended and were involved in the group. They stated that the work carried out to the Common were improvements and there was a recognition that the Common was an ancient wetlands that attracted wildlife, and would willingly work within the designated plan.

Councillor James Buchan motioned that the Council agree in principle the plan as outlined by Norman Smith. The Chairman agreed, suggesting that further discussions with Norman Smith with a mutual intention to produce a draft plan for further discussion takes place.

Councillor William Mellor requested that a review process should be built into any plan.

**6.** **To discuss the following planning application decisions:** Hard copy Decision Notices were presented to the Council. No comments arose

**7.** **Parish Council Website:** The Chairman reported that John Mims had assisted the Clerk in initial training on the parish website and some documents had been added.  Clerk was provided with training notes from John Mims on which to work from. Councillor William Mellor was of the opinion that the parish website was archaic and would the Council consider upgrading; however he realised that the cost could be in the region of £1,000. Councillors considered this unaffordable at this time.

**8.** **Purchase of a Parish laptop computer:** The Council agreed for the purchase of a laptop to go ahead and asked the Clerk about a printer.  The Clerk considered that an A3 printer would be advantageous.  Councillor James Buchan asked how much this would cost.  Councillor Steven Wade responded saying £150 approximately.  The purchase of the printer was agreed in principle pending a final costing. The clerk will obtain quotations for both pieces of equipment for consideration by the Council.

**9.** **Attendance of delegates from the NN Parish and Town Council Forum – confirmation on suitability of 16 November 2016:** No decision was made to go ahead with this date

**10.** **Clerk’s Salary and Expenses:** The clerk reported the following: that the Parish Council was now operating as a business according to legislative requirement and this has been prepared on the HMRC website; that the pay period has been set at 6-monthly intervals; that the salary for the period up to 5 October 2016 was approximately £324 which does not include this meeting, preparing minutes and posting same; that prepaid expenses (stationery and printing) amounted to £15.34 plus £8.50 (which relates to a BT calling Plan) for telephone calls made. Summaries showing breakdown of Administration and the costing for sundry expenses were available to view.  The clerk was instructed to present an invoice for salary and expenses.  To follow

**11.** **Adjourning the meeting for public participation:** All members of the public had left the meeting before this item.

**12.** **Update on amendment of Planning Application: PF/12/0767 – Oaklea, Thwaite Common:** The Chairman reported that the privacy fence has been installed.

**13. Any other business**:

A planning matter for concern was raised.  That matter being the erection of a two-storey garage and hanger at 1 Walpole Barns, Thwaite Common. Planning Notices had been posted at the site but the clerk declared that an application and associated plans had not been received. The clerk will contact the NNDC Planning Department expressing concern and request the application documents be sent immediately.

Discussion of the matter continued. Councillor Will Cutts stated that a significant number of take-offs and landings in just one day had been reported by a parishioner. Steve Wade expressed concern at the oversize of the hanger that it was disproportionate to the existing farm buildings and relatively too large for its purpose. Mr. Bob Grimble (member of the public) said his concerns were with the refueling of the helicopter and the potential hazard this could present.

Councillor James Buchan asked the clerk to provide a balance of the business accounts at each meeting.  Clerk will in future provide this information

**14. Date of next meeting is awaiting Councillors’ availability for 16 November.**

**Meeting closed at 9pm.**