**ALBY WITH THWAITE PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting held on 10 May 2017 at 7.30 pm**

**at Alby Horseshoe Inn, Cromer Road, Erpingham, NR11 7QE**

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

Councillors Stephen Jordan, Councillor Stephen Wade,

Councillor James Buchan, Councillor Christine Yeomans

Clerk Rosalyn Dawson

Members of the public were in attendance

1. **Appointment of Chairman**

It was unanimously agreed to reappoint Barry Fitzpatrick as Chairman for the

Year 2017-18.

1. **Appointment of Vice Chairman**

It was unanimously agreed to reappoint Will Cutts as Vice Chairman for the

Year 2017-18.

1. **Appointment of Auditor**

Councillors agreed to appoint Parish Clerk Ros Calvert for the Council’s annual audit and the cost of £45, subject to acceptance of the report, was agreed.

**4. Apologies for absence:** William Mellor.

**5. Minutes of 8 March 2017:** Approved and signed as a true copy.

**6. Matters arising:** None

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

**8. Thwaite Common Advisory Group Meeting on 20 April 2017:**

Councillor Will Cutts reported he had attended in the Chairman’s absence. He said that control of the Common and the content of Martin Pettifer’s letter of 2001 were raised and it was stated that NNDC had overall control with the Advisory Group offering a framework to assist in managing the Common.

**9. Planning Applications – Equipment required for use at PC Meetings**

There were some differences of opinion as to the nature and extent of equipment required to enable Councillors to collectively view and discuss applications during meetings. The cost implications were the main source of concern. It was agreed to research various equipment and their costs with a view to applying to the Transparency Fund for grant aid.

**10. NPTS Training Seminar**: The Chairman reported as a result of this training two matters were identified for urgent attention: The Clerks Contract of Employment which is in the final stages of being prepared and the Complaints Procedure is similarly being prepared.

**10. Finance & Clerk’s report**

 Balance b/f from March ’16 £2,803.83

Income for the year £2,649.00

 Community Account balance £3,169.12

 Premium Account balance £ 252.22

 **£3,421.34 c/f**

**Salary Summary from HMRC**

The Clerk’s salary of £736.25 and invoice for £59.87 (for reimbursement of stationery) was unanimously agreed and cheques were subsequently raised.

**Came & Co:**

The invoice from Came & Co. for £288.46 was agreed and cheque raised.

 **Training:** The Clerk reported that the training ‘How to write policies and procedures’

previously agreed has been cancelled.

**10. Planning Application(s) 2016-17**

**PF/17/0577 - Land to rear of 6 Town Green, NR11 7HE. Change of use to equestrian.** The Clerk reported that comments on this application had been submitted to the Planning Department.

**PF/16/1436 –** **Alby Hall, Norwich Road, NR11 7HA.** Change of use of dwelling and annexe to 3 no. units of holiday accommodation.

**PF/16/1243 –** **1 Walpole Barns, Thwaite Common, NR11 7QG.** Demolition of outbuildings/sheds and erection of two-storey garage and hanger.

**PF/16/0697 – Deers Glade Caravan and Camping Park, White Post Road, NR11 7HN.** Change of use from camping to shepherds hut, glamping tents and pod shower use.

**PF/16/0737 – Barns at Thwaite Hill Farm, NR11 7NU.** Variations of Conditions 2 and 11 to Permission PF/14/1688

**PF/16/0504 – The Forge, Blacksmiths Lane, NR11 7QF.** Erection of Agricultural Storage Building.

**PF/16/0402 – 2 Walpole Barns, Thwaite Common, NR11 7QG.** Replacement of existing windows and new French Doors.

**11. To adjourn the meeting for public participation:**

A member of the public reported that Byelaws for Thwaite Common existed and requested that the Parish Council obtains copies as they are more restrictive on work that can be carried out.

**12. Any other business:**

 **Signatories:** The Clerk reported that three previous members of the Parish Council –

 John Mims, Brian Platts and Steven Wade have been removed as signatories.

**13. Date and time of next meeting(s):**

 **Annual Parish Meeting - Wednesday 24 May at 7pm**

 **Parish Council Meeting – as above at 7.30pm**

 **The Meeting closed at 8.45pm**