**ALBY WITH THWAITE PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on 8 March 2017**

**at Alby Horse Shoe Inn, Cromer Road, Erpingham, NR11 7QE**

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**Present:** Chairman - Barry Fitzpatrick; Vice Chairman - Will Cutts

Councillors - Steven Wade, James Buchan and William Mellor,

Parish Clerk: Rosalyn Dawson

Members of the Public 7 plus 2 candidates

**1.** **Apologies for absence**: Councillor Stephen Jordan and District Councillor, Norman Smith

**2.** **Minutes of previous meetings:**

**PC Minutes of 23 November 2016:**

Three discrepancies were identified and agreed

Remove paragraph 2 of item 6

Remove William Mellor’s name from item 7, line 4

Remove remainder of paragraph 7 at line 8 after ‘parcels of land’.

 **PC Minutes of 23 November 2016, Special Meeting of 5 January** and **Special Meeting of 17 January, 2017 were subsequently approved.**

**3. Matters Arising:** The Clerk justified her reasoning for introducing a procedure for agreeing the minutes (item 5). She expanded upon this explaining that various issues had arisen with the minutes of 23 November 2016 and introduction of the new procedures should eliminate re-occurrences.

**4. Declarations of interest:** none

**5. Procedure for agreeing amendments to minutes:**

The Clerk presented Councillors with procedures for agreeing minutes in meetings to ensure greater transparency and introduce a more democratic process. The Clerk reported that she had researched the procedures from reliable sources and presented their recommendations in an effort to resolve matters. Councillor Wade requested that Minutes be prepared within 7 days of a meeting. Tighter timescales have been introduced.

**6.** **Parish Email access**

The Clerk reported that she had contacted Norfolk ALC and had received a response from the C.E. of Suffolk Association of Local Councils (SALC) with regard to Councillor access to the official Parish Council Email account. The C.E’s response was that Councillors should not be given routine access. In pursuance of good working practices the email address would be used solely for official purposes and as a point of contact from external sources.

Councillors expressed concern that they could not view documents. It was proposed that a 2nd Email Account be created for general use by the Council thereby eliminating the use by Councillors of their own personal Email accounts. This was unanimously agreed. Change implemented.

**7.** The Chairman reported that online access to the Parish Banking has been applied for and this would take 10 days.

**8. Update on Planning Applications**

 The Clerk reported at she had accessed the NNDC Idoxpa Planning Public Access website as instructed and advised that new screens had been introduced that were unfamiliar. She advised that no new Planning applications had been received via the Parish Email address. Clerk is now emailing Councillors the website access details.

 **PF/16/1243 – Permission granted** for Demolition of outbuildings and erection of two-storey garage and hanger at 1 Walpole Barns, Thwaite Common

 **PF/16/1436 –**

 **Change of use of dwelling and annexe to 3 no. units of holiday accommodation at Alby Hall, Norwich Road, Alby, NR11 7HA**

**9. Thwaite Common Programme of Work 2017**

A Programme of Work approved by the NNDC and Wildlife Trust was presented. The Chairman advised that the Parish Council should send a written thank you to Annie Gedge, (Ranger), who was responsible for preparing the programme. A letter has not been drafted yet.

**10. Clerk’s Report**

Community Account: Balance @ 28.2.17: £3,244.12

 Business Premium Account: Balance @ 14.2.17: £252.22

Invoice for £75 from Richard Rushmer for grass cutting and cleaning bus shelters was approved and cheque raised for payment.

**11. Adjourn meeting for public participation**

A member of the public queried why the Parish Council was registering an interest in woodland within the parish and more specifically 3 parcels of woodland within a Conservation area. The consensus expressed by Councillors was not to register interest in the land at the present time but to keep options open for future consideration.

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

The Parish Council received two expressions of interest from prospective candidates Christine Snape and Alistair Mackinnon.

Both candidates gave their presentations.

The Chairman asked candidates and members of the public to leave the meeting for voting to take place.

Voting was cast and the Parish Council applied previous criteria in their decision and duly elected Christine Snape as the new Councillor for the Parish.

**13. Any other business**

Training opportunities from Norfolk Parish Training & Support were presented as follows:

* **People Skills & Councillor Governance Seminar on 21 March 17 – Cost: £35.** It was agreed that the Chairman could attend.
* **How to write Policies and Procedures on 18 May 17 – cost £40.**  It was agreed Will Cutts could attend.

**14. Dates were set for the following Meetings:**

Annual General Meeting: 10 May 2017 at 7.30 pm

Parish Council Meeting will follow after the AGM.

**The meeting closed at 9.15 pm**