**ALBY WITH THWAITE PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting held on 29 May 2018 at 7.30 pm**

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

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

Councillors Stephen Jordan, Councillor Christine Yeomans

Councillor Alistair MacKinnon, Sheila Goodley

Clerk Rosalyn Dawson

Apologies from Councillor James Buchan.

6 members of the public were in attendance

1. **Appointment of Chairman**

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

Year 2018-19.

1. **Appointment of Vice Chairman**

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

Year 2018-19.

1. Apologies for absence: Councillor James Buchan

**4. Minutes of 21 February 2018 were approved** and signed as a true copy.

 **Minutes of 21 March 2018 were approved** and signed as a true copy.

**5.** Matters arising:None

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

 **7. Annual Return/Annual Governance and Accountability Return (AGAR) 2017/18:**

* **Council accepted and** **approved the Internal Auditor’s Report**
* **It was agreed that the Council certifies itself as an Exempt Authority** according to new guidelines
* **Council agreed it has met the criteria as outlined in the Annual Governance Statement**
* Subject to a decision for item 8 on the Agenda **Council approved the Accounting Statement**

**8. Annual Insurance Renewal 2018/19**

The Clerk highlighted that the sum insured in the 2017 Policy Schedule for the Council’s bus shelter did not correspond with the value of the fixed asset (£10,154) as certified in the 2017 explanation of variances and was the Policy Cover ‘old for new’. It was also highlighted that the notice board had not been added to the Policy Schedule. **The Chairman will contact Came & Co for a valuation of the bus shelter.** It was agreed that the notice board would be added to the forthcoming year’s Policy Schedule. **Subject to this information the figures in the Accounting Statement were agreed.**

**9. Clerk’s (RFO) report**

The Clerk presented a Financial Statement showing all transactions for the year. **The Statement was checked for accuracy to correspond with the Bank Reconciliation. Both documents were unanimously approved by the Council.**

 **The Clerk summarised the Accounts as follows:**

Community Account Balance at 31.3.17 £3,169.12

Income for the year £2,790.80

Payments for the year (£3,142.66)

Community Account balance c/fwd £2,992.09

Premium Account balance c/fwd £ 252.39

* The Clerk’s salary of £370 for the 1st quarter was approved and a cheque raised.
* Payment of £56.55 (reimbursement of stationery) was approved and cheque raised.
* A cheque for £128.07 for subscription to Nalc (previously agreed) was raised.
* The invoice from Came & Co. for £300 was agreed and a cheque raised.
* The invoice from the internal auditor of £30 was agreed and a cheque raised.

**10. PF18/0614 –** Flint Cottage, Alby Hill: **No objection was raised to this Planning Application. The Clerk to report this to the Planning Department.**

**11. Planning Application(s) 2017-18**

 **PF18/0287** – Flint Cottage, Alby Hill – Erection of outbuilding (withdrawn)

 **PF17/1974** – Flint Cottage, Alby Hill – Revised application as above

 **PF17/1758** – Thwaite Barn, Thwaite Common – Use of barn as holiday let

**PF17/1337** – Alby Filling Station – Use of hand car wash facility, erection of canopy and site cabin, installation of drainage tank and additional cabin

**PF17/1014** – Cuckoo Cottage, Town Green – Erection of single storey rear extension.

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

The following matters were discussed: a meeting of the Thwaite Common Advisory Committee overdue. No date arranged for grass cutting; the deadly weed in the pond has not been treated and is waiting for the Wildlife Trust to resolve. Cutting out of dead wood to trees has been funded and carried out.

**13. Date and time of next meeting(s): Rescheduled** from Tuesday 4 September **to Wednesday 12 September 2018**

The dates for meetings in advance were not fixed. The Clerk to advise, to coordinate with dates for reporting to HMRC.

The Meeting closed at 9.00pm