**ALBY WITH THWAITE PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Wednesday 19th January 2022 at 7.00 pm at the Church Room, The Green, Aldborough, NR11 7AA**

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

Councillors, Sheila Goodley, Clare McNamara, Stephen Jordan and Angus Mackenzie

Visitor: John Toye - Portfolio holder for Planning & Enforcement (Member for Erpingham Ward)

Clerk: Rosalyn Dawson

Members of the public

1. **Apologies for Absence: none**
2. **Brief Intermission – parishioner’s questions on Agenda Items:** A member of the public reported potholes in the Parish. Clerk to report to Highways.
3. **Declarations of interest:** None
4. **Minutes of the Previous meeting on 14th October 2021 were agreed.**
5. **Matters Arising:** None
6. **Planning Applications**
* **PU/21/1922 - Abbey Farm, Low Common, Alby**

Councillor John Toye reported that the foul water discharges from the site were being monitored by the Environment Agency.

* **PF/20/1532 Appeal – Field View, Alby Hill, NR11 7PJ**

The Appeal by the applicant was dismissed by the Planning Inspectorate on 9.11.21. Councillor John Toye reported that no Notice had been served on the applicant and the case will now go before a Planning Board for decision.

* **PF/21/2483 – Lattice Tower, base station installation and 1.8m fence on North side of The Street, Erpingham**

Councillor Cutts reported the applicant had withdrawn the application. The Planning Authority required further information and there were time constraints in providing this. He said it was not known whether another application would be submitted.

1. **Clerk’s Finance Report for the period 6 October 2021 to 5th January 2022**

An Accounting Statement {**ADDENDUM** 1} in the format of a spreadsheet for the 2nd Quarter had been sent to Councillors in advance of the meeting.

**Community Account**

Transactions for the period:

Income: interest on Savings A/C 1p

Expenses: Rose Garden for wreath: £40

bus shelter maintenance: £80

Clerk’s salary: £655.63

Stationery): £57.61

**Community A/C balance @ 31.12.22**  **£4,880.29**

**Premium Account Balance: £399.85**

**Councillors agreed the following payments:**

The Clerk reported her salary of £455.13, and stationery reimbursement of £59.44 for the period. Cheques were raised accordingly

1. **Risk Assessment Policy**

The draft document was sent to Councillors in advance of the meeting. The Clerk advised that the document was currently draft awaiting a response from Leisure Services regarding Thwaite Common and the ponds for risk assessment.

The Clerk deemed the location of the notice board on Thwaite Common posed a Health & Safety risk, being sited on a ‘blind bend’.

Councillors suggested contracting a local Joiner to make a bespoke notice board for the Parish Council. Several names were put forward. Councillor John Toye offered to approach local neighbouring parish councils in the likelihood they had recently purchased a new Board.

Councillor Sheila Goodley advised that the Parish notice board sited on the corner of the T’ junction of Church Road and the lane to Church Farm was in a dilapidated state. The notice board is fixed on the boundary fence of the Old Billiards Room site. She proposed that the Parish Council approach the current owners/contractor to enquire of the intentions for the fence and the notice board. **Councillors agreed with this suggestion.**

1. **Budgeting & Setting the Precept**

The Clerk presented a document in the form of a spreadsheet (sent to Councillors in advance of the meeting) that represented a forecast of income and expenditure for the forthcoming year 2022-2023. This document named Actuals & Projections @ January 2022 included a notional figure of £800 for a new Notice Board. The inclusion of £800 in the forecast was approximate.

No decision was made to earmark £800 in funds for a new Notice Board. **It was unanimously agreed to retain the Precept at £3,000.**

1. **Donations -** The following donations were agreed:

Alby Church £50 (for grass cutting); Thwaite Church £50 (for grass cutting)

Alby Village Care £50; Keeping in Touch £50

The Chairman asked the Clerk about payment for the ‘high vis’ jackets that the Parish Council said they would donate for young people. **Clerk to check correspondence** **and raise cheque**.

1. **Footpath (from Scarrow Beck at Aldborough Mill to Middle Hill, Alby)**

It was reported that the footpath was a quagmire and impassable for walking and cycling. John Toye announced he would try to access funding through County Highways and would report the outcome to the Parish Council and nearby parishes.

1. **Adjourn meeting for public participation**

The Parish Council had received an email from a Richard Dixon - a Pub Protection Officer for the Norwich & District Branch of the campaign for Real Ale [CAMRA] (an organisation that campaigns for the retention of local Public Houses). He is enquiring about the future of the Horse Shoes Pub in Alby which he has been monitoring. He asks the Parish Council if they have considered raising an ACV (Asset of Community Value) to give some protection against a change of use.

Councillor John Toye offered to carry out some preliminary enquiries including knocking on doors of nearby residents before any official route is taken**. This was agreed upon.** Clerk to acknowledge Mr Dixon’s email.

A member of the public asked the Clerk why the Queen’s Jubilee was not on the Agenda. The Clerk apologised saying she had intended placing this on the Agenda for the next meeting. Councillor Goodley suggested that the Parish Council joins in with neighbouring parishes to organise an event. No decision was made and the matter was held in abeyance pending further enquiries.

Councillor McNamara raised the matter of an ‘Any other Business’ item being included on the Agenda. Clerk to make enquiries on the legitimacy of AOB items. Councillor Goodley also queried the need for public participation twice on the Agenda - at the commencement of the Meeting and again near the close of the Meeting. Clerk to make enquiries with Nalc.

Councillor John Toye advised Councillors of an imminent Thwaite Common Forum to be held in Erpingham Village Hall. Further information to follow.

**The date of the next meeting was agreed as Wednesday 23rd March 2022, to be held in Aldborough Church Room.**

1. **Close of meeting:** 9 pm