**ALBY WITH THWAITE PARISH COUNCIL**

**Clerk: Rosalyn Dawson**

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**Minutes of the Parish Council Meeting on 23rd March 2022 at Aldborough Church Room, The Green Aldborough, NR11 7AA**

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

Councillors, Sheila Goodley, Clare McNamara, 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: Stephen Jordan**
2. **Parishioner’s questions on Agenda items**

A parishioner thanked the Clerk for reporting the potholes to NCC, Highways

1. **Declarations of Interest:** None
2. **Minutes of 19th January:** at item 12, third paragraph: remove Sheila Goodley and replace with a member of the public.
3. **To discuss matters arising:**

Councillor John Toye reported that he had written to the District Council in support of the Community’s right to bid for the Alby Horse Shoes.

Councillor Goodley asked if there were any time constraints on ownership involved for the current owner. Councillor Toye replied that there were no time constraints.

1. **Planning Matters**

Field View: Councillor John Toye reported that the applicant is appealing against the decision made to refuse the application. A question was asked if there were any protection orders in place. Councillor Toye said there were none.

Abbey Farm: A request was made for further information. Councillor Toye responded that certain other interested parties had opposed the pods being placed on the site, but there will be no size and number limitations.

PF/22/0421: Alby Hall, Norwich Road, Alby. The number of days allowed for the site opening has been reduced from 58 to 28 days each year. Councillors agreed that they had **no objections to the application.** **Clerk to report to the Planning Department**

Councillor Goodley reported there was no further news on the proposed site near Hanworth Post Office.

**Clerk’s Report:** (note this report was not itemised on the Agenda sequence in error and the accounting period relevant to this meeting is 6th January to 23rd March 2022 (part quarter). A copy of the accounting statement had been sent to councillors in advance of the meeting. This document will be placed on the Parish Council website as addendum 1 .

**Community Account**

Balance: £4,236.97

**Business Savings Account**

Balance: £399.86

The Clerk reported the following:

* that her salary for the period up to 23rd March was £449.63 and the stationery reimbursement was £31.75. Cheques were raised accordingly.
* two additional cheques had been raised since the previous meeting £28.75 to Jax 1st Aid Supplies for the Toad Patrol vests and £20 for the hire of Aldborough Church Room.
* that ‘thank you’ communications had been received for each of the donations made to Keeping in Touch, Aldborough Village Care, Alby and Thwaite Church PCCs.
* that an auditor had been found via Nalc for the forthcoming Annual Audit but asked that because she lived in Harleston, could they foresee any obstacles with the distance. Councils were split on the decision and they suggested enquiring locally. **Clerk to email parish councils bordering Alby.**

The Clerk announced that she was experiencing some problems with the Parish Council’s laptop that she had not managed to resolve and asked councillors if they would agree to seek support from a local computer technician. Councillors agreed. **Quotations would be sought and councillors advised in advance of acceptance.**

1. **Risk Assessment update**

Councillors’ immediate response was robust and critical about the Risk Assessment Policy the Clerk had written, particularly regarding the location of the notice board on Thwaite Common. They had decided that they would amend sections of the report.

1. **Notice Board on Thwaite Common update**

Councillors announced that they could see no issues with the location of the notice board on the Common.

The Clerk said she had encountered two incidents, one in 2019 when her own and another vehicle had almost collided head-on and another of a different nature in 2021, and in both incidents, her vehicle could have suffered significant damage. She had notified the Parish Council of the first incident in 2019, but the incident was dismissed.

The Clerk said she had contacted the Council’s insurers regarding cover in the event of a car accident and damage to her vehicle whilst on duty. She was told that she would need to make a claim on her own car insurance policy. Councillor Goodley said that everyone has to do that if they damaged their vehicle when they were driving.

The Clerk said there was nowhere to park close to the notice board and that she was unwilling to drive onto the Common.

Councillor Mackenzie asked the Clerk what was the distance to the nearest parking place. The Clerk responded by saying that she did not know the distance except that it was further along the lane near the last cottage. Councillors Mackenzie and Goodley appeared puzzled as to where the cottages were. The Clerk said she had poor mobility and could only walk a short distance.

The dialogue became intense and the Clerk, albeit hesitant, announced that she had to leave the meeting stating the nature of the conversations was becoming too confrontational to stay. The Clerk, distressed, subsequently retired from the meeting.

It was at this point it was suggested that a councillor continues with the minutes. Councillor Mackenzie agreed to do this.

**Alby with Thwaite Parish Council meeting held on Wednesday 23rd of March 2022**

Continuation of minutes from 8:30 PM immediately after the Parish Clerk had to leave the meeting.

**7 )** **Risk Assessment Update**

Councillor Mackenzie volunteered to review the content of this document, make amendments as appropriate, and make available to the councillors at the next meeting for approval. **Action: AM**

**8 ) Noticeboard on Thwaite Common update**

The Chairman and parish councillors were advised by parishioners that this noticeboard was seen widely and that its current location was satisfactory.

**9) Highways (potholes previously reported)**

The Parish Clerk had received confirmation that this matter was now in hand.

**10) Queens Platinum Jubilee (Tree planting on Thwaite Common)**

The Chairman reported that a tree would be planted to commemorate the Queens Platinum Jubilee. The only decision to be made was where it should be planted.

**11 ) Norman Smith (donation)**

After due deliberation the parish councillors agreed that a donation of £100 should be made as a contribution towards the 2 m oak Woodland Seat which was going to be put in the refurbished play area in Erpingham. The chairman to advise Martin Campbell and action appropriately. **Action: Chairman**

**12) Footpath (from Scarrowbeck at Aldborough Mill up to Middle Hill, Alby) update**

After discussion regarding the farmer’s obligation to reinstate footpaths after ploughing (not applicable in this case) the chair undertook to email the relevant message to Councillor Mackenzie. **Action: Chairman**

**13) Adjourn meeting for public participation**

After considerable participation from parishioners earlier in the meeting no other contributions were made at this time.

**13A) Date of next meeting:**

It was agreed that the next meeting should be held on Monday, May 30 at 7 PM at the same venue. This would also be the date and venue for the Annual Parish Meeting. These meetings will be held sequentially with the Annual Parish Meeting preceding the Council meeting.

**14) Close of Meeting**

The meeting closed at approximately 9 PM.