**ALBY WITH THWAITE PARISH COUNCIL**

Clerk: Rosalyn Dawson

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**Minutes of the Annual Parish Council meeting on 31 May 2022 at the Church Room, The Green, Aldborough**

Present: Chairman – B Fitzpatrick; Vice-Chairman – Will Cutts;

Councilors: Stephen Jordan, 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. **Appointment of Chairman 2022 to 2023**

It was unanimously agreed to appoint B. Fitzpatrick as Chairman for the forthcoming year.

1. **Appointment of Vice-Chairman 2022 to 2023**

It was unanimously agreed to appoint Will Cutts as Vice Chairman for the forthcoming year.

1. **Apologies for absence:** None
2. **Declarations of interest for items on the agenda:** None
3. **Annual Return (AGAR):**

* **Internal Auditor’s Report:** Councillors accepted and approved the internal auditor’s report
* **Exemption Certificate:** It was agreed that the Council certifies itself as an Exempt Authority
* The Clerk read out each item on the **Annual Governance Statement.** Councillors agreed each item as follows: **YES to items 1,2, 4,5,6,7 and NO to item 3** due to the lack of adoption of Financial Regulations, Standing Orders and Risk Assessment drafted by the Clerk and non-compliance with the General Data Protection Regulations (GDPR) and lack of WCAG compliance
* **Annual Accounting Statement:** Councillors agreed with the Annual Accounting Statement

1. **Parishioners Questions relating to agenda items:** A parishioner thanked the Clerk for answering her queries but said the matter she had raised at the previous meeting on 23rd March 2022 was not included in the minutes. She was asking how would she know if minutes were a true and final copy, stating that matters reported in previous meetings had not been included in those minutes, was of grave concern. The parishioner was also concerned that the content of the reply was marked ‘confidential’. The Clerk tried to explain that the matters referred to as a ‘grave concern’ were issues that occurred in the meetings that were not of a ‘reporting nature’.
2. **Minutes of the meeting on 23rd March 2022**

An amendment to those minutes was incorporated into the minutes as stated in item 6, lines one to six.

1. **Councillors subsequently agreed with the minutes of 23 March 2022.**
2. **Agree on minutes of previous meetings**

The minutes of 10 June 2021 were agreed upon.

1. **Matters arising from the above meeting**

The Clerk stated that agreement to the other minutes on the agenda is to be deferred to a future meeting. The reason she gave was that certain content may be transferred onto a ‘pink paper’ thereby identifying the matters as not of a reporting nature.

1. **Annual Insurance Policy renewal**

The Clerk reported she had renewed the Council’s policy with Zurich insurance as **councillors agreed to this** as the most competitive option.

**12. Clerk’s Report – 1st Quarter Addendum 1**

Councillors had received the accounting spreadsheets showing current balances prior to the meeting and were advised they were available on the PC website to view.

**Community Account -** Transactions for the period:

Balance carried forward: £3,635.59

Payments for the period: £270.93

Income: (Precept) £1,500

**Balance carried forward to 2nd Quarter £4,864.66**

**Business Premium Account balance £399.86**

**Councillors agreed to the following payment:**

Clerk’s salary: £511.00

Stationery reimbursements: £53.16

Internal auditor: £70

**Cheques were raised accordingly including one to Zurich Municipal for £214.00.**

**13. Site of the Old Billiards Room**

Councillor Goodley reported she had received a complaint from a resident of Town Green experiencing some issues with gates being locked that the resident has legal access through. She said that she was reporting this matter out of a sense of duty and care in the community. She stated this was a highway issue and advised the resident that this should be reported to Highways.

For similar reasons, the clerk reported a complaint received on behalf of the same resident regarding two prepared bonfires on the same site, one with mattresses on top. Councillor Cutts advised she contacts local police. It transpired that the Environment Agency were the interested party and this matter was reported to them.

**14. Risk Assessment Policy**

Councillor Mackenzie presented councillors with an amended policy and asked that this matter be reported at the next meeting. This was agreed upon.

**15. Planning Applications:**

Councillor Toye reported that a new planning application for Field View had been refused and that any enforcement will remain in place.

Further discussion on planning applications was deferred. The Clerk will report the planning applications received during the year within the minutes.

**16. Public participation**

There were no further matters raised.

**17. The next parish council meeting date was agreed as 8th August 2022.**

**18. The meeting closed at 9.30pm**