**ALBY WITH THWAITE PARISH COUNCIL**

Clerk: Rosalyn Dawson

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**Minutes of the Parish Council meeting on Thursday 1 December 2022 at the Church Room, The Green, Aldborough**

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

Councillors’: Stephen Jordan and Sheila Goodley

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

Clerk – Rosalyn Dawson

Members of the public

1. Apologies for absence: Councillors’ Clare McNamara and Angus McKenzie
2. **Declarations of interest for items on the agenda:** None
3. Councillors **agreed to** **exclude the public from item 14 -** Parishioner’s complaint
4. Councillors **agreed to exclude the public from item 15 – employment contract**
5. **Minutes of the Annual Parish Council Meeting on 8th August 2022 were agreed subject to Item 4.**
6. **Matters arising:** The Clerk said that the reporting of 2 items were still outstanding. The Chairman said that the items could be presented at the next meeting and the minutes were subsequently agreed upon.
7. **Clerk’s Report**

The Clerk reported the Statement of Accounts (addendum1), sent to councillors prior to the meeting, was only part of the 3rd quarter (6 October to 5 January) and that the full statement would not be available until January 2023.

* Balance – Community Account: £5,495.50

Savings Account: £400.01

The Clerk reported her salary to date as £225.63 to roll over until 5th January 2022.

* The stationery retrospective for the period 6 July to 1st December 2022 was £89.41. Councillors agreed payment for the stationery and a cheque was subsequently raised.
* The Clerk reported that a new round of funding from the Household Support Fund had been released but this time the Norfolk Community Foundation acknowledged that Councils that do not possess the general power of competence would not qualify thereby making Alby with Thwaite Parish Council ineligible to apply. The Clerk had to acknowledge and accept responsibility for sending one email addressed to all interested parishioners regarding the funding. This was an administrative error for which she apologised to the meeting. Councillors agreed that another email should be sent out immediately to each parishioner individually apologising for the error. Clerk to process

1. The Chairman asked for approval for a defibrillator demonstration to go ahead at the next parish council meeting. This was agreed with the suggestion that Hanwell and Erpingham PCs become involved. Venue to be announced.
2. **Budgeting and Setting the Precept**

The Clerk had sent a document to councillors prior to the meeting (‘Actuals and Projections’) to forecast the forthcoming financial year (2023-24). She advised of two items placed in the document for consideration: £400 for Training and a speculative amount for the Clerk’s salary increase currently unresolved. Having regard for both items would potentially increase expenditure over income.

Councillor Cutts stated that with the ‘rise in the cost of living’ any increase in council tax would place a burden on homeowners and at the Chairman’s request for a decision, Councillors agreed to keep the Precept at £3,000 for 2023/2024.

1. **Location for planting an oak tree on Thwaite Common**

A suitable site was suggested along the footpath from the notice board which was the original footpath to Erpingham and wooden palings to be erected around the tree. This was agreed subject to costings. Councillor Cutts offered to prepare the site in advance of the planting. Councillor John Toye offered to make enquiries with someone he knew who could potentially supply an oak tree seedling. This suggestion was welcomed by Councillors. Councillor John Toye will make enquiries on the Council’s behalf.

*Councillor Toye intercepted the meeting to ask the Clerk if she would place a regular item on the Agenda for his reporting to each meeting. The Clerk accepted this request.*

1. **Thwaite Common Advisory Group Meetings**

The Chairman expressed his disappointment that the meetings had been cancelled and stated that there should be a public meeting for accountability at least once a year. Under this item, two announcements were made: that rubbish had been cleared from the Old School Pond, and that the Ranger Annie Gedge has advertised for sheep grazing on the Common but this was a matter of concern to Councillors due to the potential threat from dogs.

1. **Planning Matters**

**Nutmeg Cottage**: Councillors agreed that there was no objection to this planning application. Clerk to respond to Planning accordingly.

**Installation of 30m slim-line lattice tower** on Grass Field to North Side of The Street, Erpingham, Norfolk, NR11 7QD

Positive and negative points were raised for action.

* The difference between the former application (PF/21/2483) and the current application (PF/22/2650)
* The Chairman raised the issue concerning the lack of consultation with the parish council on the new application and he said that moving the mast to a more preferable site would be a good starting point
* The black poplar tree on the site could camouflage the mast if they were to remain but that information is unknown
* Councillor Toye stated there are mitigating factors in favour of the 5g mast as it would give access to technology that is currently unavailable
* The shared rural network would offer improved mobile connectivity to this rural community.

1. **Civility and Respect Pledge**

The Clerk said that a full attendance of Councillors should be present to vote on this legislation and suggested this item be postponed.

*At this point in the proceedings, it was suggested that item 16 be brought forward to allow members of the public to depart for home.*

**16. Public Participation**

A member of the public said she had wanted to raise a question on an item at the beginning of the meeting and asked why the usual *‘Brief intermission for parishioner’s questions’* was not on the Agenda. The Clerk responded saying the Councillors requested the item be removed. The Clerk said the item could be placed back on the

Agenda in future.

Councillor Cutts raised the matter of complaints of noise and smell from the helicopter landings and that he has been unable to ascertain what the rules are. Councillor Toye offered to visit the relevant departments to investigate and report back.

**Confidential Items**

**14. Parishioner’s Complaint**

1. **Employment Contract**

**17. The meeting closed at 9.50 pm**