 **ALBY WITH THWAITE**

**PARISH COUNCIL**

**DRAFT - Minutes of the Parish Council meeting on Wednesday 12th October 2023 – 7pm at**

**The Three Horseshoes, Alby.**

Present:

 Cllr. A Mackenzie

 Cllr. C McNamara

 Cllr S Goodley

 Cllr S Jordan

 Cllr. C Knight

 Cllr J Toye - NNDC

1. **Apologies for absence:** Cllr W Cutts (Chairman) Co Cllr Saul Penfold, Clerk Rosalyn Dawson
2. **Declarations of interest for items on the agenda:** None
3. **Public Participation and County and District Councillors reports:**

No public in attendance. Co. Councillor report: None.

3/1: The court proceedings for Town Green have taken place and vehicular access has to be provided. Victory Flagship Housing has dealt with it. The gates will be checked for access (Cllr Goodley). If there is still a problem Cllr Toye to be advised.

Cllr Jordan raised the point that any land in the Parish held in trust, by the Parish, should be recorded so that the situation of the Town Green billiard rooms does not occur again.

3/2: Norfolk Delivery Plan: Cllr Toye explained that (North Norfolk) was ahead of most councils and has in place a Flexible Four Year Plan – A project a year.

1. **To agree the Minutes of the previous meeting held on 17th May 2023 –** proposed Cllr. S Goodley, seconded Cllr McNamara **– ALL AGREED** Signed by Cllr Mackenzie.
2. **To discuss any matters arising**

**Item 4 - Thwaite Common –**

Cllr Goodley raised the matter of the seat by the pond. The branches have not been cut but the bench has been moved two metres. The branches are still in the way. Cllr Toye had no information on this. The Chair/Vice Chair to follow up and report at the next meeting.

The timetable has been put into the bus shelter. The Parish Council is only responsible for the shelter on the Three Horseshoes side of the A140. Erpingham Parish Council is responsible for the one on the Alby Garage side of the A140.

A 20mph speed limit outside Aldborough School is highly unlikely. Cllr Goodley said that 30mph for Town Green was refused. Cllr Cutts to report at the next meeting.

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Highway concerns had been raised on an online form on the 25/5 regarding several issues – Clerk to chase Highways.

1. **Finance**

6.1 Agree payments of cheques – proposed by Cllr Mackenzie – seconded by Cllr Mcnamara. **ALL AGREED.**

Cllr Cutts and Cllr Mackenzie are now joint signatories on the Barclays account. Online banking is not yet available. The paper bank statements are still being sent to the previous clerk, Mrs R Dawson – this will be changed to paperless statements by Cllr Mackenzie.

An invoice for the hire of the Church Rooms, Aldborough has not been received. They usually bill at the end of the month. Cllr Knight to follow up.

1. **Planning Matters**

7/1 – No plans had been notified to the Parish Council. Cllr Toye advised that there are two very new applications.

In order to view planning applications please go to this link:

<https://idoxpa.north-norfolk.gov.uk/online-applications/>

and use the search facility at the foot of the page asking for keywords, reference number, postcode or single line of an address eg : PF/23/2125

 Ref No: PF/23/2125 | Dated 2nd October 2023 | Nutmeg Cottage conversion of an existing building into a home office/workshop – **Pending consideration**

Ref No: PF/23/1874 | August 2023 | Town Green 2 storey side extension and single storey to the rear. Closing date 18 October 2023 - **Approved**

There have been no public objections/support on both applications although there is still time.

The Parish Council have no objections – All Councillors agreed.

Ref. No: CD/23/1397 | Received: Thu 29 Jun 2023 | Validated: Wed 05 Jul 2023 | Status: Unknown - [**Discharge of Condition 3 (Natural England licence) of planning permission PF/22/2316 (Conversion of detached outbuilding (coach house) with extension and external alterations including dormers to form annexe accommodation)**](https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?keyVal=RX28C8LN04T00&activeTab=summary)Thwaite Hall Thwaite Common Erpingham Norwich Norfolk NR11 7Q

Status : Unknown

Decision: Condition Discharge Reply

Decision Issued date : 17th August 2023

 7.2 Late Applications – None to consider

 7.3 Abbey Farm is pending.

Ref. No: PF/23/0650 | Received: Tue 21 Mar 2023 | Validated: Thu 30 Mar 2023 | Status: Decided - [**Single storey rear extension to dwelling; replacement of concrete render with lime render; replacement of all single glazed joinery with timber joinery painted in heritage colour and rebuilding of brick plinth with reclaimed multi-red brickwork (retrospective)**](https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?keyVal=RRUYB0LNKYJ00&activeTab=summary) - Abbey Farm Alby Common Alby Norwich Norfolk NR11 7HG

Status: Decided

Decision: Approve

1. **Parish Matters**

8.1

A parishioner queried whether mains drains would be put in place for Alby Common. This is the responsibility of Anglian Water. Cllr Goodley will talk to Hanworth Parish Council to find out what has to be done.

8.2 Thwaite Common grazing.

 Anne-Marie Gedge of Natural England had sent a letter.

Cllr Jordan advised that the East and Mid Common was topped in July/August and was looking good. The West End was left. It was cut at the end of September. It should now either be grazed or left uncut until next year. Farmers are not interested in grazing animals as it is not practical as only about half a dozen should be put onto graze. Cllr Toye will write to A-M Gedge at Natural England as the Parish Council is still without a regular clerk.

8.3/5 Weavers Way.Toby Mermigan has cleared the north side of the common.

8.4 Website. Deferred – Cllr Cutts has information on the applications for a new clerk.

**9 TO CONSIDER A RESOLUTION UNDER THE PUBLIC BODIES ACT (ADMISSIONS TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC.**

9.1 Personnel Matters.

 A draft letter to the previous clerk, Mrs Rosalyn Dawson, had been sent to the Parish Councillors to be considered for approval. This letter to be sent to Mrs Dawson – proposed – Cllr Mackenzie. Seconded – Cllr McNamara. **All Agreed**

 Cllr Mackenzie to check whether Mr Lee Dawson, son of Mrs Dawson, has Financial Power of Attorney for his mother. If he can provide the reference number required as proof he will be emailed a copy. The remuneration is in the form of a cheque made out to Mrs. Dawson.

**10 Next Meeting – Wednesday 17th January 2024 at 7pm at the Alby Horseshoes.**

 Meeting closed at 20.40 hours.