**Minutes of the Annual Parish Meeting**

Held on **Wednesday 17th May 2023** commencing at 7.00pm. at the **Aldborough Church Room, The Green, Aldborough.**

**Present: Acting Chairman – Cllr Will Cutts; Acting Vice Chairman – Cllr Angus Mackenzie;**

**Councillors – Stephen Jordan, Sheila Goodley, Clare McNamara**

**Acting Clerk – Ann Mackenzie**

**Members of the Public – 2.**

1. The Acting Chairman welcomed all present to the meeting.

**Apologies for Absence:**

Chairman Barry Fitzpatrick; District Councillor John Toye;

Clerk Rosalyn Dawson.

Cllr. Fitzpatrick had sent in a letter of resignation of Chairman and as a Parish Councillor. He expressed his thanks for all the support of the Councillors over the years.

Mrs. Dawson’s son Lee Dawson had provided a statement to say that Mrs. Dawson was unwell and in hospital. He was not sure when/if she would be well enough to return. He will keep the Acting Chairman informed.

The Councillors thanked Cllr..Fitzpatrick for all his hard work over the years and wish him well in his retirement.

The Councillors wished Mrs. Dawson well in her recovery.

1. **The Minutes of last year’s Annual Parish Meeting on 31st May 2022 were agreed upon subject to item 5 and signed as an accurate of the meeting.**

5. The oak tree to be planted in celebration of the Late Queen’s Jubilee has arrived. Now is not a good time for planting so it was agreed that this would take place in October 2023. The location is yet to be chosen.

The minutes were approved by the whole Parish Council.

1. **Matters Arising**

5. See above. The Acting Chairman has the tree and will check on the possible sites.

Ann Marie Gedge is in charge of the Thwaite Common ponds and the Acting Chairman will contact her to check on the progress with the NNDC and the Norfolk Wildlife Trust.

4. **Chairman’s Annual Report**

None was provided as Cllr.Fitzpatrick is not currently fit. The Acting Chairman hopes there may be a report from the past Chairman in arrears.

5. **Open discussion with electors**

A member of the public asked to be heard on two points.

1. The Agendas need more detail in the points so the public know what is to be discussed. The final decisions need to recorded more fully in the minutes with “What” is discussed/ “Who” is taking responsibility/ “When” it is to be done by.

2. The Risk Assessment Policy has been carried forward on the Agendas since January 2022. The member of the public pointed out that this should be done annually and that this does not appear to have happened. The last mention of it was in August 2022. The Acting Chairman stated that the clerk had not sent the draft through to the Councillors. Cllr.. Mackenzie has a copy of the draft and that this and the Auditors report would be a priority at the Parish Council Meeting in June 2023. It was also pointed out that there are generic policy documents on the NALC site that can be downloaded and completed.

6. **Close of Meeting**

Cllr.Cutts, the Acting Chairman thanked everyone for coming. He also thanked Mrs. Mackenzie for stepping in to minute the meeting.

Meeting closed at 7.35p.m.