

ALBY WITH THWAITE PARISH COUNCIL

Clerk: Lottie Ferrier

Email: albythwaitepc@gmail.com

Draft Minutes of the Parish Council meeting on Thursday 21st May 2026 at 7.30PM at Aldborough Community Centre.

Present: Chairman – Will Cutts; Vice Chairman – Angus Mackenzie
Councillors: Sheila Goodley; David Keeble; Clare McNamara, Claire Knight
Clerk – Lottie Ferrier
Members of the public – 1
Cllr. John Toye & District Cllr. Callum Ringer

1. To appoint a chair for the forthcoming year (2025 – 2026)
Cllr. Angus Mackenzie is proposed by Cllr. McNamara and seconded by Cllr. Goodley.
Clerk apologises for the missing document, chair to sign declaration of acceptance of office within the next 28 days.
2. To appoint a vice - chair for the forthcoming year (2025 – 2026)
Chair proposed Cllr. David Keeble and Cllr. McNamara seconds.
2.1 Vice chair to sign declaration of acceptance of office
Vice chair to sign acceptance of office within the next 28 days.
3. Apologies for absence
None
4. Declarations of interest for items on the Agenda
None
5. To agree the Minutes of the previous meeting of the 26th February 2026.
Minutes are agreed proposed by Cllr. Keeble and seconded Cllr. McNamara.
Chair signs the minutes.
6. Matters arising not included in Agenda
Cllr. Keeble explains the other bus shelter (the one that does not belong to the parish) is due to be transformed into a park and ride.
7. Finance Matters
 - 7.1 Accounts
Community account as at 31st March £432.70
Business £4254.70
As at 21st May: Community £1433.30
£5254.70 includes half of the precept from 30th April 2026.
 - 7.2 Chair to sign end of year bank statements
Chair signs end of year bank statement.
 - 7.3 Chair to sign end of year bank reconciliation

Chair signs bank reconciliation.

8. To review and agree the following policies for the Annual Governance Accountability Report:

Chair explains that the policies have been circulated and that he has suggested a minor change to one of the policies which have now been updated.

All councillors are in agreement and adopt the following policies:

8.1 Financial Regulations

8.2 Risk Assessment

8.3 Asset List

8.4 Standing Orders

8.5 Privacy Statement

8.6 IT Policy

8.7 Accessibility Statement

9. To agree and sign Section 1 and Section 2 for Annual Governance Accountability Report

Chair explains that the clerk sent over the information in good time to the internal auditor however she has been let down and not yet received the report despite being told she would have his report by the 15th of May. Chair and clerk signs section 1 and 2 for the annual governance accountability report.

10. To agree and sign the Certificate of Exemption Annual Governance Accountability Report

Chair and clerk sign the certificate of exemption.

11. Brief Intermission for Parishioner Questions

Parishioner states the IT policy and Accessibility Statement are not on the website.

County Councillor Ringer introduces himself. He explains that Reform is the largest party in Norfolk and will run a minority administration, however he is unsure yet of what it means in practice.

The council has 69 new councillors out of 84 meaning there is a lot of inexperience within that.

Some councillors have been district councillors before, and therefore have already established working relationships.

Reform are looking at mounting a legal challenge against the unitary model which is considered by most as the best out of a bad lot of choices. Councillors are unsure what the basis for the legal challenge is. County Council will be paying for fee for this legal challenge. It is believed that trying to derail the process may impact the county for 10+ years.

Chair thanks Cllr. Ringer for coming. He has asked to be informed of all meeting and will endeavour to come or will send a written report if he is unable to attend.

Action: John Toye to send Callum's information to clerk

Cllr. Toye explains the bins will be a day late due to the bank holiday and requests parishioners don't put out batteries and electrical items as they are not being collected due to a fire.

Cllr. Goodley queries what is happening about the food waste bins, which has now been delayed until February 2027.

Larger sites are not taking large electrical items either so check online.

Cllr. Toye explains that he believes formalisation of what happens at Alby bus stop is the right thing to do. People need the able to park and get on the bus into Norwich rather than drive all the way.

24 million has been given to County Council to be invested in public transport.

Nottingham has put in place a new incentive called pocket park and rides, which includes bus shelters, bike storage and signage.

With regards to Alby specifically, the money could be put towards the build/infrastructure of the project, however the maintenance would fall to the parish. Alby is not yet on the list of locations, however Hanworth old post office is.

The new estate in Aylsham has included a pocket park and ride in its plans.

BT is currently running a free wifi incentive in old telephone boxes. They also provide big information screens and Cllr. Toye is enquiring whether it can be implemented in rural village. If it can, he will be putting Aldborough village forward for a trial.

Chairman stands and apologises for not thanking the Cllr. Cutts for his chairmanship and all his hard work over the past years. Councillors join the chair in thanking Cllr. Cutts.

12. Parish Matters

12.1 CPRE Membership + Newsletters

The renewal of the membership is £60

Cllr. Cutts states that since the 1930's we have lost 97% of our flowering meadows.

Proposed by Cllr. Cutts and seconded by Cllr. Keeble to continue with CPRE membership

Action: Cllr. Cutts to send clerk information to CPRE.

12.2 Bus Shelter Repair Update

The bus shelter is repaired. The light does not seem to be working in the bus shelter.

Action: Cllr. Keeble to check if the light needs a new battery

12.3 Aldborough School Parking

Cllr. Toye has recently attended a meeting with Guy Fiske from Aldborough Parish Council.

The school are happy in principle to put a car park at the top of the playing field. They own the land, however they have no money to invest.

Cllr. Toye believes that even with a car park, the issue may not be fixed as parents may still park on the road.

An alternative approach would be to tidy up across the bridge to make it wider and to make the pathway more attractive to encourage parents to park at the allotments.

The risk with the car park is that a huge amount is invested and then the parents still park right next to the school.

Parents would also have to fund the carpark, however their children are not there for very long. Gresham has a car park that is not used by the parents.

He suggests improving the path, cutting the hedges back, widening the path and putting in permanent posts in by the bridge.

12.4 Noticeboard Doors

Cllr. Cutts explains a brass handle has been put onto the noticeboard and the doors now open beautifully.

12.5 Culverts

Cllr. Keeble queried whether the culvert digging was done with any local involvement.

Clerk read out response from Justin Le May – Highways explaining the terminology around culverts.

The complaint the parish had received from a parishioner and what Cllr. Keeble were in fact referring to were highway drainage grips, not culverts, which are shallow trenches cut across the road verges to channel surface water away from the carriage into ditches or water courses.

The local highways department maintain them and this forms part of their cyclic routine drainage maintenance operations which are carried out during the winter months. Their contractor Norse Highways is responsible for digging them out and carry this out based on a master schedule. BT open reach are responsible for the positioning and maintenance of their private assets.

Action: Clerk to get in touch with Moonshine Cottage Owner.

12.6 Assertion 10

Clerk explains that the council now has a direct Gov. uk email in order to comply with assertion 10.

Cllr. Goodley and Cllr Knight explain that they completed the form for NNDC.

Action: Clerk to check with NNDC if they have them.

Clerk explains the council is on track for compliance.

12.7 NNDC Rangers and John Service

Action: Cllr. Cutts to send information regarding his meeting with John.

Maintenance of pond, getting rid of crassula and restoration on drain. He explains that it is a vital drainage point for the road.

12.8 Placards for Town Green

Chair explains that back-to-back placards might be better than single sided.

Cllr. Goodley queries if 14 or 15 signs are necessary and that it may act as a distraction for road traffic.

Chair had asked Shawn Lock to discover the parishioner interest and he reported they were all happy to put a sign up on their land.

Cllr. Knight suggests sign be put up outside the first property and all the way to just beyond Graham Allen where the town green sign is.

Cllr. Goodley is concerned that 30 'now' may be perceived as a bit aggressive.

Cllr. Keeble disagrees.

Chair explains that parishioners expressed real concerns about the speed but with no fatal accident we cannot qualify for a reduced speed limit, hence the need to do something else such as the placards on private land.

Cllr. Toye suggests visual cues such as a bike and pushchair help reduce speed, however they need to be moved regularly.

Action: Chair to assess how many would be needed with Sean and where they might be placed.

A quote for 15 single sided is £319 or double sided would be £446.48 including VAT.

The councillors agree to a mix of single and double-sided placards, however deem one outside each house to be too much.

Action: Chair to email Cllr. Cutts with placard details.

Cllr. Toye suggests that the issue be picked up again with new County Councillor in case it was brushed aside.

Action: Cllr. Cutts to get quote from local signage

Action: Chair to liaise with Shawn where and when.

Action: Chair to raise the matter with Cllr. Ringer and include John Toye in communications.

12.9. Church Fund

Chair proposes the same amount be donated again (£250 each to Thwaite and Ably churches) however, the maintenance work cost needs to be queried.

Cllr. Keeble proposes and Cllr. Goodley seconds it.

13. Planning Matters

13.1 New Planning Applications

- 1 Nutmeg Cottage has been approved

13.2 Update on Planning Outcomes

Field view – has been turned down. A very small structure was there but he has built onto it. Extension has been put onto the original foundations. The next-door neighbour saw the kitchen arriving.

Chair explains that the concern is that they get planning consent through the back door and queries if it can be sealed off completely.

Cllr. Toye explains that the enforcement notice would have been paused whilst the appeal was in motion. We cannot stop people putting applications in.

Action: Cllr. Toye to query what is happening with the enforcement notice now the appeal has been rejected.

The Walpole Barns application was also turned down.

14. Any other business

No HGV sign is needed on Thwaite Common.

Action: Clerk to get in touch with highways.

Cllr. Cutts raises the issue of the flood on Goose Lane as the pond empties itself on the road now instead of the farmer's field. The councillors think the land belongs to Phillida Hurn.

He also reminds the councillors of the footpath audit needs to be done and added to County Council website.

Action: Cllr. Cutts to ask Paul regarding the heading for the noticeboard

15. Next meeting date to be agreed

3rd September 2026

16. Close of meeting

21.03 close of meeting

Signed.....
Chairman of Alby with Thwaite Parish Council

Date.....