

# Aldborough and Thurgarton Parish Council

## MINUTES OF THE ANNUAL MEETING HELD AT THE COMMUNITY CENTRE Wednesday 18<sup>th</sup> May 2011 at 7.30 pm

<u>Item</u>		<u>Action</u>
	<b>Present:</b> Dennis Bacon, Tony Baillie, Martin Elliott, Ruth Elliott and John Hammond	
	<b>In attendance:</b> District Councillor Norman Smith, the Clerk and 2 members of the public	
1.	<b><u>Election of Chairman for 2011/2012</u></b> Martin Elliott, being the only nominee, was elected unanimously as Chairman for the ensuing year. After his election, he made the Declaration of Acceptance of the Office of Chairman and welcomed the Members, District Councillor Norman Smith and the two members of the public to the Meeting.	
2.	<b><u>Apologies:</u></b> County Councillor Diana Clarke and PCSO Nathan Jonas	
3.	<b><u>Declarations of Interest:</u></b> None	
4.	<b><u>Declarations of Acceptance of Office as Parish Councillors</u></b> The new Members, elected without a contest, made their Declarations of Acceptance of Office as Parish Councillors.	
5.	<b><u>Election of Vice-Chairman for 2011/2012</u></b> Tony Baillie, being the only nominee, was elected unanimously as Vice-Chairman for the ensuing year. After his election, he made the Declaration of Acceptance of the Office of Vice-Chairman.	
6.	<b><u>Minutes of Meeting of 4<sup>th</sup> April 2011</u></b> The Minutes were confirmed and signed by the Chairman as a true record.	
7.	<b><u>Matters Arising</u></b> There being no report from former Parish Councillors Metcalf and Padgham about their investigations into the possibility of relocating the existing litter bin by the telephone box near to the Play Areas, <b>ME</b> agreed to pursue the matter. <b>The Clerk</b> reported that he had met <b>DB</b> and produced to him a copy of the official copy of the Land Registry ownership details of The Green. <b>DB</b> confirmed that he had handed the Clerk a copy of the Scheme under which the Byelaws covering The Green had been made. <b>DB</b> indicated that the parking of vehicles to block the pedestrian entrance to the grass lobe along Thurgarton Road had not re-occurred since he placed a note on the offending vehicle. <b>The Clerk</b> indicated that he had now heard from British Telecom, who have asked their local team to deal with the missing pieces of glass and the broken handset.	ME
	<i>At this point the Meeting was suspended to allow the members of the public then present to speak. <b>Mr Stephen Cushing</b> that the noise from the Play Areas continues regularly from early morning until late at night and frequently is still continuing into the early hours of the morning. On one occasion he called the Police at 12.40 am and the police arrived and moved on the youths that were causing the nuisance. Litter is still being deposited in his garden. He was referred to the intention to provide a litter bin adjacent to the Play Areas (Part of Minute 7 refers). <b>Ms Faith Broadbent</b> suggested that the Parish Council should appoint a community watch to achieve some control over the misuse of the Play Areas. She also questioned the intrusive nature of the sign on the Play Areas. It was explained that the erection of the sign was a requirement of Norfolk County Council, who had made available the grant that funded</i>	

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	<i>the new equipment.</i>	
8.	<p><b><u>Vacancies on the Parish Council</u></b>  <b>The Clerk</b> reported that there were two vacancies, which the Parish Council could fill by co-option before 27<sup>th</sup> June 2011. He indicated that he had already received four written requests for co-option and had received a telephone call earlier in the day from another Parishioner willing to be co-opted. He also reported that, because of the need to postpone this Meeting from 11<sup>th</sup> May 2011 and the production deadline, he had arranged for a Notice to be inserted in the next issue of "Keeping in Touch" inviting interested persons to write to him by 3<sup>rd</sup> June 2011. A copy of this Notice was circulated at the Meeting. The Parish Council endorsed the action of the Clerk and asked for Notices to be posted on the Village Notice Boards. All of the co-option requests received will be circulated to Members before the next Meeting.</p>	Clerk
9.	<p><b><u>Police Community Support Officer's Report</u></b>  In the absence of PCSO Nathan Jonas, <b>the Clerk</b> reported that, since the last Meeting, one Crime (Assault Occasioning Actual Bodily Harm) has been reported. There have also been six calls to the Police, a brief outline of which was included in the report.</p>	
10.	<p><b><u>Replacement of Play Areas</u></b>  <b>The Clerk</b> read four letters and a petition signed by 15 persons commending the Parish Council on the provision of the new play equipment. He indicated that he had spoken to former Parish Councillor Sue Peters that afternoon to check whether anything needs to be done to complete the renovation of the Play Areas. She had indicated that there needs to be some further provision of seating and picnic tables and the planting of the hedging (if that is still considered necessary) as well as the formal opening. There is provision for the cost of these items from within the donation from Village Care. The Parish Council felt that one children's picnic table and one adult picnic table might be appropriate but decided to defer any decision until co-options to the two remaining places have been effected. <b>ME</b> suggested that the Parish Council should consider erecting a suitably worded Notice indicating the age range for which the equipment had been provided and restricting the hours of usage. This was agreed together with a proposal that "Keeping in Touch" should also be used to reinforce the agreed wording on the Notice. It was also suggested that this Notice might be incorporated onto the unsightly Norfolk County Council Notice, which could possibly be relocated and reduced in height. It was also agreed that <b>RE</b> should contact Sue Peters about the progress made for the formal opening. <b>ME</b> reported that he was booked provisionally on to a Norfolk Rural Community Council Training Course on Inspecting Play Equipment on 20<sup>th</sup> May 2011 at Dereham. The Parish Council authorised his attendance at a cost of £20.00. <b>ME</b> reported that he had a spare swing seat that had never been used. The Clerk will ascertain whether the suppliers will accept its return and provide a refund of the cost.</p>	RE, ME, Clerk
11.	<p><b><u>Review of Annual Fair Licence Fees</u></b>  <b>The Clerk</b> reported that the Review, required by the Financial Regulations, had been deferred at the previous Meeting. He recommended that there should be no increase but that no discount be offered this year. The recommendation was agreed.</p>	
12.	<p><b><u>Allocation of Responsibilities to Parish Councillors</u></b>  After a brief discussion, it was agreed to defer the allocation of responsibilities until the vacant places on the Parish Council have been filled.</p>	Clerk
13.	<p><b><u>District Council and County Council Reports</u></b>  <b>DC</b> reported that the new Conservative administration were undertaking a review of all expenditure and that there was a possibility of Parish Councils taking on more responsibilities. He would attend as many Meetings as possible but there were occasions when Meetings clashed with other Parish Councils' Meetings. In the absence of <b>CC</b>, there was no County Council report.</p>	
14.	<b><u>Correspondence</u></b>	

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	<p>A letter from Ms Rochelle Mortimer-Massingham concerning the eyesore of cars stored on the piece of land opposite the Community Centre. After some discussion, during which it was confirmed that the piece of land is not part of The Green, it was agreed that the Clerk would write to A J Cooper of Calthorpe, who it is believed owns the piece of land and the Old Forge, to try and ascertain ownership. <b>DB</b> agreed to make enquiries about land ownership and boundaries at the Planning Department of North Norfolk District Council.</p> <p>An e-mail from an Environmental Health Officer at North Norfolk District Council with regard to a representation from a Parishioner about the cricket sight screens being left on The Green. There has been a report in the past of one of the screens being blown over and there is a potential for someone to be hurt. The Parish Council considered the complaint but decided that more danger would arise from the sight screens being taken off The Green between matches and that, having assessed the risks, were satisfied that that do not constitute an unreasonable danger.</p> <p>A request from North Norfolk Age UK to display some posters on the Village Notice Boards was rejected because of fears of creating a precedent but it was suggested that they might be displayed at the Community Centre and the Spar Shop.</p> <p>An invitation from Holt Area Partnership to their Annual General Meeting to be held at The Stables at Holt Hall on Tuesday 24<sup>th</sup> May 2011 at 6.30 pm. No one was appointed to attend.</p> <p>A notification from The Royal Society for the Prevention of Accidents that the annual inspection of the Play Areas will occur in June 2011. The Clerk reported that the Society have been made aware of the replacement of the play equipment since their last inspection.</p> <p>A notification that the Recycling Credits for 2010/2011 amounted to £687.79. The cheque for this amount has been received and banked.</p> <p>Notification of the Annual General Meeting of Fields in Trust at 1.30 pm on Wednesday 15<sup>th</sup> June 2011 at Ramada Hotel, Chesford Bridge, Kenilworth, Warwickshire was noted. An invitation to renew the Parish Council's membership of Fields in Trust was declined as few benefits are perceived from a continuation of membership.</p> <p>The Parish Council not to make any nominations for election of members of the Executive Committee of Norfolk Association of Local Councils</p> <p>An invitation for Members, especially new ones, to attend some Training Courses organised by Norfolk Association of Local Councils and North Norfolk District Council was deferred for consideration at the next Meeting.</p> <p>No appointments were made to attend any of the daytime or evening Initial Training Courses being arranged by Norfolk Association of local Councils.</p> <p>The Department for Communities and Local Government have issued a Consultation Paper on the Future of Audit following the abolition of the Audit Commission. The Paper is 65 pages long but the Clerk has included the pages relevant to Parish Councils in the Passround. Comments are required by 30<sup>th</sup> June 2011.</p> <p>An invitation from North Norfolk District Council to discuss Health Opportunities on Wednesday 20<sup>th</sup> July 2011 at the Council Offices was noted.</p> <p>The Parish Council noted that the Clerk would not be able to attend the Joint Summer Conference organised by the Norfolk Association of Local Councils and the Society of Local Council Clerks as he has a prior commitment on Tuesday 28<sup>th</sup> June 2011.</p> <p>A letter from North Norfolk District Council about the new Mapping Agreement with Ordnance Survey, which the Parish Council are eligible to join. The Parish Council decided not to join but to ask the Clerk to investigate the opportunities for making arrangements with the District Council for any maps that may be required.</p> <p>A letter from nplaw (Norfolk Public Law) offering to provide legal work at competitive rates was noted.</p> <p>A request for financial support for the Cromer and Sheringham Arts and Literary Festival – COAST 2011 On the Brink was noted.</p>	<p>DB, Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>ALL</p> <p>Clerk</p> <p>Clerk</p>

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	<p>A letter from North Norfolk District Council confirming that the District Council formally adopted the Site Allocations Development Plan Document and the Conversion and Re-use of Rural Buildings as Dwellings Policy on 23<sup>rd</sup> February 2011 was noted.</p> <p>An e-mail from Norfolk Rural Community Council seeking volunteers to learn about the impending changes in the switchover to digital television and pass on the information learned to members of the community was noted,</p>	
15.	<p><b><u>Matters Arising from the Annual Parish Meeting</u></b></p> <p><b>The Parish Council</b> asked the Clerk to take up with Victory Housing Trust the outstanding re-painting of the doors of the garages in Margaret Lilly Way, which the Trust had indicated previously would have been done in their 2010/2011 year.</p> <p>With regard to the re-instatement of the Pond on The Green, <b>the Parish Council</b> noted that there was to be a site meeting, this one with an engineer, on the following day. It is likely that Mrs Christine Carlson and Ms Anne Murat would be able to present a further report at the next Meeting.</p> <p><b>The Parish Council</b> had already decided to erect a Notice on the Play Areas to help ease the problems reported to the Annual Parish Meeting (Minute 10 above refers).</p> <p><b>The Parish Council</b> considered the Cricket Club's request to install the new bench, being provided by them in memory of the late Ron Dobbie, on The Green opposite John Brown's House. Although the Parish Council preferred to locate it opposite the Black Boys Public House, a large majority of those present at the Annual Parish Meeting preferred the Club's preferred site. It was agreed that the bench should be sited opposite John Brown's House and be affixed to a concrete plinth of the same shape as the bench. The plinth to be laid so that it is level with the surrounding grass surface. The Clerk indicated that he had asked the Club whether they would be responsible for the insurance of the bench and its value, but had received no response. The Parish Council decided that they would effect the necessary insurance cover in the sum of £500.00, once the bench is installed.</p> <p><b>The Parish Council</b> considered the condition of the road surface in Tinkers Close and agreed that the Clerk should take this matter up with Victory Housing Trust.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
16.	<p><b><u>Financial Matters</u></b></p> <p><b>The Clerk</b> reported that in order to amend the Parish Council's name on the Bank Accounts to Aldborough and Thurgarton Parish Council, Barclays Bank plc require an authority produced by them to be signed by two of the Parish Council's authorised signatories. <b>ME</b> and <b>the Clerk</b> signed the authority, which will be submitted to Barclays Bank plc. <b>The Parish Council</b> also decided that the new signatories on their Bank Accounts should be <b>ME, TB</b> and <b>the Clerk</b>. The appropriate Mandate forms will be obtained for signature.</p> <p><b>The Parish Council</b> considered and noted a Statement, which had been circulated, comparing the financial position as at 31<sup>st</sup> March 2011 (the year end) with the approved Budget for 2010/2011.</p> <p><b>The Clerk</b> reported that Mr Robin Gilkes had agreed to act as the Parish Council's Internal Auditor but needed to be reassured that he would not be open to action by any individual Parishioner. The Clerk indicated that he had sought advice from the Norfolk Association of Local Councils and they had confirmed his opinion that the Internal Auditor is employed by the Parish Council and as such is responsible only to them. The Parish Council agreed that the Clerk should include an indemnity against claims from Parishioners within the letter of appointment.</p> <p><b>The Parish Council</b> noted, on report from the Clerk, that the renewal of the liability insurance is due on 1<sup>st</sup> June 2011. The renewal premium, which takes into account the long-term agreement and the annual no claims discount of 5%, has increased to £429.23 to cover the additional value of the play equipment and the 3% index-linked increase in value of the other property insured.</p> <p><b>Cheques approved:</b> 100798 – Broker Network Limited - £25.00 – Adjustment of Liability Insurance</p>	<p>Clerk</p> <p>Clerk</p>

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	10079? – T T Jones Electrical Limited - £34.42 – Street Lighting Maintenance 10080? – Stuart Clark - £354.00 – Grounds Maintenance 10080? – The World’s Fair Limited - £66.43 – Fair Disclaimer Notice 10080? – Norfolk Rural Community Council- £20.00 – Training Course Fee 10080? – Broker Network Limited - £429.23 – Liability Insurance Premium 10080? – Key-Loo’s - £120.00 – Hire of Portable Toilet 10080? – Robert Paul - £100.00 –Removal of Roundabout Spindle	
17.	<b><u>Recent and Forthcoming Events</u></b> <u>Recent</u> Very successful event at the Community Centre in conjunction with the Royal Wedding, which raised over £1,000.00. Community Centre Annual General Meeting on 12 <sup>th</sup> May 2011. <u>Forthcoming</u> 24 <sup>th</sup> May 2011 – Blood Donation Session. 29 <sup>th</sup> June 2011 – Annual General Meeting of Village Care.	
18.	<b><u>Any other business</u></b> <b>TB</b> referred to the John Bacon Trust, which the Reverend Brian Faulkner wished to see wound up or amalgamated with some other charity. He indicated that after the enthusiastic speech at the Annual Parish Meeting by Ruth Bayes, he was now of the opinion that the Trust should be continued in its present form. He proposes to call a meeting of the Trustees. The Clerk is doing some preparatory work for the meeting, which will take place in the next few weeks.	TB, Clerk
19.	The Meeting was closed at 9.50 pm.	