

Minutes of the Meeting of Aylmerton Parish Council held on 14 July 2015 at 7.30 pm at Aylmerton Village Hall

Present:

Vice Chairman Cllr. J.P. Lynes,
Cllr. P. Fisher (from item 4), Cllr. J.R. Lynes, Cllr. G. Medler,
Cllr. S. Morris, Cllr. T. Williams
Clerk Mrs Janet Warner
County Cllr. M. Baker
4 members of the public

1. Minutes of the Annual Parish Council Meeting held on 12 May 2015

It was **AGREED** that the minutes of the Annual Parish Council meeting held on 12 May 2015 be **APPROVED** as a true record. The minutes were signed by the Vice Chairman.

2. Apologies for absence

Apologies were accepted from Cllr. Rounce (work commitments). Apologies were noted from Dist. Cllr. Buttikofer and PCSO Holmes.

3. Declarations of Interest and Requests for Dispensations

Cllr. Williams declared an interested in allotment matters.

4. Co-option of councilor

It was **AGREED** to Co-opt Peter Fisher on to the council. Cllr. Fisher signed the Declaration of Acceptance of Office, which was witnessed by the Clerk.

5. Public Participation - It was resolved that the meeting be closed for public participation

The members of the public present did not wish to speak.

The meeting was reconvened.

6. Police Matters

The police report was noted (refer attached).

7. Reports from District Councillor and County Councillor

7.1 Report from County Councillor

Cllr. Baker reported on the Parish Partnership Scheme, Broadband and an appeal for foster carers in Norfolk.

7.2 Report from District Councillor

A report from Cllr. Butikofer was read out as follows:

Firstly my apologies to all for not being with you this evening, but I am currently away. I am sure you will all be aware that there have been two appeal visits by the planning inspectorate in recent weeks regarding both the Woodland Burial site and the Crematorium. I checked on Friday and

as yet no rulings have been received, but as soon as they are available I will make sure you have been informed. The rulings are expected by latest mid August.

Regarding the Japanese Knotweed both near the stone cross and also on the A148 opposite the lay-by, I have been in contact with Highways and asked for their assistance. Although Knotweed is known to be a potentially serious problem, my investigations have found that it is not a 'notifiable weed' and therefore there is a certain reluctance on their part to get involved. However they have asked their local engineer to investigate and report back. I have also identified the landowner by the stone cross but unfortunately to date we keep missing each other. I will follow this up on my return. *Also refer minute item 9.3.*

I also have an update regarding Broadband. We now have a more detailed picture but I am still working on the time frame which I am currently advised is the middle of next year, but which I would like to see brought forward. Here is the overview of properties in the Aylmerton area: 146 are served from West Runton cabinet 2 which is planned (subject to contract) for a fibre upgrade under the new Better Broadband for Norfolk contract, This includes Church Road where I expect speeds to be over 15 Mbps.

There is also a new fibre cabinet planned (subject to survey), this cabinet will serve all [47 properties on The Street](#). Some Church St properties may also be moved to this new cabinet, if better speeds can be achieved. There are 11 properties, that following upgrade I expect to have speeds of less than 10 Mbps. This is due to their distance from either cabinet, they are:

- The Forge
- Two Park Farm properties
- Spring Cottage
- Park Wall Farm
- Stone Cottage
- School House
- The Gate House
- Felbrigg Lodge
- Sawmill Cottage
- Aylmerton Hall

These properties should be able to take advantage of a government funded satellite broadband scheme details of which I should be receiving shortly.

As requested by several members of the community during the election I will be continuing with regular newsletter reports to residents and the first copy of this will be distributed the last week of July.

A local member of the community has asked me to ask the Parish Council if they have considered having a defibrillator sited in the village? Would anyone be interested in this being further investigated if it has not already been considered?

8. Planning Matters

8.1 Planning Applications

PF/15/0590 Erection of single storey rear extension, conversion of garage/store/utility to ancillary accommodation, installation of pitched roof and cladding at Broad Acre, Holt Road - Members **AGREED** to raise no objections.

PF/15/0740 Erection of one and a half storey dwelling incorporating site facilities at Felbrigg Lodge, School Road – Members **AGREED** to raise no objections.

8.2 Planning Decisions from NNDC:

PF/15/0590 Erection of single storey rear extension, conversion of garage/store/utility to ancillary accommodation, installation of pitched roof and cladding at Broad Acre, Holt Road – Permit

PF/15/0396 Erection of single storey rear and side link extensions and conversion of barn to ancillary accommodation at Park Farm Cottage, Park Road - Permit

8.3 Woodland Burial

There was no update in respect of the planning appeal.

8.4 Beeston Regis Quarry

It was noted that a planning application to vary condition 1 of planning permission C/1/1993/1002 has been withdrawn. A letter in respect of the first periodic review was noted.

8.5 Other Planning Matters (For Information Only)

Affordable Housing – It was noted that members will be meeting with a representative of NNDC to identify any sites which could be considered.

9. Highways & Transportation

9.1 Parish Partnership Scheme

Information in respect of the Parish Partnership Scheme was noted.

9.2 Church Street Bus Stop

The flag is still awaited.

9.3 Japanese Knotweed

The Clerk advised that the Knotweed is to be treated in the autumn.

9.4 Pavement in West Runtun

Concern was raised in respect of the fence erected near the bus stop in West Runtun. It was **AGREED** to continue to support The Runtuns PC in respect of this issue.

9.5 Other Highway Matters (For Information Only)

The Clerk was asked to notify Highways of potholes which need to be filled.

10. Finance & Regulatory matters

10.1 Payments for approval

A list of payments was circulated for consideration and was **APPROVED**. The list was signed by the Vice Chairman and Clerk (refer attached).

10.2 Actuals against Budget

A copy of the Actuals against Budget to date was circulated for consideration and was **APPROVED** (refer attached).

10.3 Bank Reconciliation

Members were in receipt of the bank reconciliation to 30 June 2015 which was **APPROVED** and signed by the Vice Chairman and Clerk (refer attached).

10.4 Annual Report

Members were in receipt of the Annual Report which was **APPROVED** for publication (refer attached).

10.5 Review of Regulatory Documents

The following documents were reviewed and updated:

- Standing Orders
- Financial Regulations
- Financial Risk Management Policy
- Internal Control Specification
- Freedom of Information Act Publication Scheme
- Parish Council Risk Assessments

These documents will be uploaded to the parish council website.

It was **AGREED** that Cllr. Morris will carry out the inspection of the Parish Council Assets.

10.6 Any other financial & regulatory matters (for information only)

There were no other matters to report.

11. Allotments

11.1 Review of Allotment Tenancy Agreement and matters arising from inspection

During a recent inspection of the site it was noted that there are several issues which need to be addressed, some of which are potential breaches of the current tenancy agreement. It was strongly felt that adequate time

should be given to the tenants for compliance. It was **AGREED** to instruct the Clerk to write to all of the allotment holders pointing out the areas of concern and asking that action is taken and substantial progress is made by the end of the calendar year.

The tenancy agreement was reviewed and it was **AGREED** that the draft copy be sent to all allotment holders with at a minimum of 14 days for comments to be received.

Members considered various ideas for the long-term improvement of the site, which include the provision of a water supply, a designated parking area, community plots and the introduction of smaller plots. It was **AGREED** the letter to tenants should list these ideas and also ask for other suggestions to be forwarded.

It was noted that a feasibility study for a water supply has been carried out.

11.2 **Request for Greenhouse**

A request to erect a greenhouse was **APPROVED** subject to no permanent base being laid.

12. **Other Projects**

12.1 **Pill Box**

The Clerk circulated copies of the Pill Box Trail leaflet. Cllr. Morris advised that the area surrounding the pill box has been strimmed and a specification is being work on in respect of the renovation.

12.2 **War memorial**

There was no update from Mr Mickleburgh. The Clerk stressed that funding for the steps and handrail must be considered when setting the budget for 2016/17.

12.3 **Pond**

Cllr. Williams presented a progress report and guideline prices for future phases of works. Cllr. Fisher advised that there was still a small pot of money available and together with the reserve held by the Parish Council this will pay for the works to install a fence and gate at the northern end by the road and the construction of a footbridge over the inflow stream. It was **AGREED** to approve these works with a maximum budget of £200. Grant funding is being sought for the remainder of the works.

It was noted that the Clerk is still pursuing Highways to repair the drains and gullies to stop the run off into the pond. The Clerk also advised that she had briefly spoken to an insurance representative and will be making further enquiries in respect of risk management at the site. It was also noted that a tree inspection is required.

12.4 **Broadband**

Refer item 7.2 above.

12.5 **Other projects**

It was noted that in addition to the repairs to the boards, the bus shelter also needs to be painted.

13. Other matters for consideration

Reports from councillors

It was noted that Cllr. Morris and the Clerk had attended the Summer Conference. It was noted that Cllrs. Morris and Williams will be attending the new councillor training in September.

14. Correspondence

All of the correspondence listed below was noted and no comments made unless stated otherwise.

14.1 Correspondence received since last meeting (list circulated)

Norfolk ALC	Weekly updates
NNDC	Solar Together
RVS	Home & Well Scheme
Community Action	Nfk Updates
CPRE	Newsletter
North Walsham TC	Civic Service

Various leaflets and brochures

15. To receive items to be included on the next agenda and to consider any other business (for information only)

16. To note the date of the next meeting: 08 September 2015 at 7.30pm

There being no further business, the Chairman closed the meeting at 9pm

Signed Dated

Aylmerton Parish Council Meeting Report **12th May 2015 to 14th July 2015**

CRIMES

There have been no Crimes reported during this period

1 x Threats to destroy or Damage Property

1 x Causing Harassment Alarm or Distress

1 x Having an article with a blade or point in a public place

Calls to Police

There were 13 calls in total for this period from Members of the Public .

Mobile Police Surgery

The next Mobile Police Surgery will be held on the Wednesday 12th August 2015 between 12pm and 1pm outside the village hall. This will be advertised in the local press and on the notice boards around the village. We are also holding a surgeries at Morrisons on 24th July 2015 between 12pm and 1pm and Budgens on 27th July 2015 between 12pm and 1pm.

Current priorities:

1. Speed Enforcement in Cromer and Surrounding areas.
2. High Visibility Patrols in Cromer and surrounding Parishes
3. Address Anti Social Behaviour by Street Drinkers in the Poppyland Area

The next Poppyland SNAP priority setting meeting will be held at Cromer Town Council Offices, North Lodge Park on Monday 24th August 2015 at 6.30pm. Members of the public are welcome to attend.

PCSO 8163 Allison HOLMES
Cromer SNT

AYLMERTON PARISH COUNCIL
FINANCE FOR JULY 2015 MEETING

BANK BALANCES at 30 June 2015

		COMMENTS
Business Saver Account	£923.83	
Community Account	£8,227.79	
TOTAL	£9,151.62	
Less uncleared cheque	£10.00	
Less uncleared cheque	£35.99	
Less NNDC error	£150.45	
	£8,955.18	

RECEIPTS since May 2015

Interest	£1.05
NNDC received error yet to be reclaimed	£150.45

PAYMENTS - made since last meeting

June, 2015

Mrs J Warner	£201.28	June Salary & Expenses
Norfolk Pension Fund	£53.73	June Pension
HMRC	£117.00	Paye April, May, June
Mr S Meakin	£65.00	Internal Audit
Mrs P Arnold	£35.00	Spring planting
Norfolk ALC	£90.00	Summer Conference
NPTP	£100.00	New Councillor Training
Aylmerton Village Hall	£250.00	S137 Grant for Playing Field
St John's Church	£150.00	S137 Grant for burial ground

PAYMENTS - Due now and require approval

Mrs J Warner	£181.08	July Salary & Expenses
Norfolk Pension Fund	£53.73	July Pension
		Bus Shelter Cleaning
Mrs P Arnold	£25.00	Expenses

PAYMENTS - anticipated to be due before next PC meeting and require approval

Mrs J Warner	£181.28	August Salary & Expenses
Norfolk Pension Fund	£53.73	August Pension
K Rounce		Chairmans hamper for fete
J P Lynes		Fence repairs
Misc		Works at pond

Note: The actuals against budget are appended to these minutes in the minute book.

AYLMERTON PARISH COUNCIL

BANK RECONCILIATION

Financial Year April 1st 2015 - March 31st 2016

Date: 14 July 2015

Balance per bank statements dated 30 June 2015

Community Account	£923.83
Business Premium Account	£8,227.79
	£9,151.62
Less unpresented cheques	£45.99
Adjustment due to NNDC error	£150.45
	£8,955.18

net balances reconcile to entries in the Receipts & Payments book as follows

Opening Balance 1st April 2015	£7,706.51
Add Receipts during the year	£3,289.05
Less Payments during the year	£2,040.38
Closing balance 30 June 2015	£8,955.18

Signed

Janet T. Warner
Clerk to Aylmerton Parish Council

Signed

J Lynes
Vice Chairman, Aylmerton Parish Council

Note: The corresponding balances on the bank statements were initialled.