

Minutes of the Meeting of Aylmerton Parish Council held on 08 September 2015 at 7.30 pm at Aylmerton Village Hall

Present:

Chairman Cllr. K. Rounce, Vice Chairman Cllr. J.P. Lynes,
Cllr. P. Fisher, Cllr. J.R. Lynes, Cllr. G. Medler,
Clerk Mrs Janet Warner
District Cllr. S. Butikofer, County Cllr. M. Baker
4 members of the public

1. Minutes of the Parish Council Meeting held on 14 July 2015

It was **AGREED** that the minutes of the Parish Council meeting held on 14 July 2015 be **APPROVED** as a true record. The minutes were signed by the Chairman.

2. Apologies for absence

Apologies were accepted from Cllr. Morris & Cllr. Williams (holiday).
Apologies were noted from PCSO Holmes.

3. Declarations of Interest and Requests for Dispensations

There were none.

4. Vacancy for Parish Clerk

It was noted that the Parish Clerk had handed in her resignation. The Clerk was thanked for all her hard work over the past four years. The Clerk explained the reasons behind her decision.

5. Public Participation

Affordable Housing – It was stressed that the infrastructure of the utilities is investigated before any progress is made in respect of identifying sites for affordable housing.

Speeding on Church Road – Concern was again raised in respect of the speed of vehicles on Church Road. It was suggested that the member of the public attend the next SNAP meeting and the Clerk will contact PCSO Holmes to ask whether Aylmerton can be put on the waiting list for the speed monitoring equipment.

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 changes at County Hall and staff car parking, the review of the winter Coasthopper service, the NDR and the prospective building of 27,000 homes.

7.2 **Report from District Councillor**

Cllr. Butikofer advised that she had attended Norman Lamb's Village Tour and the main concerns raised were the poor broadband service and speeding traffic. She has visited the 11 properties which will not receive Better Broadband. Letters have been sent to Inspector Brooks in respect of the speeding issue and also the 16 different speed limits between Cromer and Holt. Cllr. Butikofer will be going out with the speedwatch team and will be meeting with the Highway Engineer to look at various highway issues in the parish.

It was noted that the crematorium application is being taken to the High Court.

8. **Planning Matters**

8.1 **Planning Applications**

PF/15/1017 Variation of condition 2 of 14/1113 to allow alteration to access at Common Farm, Sustead Road, Lower Gresham – It was **AGREED** to raise no objections.

PF/15/1011 Erection of 1.95m fence to part of front boundary at Broad Acre, Holt Road, It was **AGREED** to raise no objections.

C/1/2015/1023 Variation of condition 3 of ref C/1/93/1007 to allow operation of concrete plant outside of permitted hours of working for temporary period – It was **AGREED** to raise no objections.

8.2 **Planning Decisions from NNDC:**

PF/15/0103 Erection of replacement dwelling at Home Farm, Holt Road – Permit

PF/15/0740 Erection of one and a half storey dwelling incorporating site facilities at Felbrigg Lodge, School Road - Refuse

8.3 **Woodland Burial**

It was noted that the planning appeal had been dismissed.

8.4 **Affordable Housing**

It was noted that members had met with a representative from NNDC to walk around the village to identify any prospective sites for affordable homes. The Clerk stressed that this was only a preliminary visit and it may be found that none are suitable or the landowners do not want to sell. The Clerk provided an update on the number of people on the housing waiting list in Aylmerton.

8.5 **Local Plan**

The Clerk provided an update following her attendance at a consultation event at NNDC and stressed the importance of participation in the forthcoming consultation by members and residents.

8.6 **NNDC Planning Training Workshops**

It was **AGREED** that Cllr Fisher will attend the training session on 26 November at Bodham Village Hall.

8.7 **Other Planning Matters** (For Information Only)

There were no other matters to report.

9. **Highways & Transportation**

9.1 **Church Street Bus Stop**

The Clerk advised that there had been no further progress. The District Councillor will bring this up at her forthcoming meeting with the Highways Engineer.

9.2 **Sandy Lane**

The Clerk read out an email from a resident raising concern about the signage on Sandy Lane. It was noted that this has already been forwarded to Highways and that the District Councillor will also address this at her meeting with the Highways Engineer,

9.3 **Parish Partnership Funding**

The Clerk reported on a meeting with Highways Engineer Steve White, Cllr. Williams and a representative from the National Trust to discuss how to rectify the runoff from the highway polluting the pond.

The Highways Engineer advised a ballpark figure of putting in a pipe and gully to connect to the existing chamber would be in the region of £5,000. Cllr. Williams advised that provided that volunteer labour is available, the cost of installing a reedbed in the pond to filter the runoff would cost around £1,250.

It was **AGREED** to instruct the Clerk to obtain the information required to submit an application to the Parish Partnership Scheme for funding and to further consider this at the budget meeting.

9.4 **Other Highway Matters** (For Information Only)

A temporary traffic order was noted.

Various other highway issues were raised for District Cllr. Butikofer to take to her meeting with the Highways Engineer.

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 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 Report from External Auditor

The report from the External Auditor (Mazars) was noted and members were pleased to see that there were no items of concern. The report will be uploaded to the Parish Council website.

10.4 Policies

Members were in receipt of the following policies, which were **ADOPTED**

- Child Protection Policy
- Complaints Policy
- Environmental Policy
- Equal Opportunity Policy
- Training Policy
- Model Protocol on Communication

10.5 Annual Inspection of Council Owned Assets

The report is awaited.

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

Financial Control Checks - It was noted that Cllr. J.P. Lynes had carried out the quarterly financial control checks and found no matters to report (refer attached).

11. Allotments

11.1 Review of Allotment Tenancy Agreements

Further to a recent meeting held with allotment tenants and the receipt of feedback to the draft agreement it was **AGREED** that a working group would be set up to review the documents and put forward a revised tenancy agreement for consideration at a future meeting of the Parish Council. It was **AGREED** that Cllr. J.P. Lynes and Cllr. Morris would represent the Parish Council and the allotment tenants would be asked to nominate two representatives. The Clerk will attend the meeting if required. It was **AGREED** to instruct the Clerk to contact the National Allotment Society for advice on tenancy agreements and membership of the society.

11.2 Any other allotment matters (or information only)

There were no other matters to report.

Cllr. Baker left the meeting.

12. Other Projects

12.1 Pill Box

An update is awaited from Cllr. Morris.

12.2 War memorial

An update is awaited from Cllr. Morris.

12.3 **Pond** *(also refer item 9.3)*

An update from Cllr. Williams was read out and noted (refer attached)

12.4 **Broadband**

There was no further update.

12.5 **Bus Shelter**

It was noted that Cllr. Rounce and Lynes will be carrying out the repairs in due course.

12.6 **Autumn Litter Pick**

It was **AGREED** to hold the litter pick on 10 October 2015 but this time with two shifts starting at 8am and 10am and bacon rolls served at 9.30am. The Clerk will make all the necessary arrangements.

13. Other matters for consideration

Reports from councillors

It was noted that Cllr. J. R. Lynes had attended the SNAP meeting.

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)

NNDC	Standards Phase 3 – Registers of interest <i>Cllrs Rounce, Morris & Williams to attend</i> Corporate Plan Safeguarding week
Norfolk ALC	Weekly updates <i>It was suggested that the new Clerk attend the Autumn Conference</i>
Community Action Nfk	Updates
N Lamb MP	Annual Village Tour
District Cllr	Newsletter
Village Hall Cttee	Letter of thanks for support of fete
CAB	Funding application & AGM
Norfolk Hospice	Funding application
Various leaflets and brochures	

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

It was suggested that a photograph of members is put on the noticeboard and the website so that residents know who their councillors are.

16. To note the date of the next meeting: 10 November 2015 at 7.30pm.
There will be a separate meeting held prior to the November meeting to put together the budget for 2016/17.

17. RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC

The District Councillor and members of the public left the meeting.

18. Complaint

A complaint in respect of an allotment issue was considered and the response **AGREED**. The Clerk was instructed to write to those concerned.

19. Clerk & RFO

Members were in receipt of the draft advertisement, job description and model contract of employment. The Clerk advised and members **AGREED** that if the new Clerk is not already CiLCA qualified then the Parish Council should consider paying for the training and the hours of work involved in putting together the portfolio of evidence and support him or her in future training. It was **AGREED** that the contract should be for 4 hours a week but subject to review and to allow for extra hours as and when required. It was **AGREED** to set a deadline of 03 October 2015 for the receipt of applications and to hold interviews on 13 October 2015.

There being no further business, the Chairman closed the meeting at 10pm

Signed Dated



NORFOLK
CONSTABULARY
Our Priority is You

**Cromer
Safer Neighbourhood Team**

Aylmerton Parish Council Meeting Report
14th July 2015 to 8th September 2015

CRIMES

There have been 1 Crime reported during this period
1 x making off Without Payment

Calls to Police

There were 11 calls in total for this period from Members of the Public .

Mobile Police Surgery

The next Mobile Police Surgery will be held on the Thursday 10th September 2015 between 2pm and 3pm 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 25th September 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. To Promote and Encourage Cycle Safety in Cromer area

The next Poppyland SNAP priority setting meeting will be held at Cromer Town Council Offices, North Lodge Park on Monday 2nd November 2015 at 6.30pm

PCSO 8163 Allison HOLMES
Cromer SNT

101

www.norfolk.police.uk
[www.sntcromer@norfolk.pnn.police.uk](mailto:sntcromer@norfolk.pnn.police.uk)

Supporting

**SAFER
NEIGHBOURHOODS**

AYLMERTON PARISH COUNCIL
FINANCE FOR SEPTEMBER 2015 MEETING

BANK BALANCES at 30 August 2015

		COMMENTS
Business Saver Account	£939.98	
Community Account	£7,227.79	
TOTAL	£8,167.77	

RECEIPTS since July 2015

NIL

PAYMENTS - made since last meeting

August, 2015

NNDC	£150.45	Repayment of error
T Williams	£181.35	Pond expenses
Mrs J Warner	£187.76	August Salary & Expenses
Norfolk Pension Fund	£53.73	August Pension
T Williams	£56.10	Pond expenses
J P Lynes	£48.66	Fence materials

PAYMENTS - Due now and require approval

Mr K Rounce	£35.76	Hamper for Fete
Mrs J Warner	£203.80	Sept Salary & Expenses
Norfolk Pension Fund	£53.73	Sept Pension
HMRC	£117.20	PAYE July/Aug/Sept

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

Mrs J Warner	£181.28	Oct Salary & Expenses
Norfolk Pension Fund	£53.73	Oct Pension
NNDC		Almartune Printing
Mrs Arnold	£25.00	Qtly bus shelter expenses
New Clerk		Salary & Expenses

*NOTE: Original sheet signed by
Chairman and Clerk as RFO*

