

There were 4 residents present.

Present; Mrs Judith Holloway, Mr C Piggot, Mrs Rosemary Topping, and Mr J Winterbourne (Clerk) Cllr Mr David Harrison

1. Vice chair Rosemary Topping took the chair and welcomed councillors and residents.
2. Apologies for absence: There were 3 apologies for absence from parish councillor David Papworth, F Hurrell, Mrs C Taylor
3. Declaration of interests: The chairperson for the evening, Rosemary Topping, asked councillors to declare any interests they might have in any item on the agenda. There were no declarations
4. Minutes of previous meeting: The minutes of the previous meeting 04/12/2017 were accepted and signed by vice chair Rosemary Topping.
5. Matters arising
 - a. Defibrillator: A note had been delivered to Tuttington residents asking for any suggestions for the use of the telephone box. No replies as yet.

At this point in the meeting, the chair invited representatives of the Bure Navigation Conservation Trust to address the meeting. The presentation was given by Bruce Rushin supported by Elaine Rushin, Roger Polhill and Diane Polhill. The Trust has applied for a LEADER grant to erect 6 information boards along the River Bure walk. The trust would need the support of the parish councils to obtain planning permission as it would be an advertisement board. The trust would prepare the planning request and cover the planning costs. Jeremy Hickling has given permission for one board to be erected on his land.

The Chair opened the meeting to the public. Phil Letman raised the issue of additional traffic in the village especially near his house on the bridge. He was assured that the walkers could not walk by the river at that point and therefore it was unlikely there would be any increase in parking at that end of the village. The meeting was reminded that the whole length of the riverbank was not accessible to walkers. Colin Piggott sought clarification of any deadline for any additional information to be placed on the board. Any request for information to be placed on the boards needed to be with the Trust by 15/03/2018. Some general discussion on the intention of the trust followed.

The parish council went back into session. Support for the Bure Navigation Conservation Trust's proposal to erect an information board in Burgh was approved.

Action point: Clerk to email Bure Navigation Conservation Trust confirming support for the planning application.

Draft Minutes for Burgh and Tuttington Parish Council Meeting held on Monday 05/02/2018 held in Burgh Reading Room at 7.30 p.m.

6. Report of sub-committee presented by Councillor Colin Piggott.
10/01/2018
Held at 2 Chapel Close, Tuttington

Attendees, Rosemary Topping, Joe Winterbourne, Colin Piggott

10th January 2018
Held at 2 Chapel Close, Tuttington

Attendees, Rosemary Topping, Joe Winterbourne, Colin Piggott

Item 1 – Base of Precept

Joe has looked into the number of dwellings which the precept is based on. The number is 144, but this is based on an average house rating.

Item 2 - Defibrillator

Joe is going to put out a flyer in Tuttington asking if anyone has any ideas for usage of the telephone box before it is removed. It should not be limited to the Defibrillator option. *Flyer sent round including dates for parish meetings. Awaiting any response.*

Item 3 – Memorial Cross

Joe has re-presented the request for funding.

Item 4 – Correspondence

Greater Norfolk plan – the links for the plan and dates should go on the new website when up and running

Hornsea Off Shore wind farm – links of plans and meetings to be put on new website when up and running

Item 5 – Cheques

Receipt required from James Ditton for Parish website set up cheque. *Receipt received.*

Item 6 – Transparency Funding

Joe still has to purchase a PC/laptop for the parish. £350 is available. *Computer purchased for £329.*

Item 7 – Annual Parish Meeting.

Wording was agreed for a flyer Joe is to produce to go out to parishioners for the APM, also requesting whether anyone would wish to chair or take minutes.

Item 8 – Meetings

Annual General Parish council meeting is set for 14th May at Tuttington Church. Notice for the Annual parish meeting will be read out at this meeting.

Annual Parish meeting is set for 23rd May at the Reading Room.

Item 8 – Tesco Grants form

Joe has completed the form for a grant for the Burgh seating area. Rosemary has made some additions and Joe has put in the application.

7. Clerk's Report:

- a. The main focus since the last meeting has been the work in progress by the subcommittee to look at updating policies and making future plans as has been reported on by Councillor Colin Piggott...
- b. A pre grant form has been sent requesting financial support to refurbish the Burgh memorial Cross details need to be checked and further information provided. Cllr Hurell's advice needed.
- c. Correspondence has been circulated.
- d. A computer has been purchased using Transparency Act grant money.
- e. PAYE finance has been prepared for end of year accounts.
- f. End of year finance has been prepared.
- g. Annual meeting for Clerks and Councillors was attended.

8. Correspondence:

- i. Some general promotional literature most of which refers to play equipment.
- ii. Posters promoting Give Blood appeal.
- iii. Emails have been circulated concerning the public consultation on the Greater Norwich Local Plan
- iv. Highways have been contacted re potholes within the parish.
- v. The Memorial Cross Burgh. Grant applied for.
- vi. Norfolk Local Council is offering training to councillors and Clerks.
- vii. Communication from Pensions authority.
- viii. Windfarm Projects. (Vattenfall and Hornsea)
- ix. Notification of Aylsham Neighbourhood Plan consultation period received.
- x. Bure Navigation trust
- xi. Updates for Data Protection Act
- xii. Spring Conference 06/03/2018

9. Planning: New planning applications. Heath Farm Cottages Tuttington Planning No 20172147 supported. There were no enforcement notices.

10. Finance: The Clerk presented the Parish current accounts. The cheques prepared for the last meeting have been processed. (Reminder that the balance includes £895 grant from Broadland District council and £189 lodged from a Tuttington village fund raiser.)

- a. Cheque 100291 £120 Burgh Churchyard. Cheque cancelled and new cheque 100296 £120 prepared and delivered for St Mary's Church Burgh PCC.
- b. Cheques presented at this meeting
 - i. 100297 £645.98 clerk's pay.
 - ii. 100298 £239 Parish council Computer cancelled as amount should be £329.
 - iii. Cheque 100299 J Winterbourne parish council computer.

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- c. Forward planning: Items of expenditure for 2018 have been circulated. Items agreed at the last meeting will be implemented once the parish precept has been received.
- d. In the light of recent developments it would be helpful for the subcommittee to continue to review current expenditure and proposed expenditure.
- e. Current balance sheet.
- f. The precept form has been received by the district council.

11. Date and Venue for Annual Parish Meeting: Wednesday 23/05/2018

12. ADJOURNMENT FOR PUBLIC DISCUSSION:

- a. Jeremy Hickling requested that the parish website be kept up to date and brought up to date. Councillor Colin Piggott apologised for omitting to the recent minutes and dates. He explained the work being done to update the parish website and to move it onto the NALC website. He explained that plans were in hand to cover more village events and links. E.g. Burgh fete 04/08/2018.
- b. Fly tipping a continual and growing problem. Rubbish on private land remains the landowners' responsibility. Evidence of ownership needed to obtain a conviction.
- c. Cllr David Harrison commented on the effects of government cuts on local budgets. He expected closer links between some district councils.

The meeting went back into session.

13. Report on meetings attended:

- a. The clerk attended the annual meeting for parish clerks and councillors. The format had been changed to have shorter presentations and the opportunity for attendees to sample focus groups with key council personnel. I sat in on a governance session with the head of democratic services. He was able to confirm that the updates the parish council had put in place were accurate. Another session on budget and precept supported the rationale of our changes. The issue of using the CIL grant of £895 proved problematic. The money should only be used for some form of development. In theory the grant could be reclaimed by the developer if not used. Further consideration will be given to using the grant.
- b. Mrs R Topping was unable to attend the last SNAP meeting.

13. Any Other Business: No other business

14. Future Dates:

APC 14/05/2018	10/09/2018	03/12/2018	04/02/2019	APC 13/05/2019
Tuttington Church 7:30 p.m.	Tuttington Church 7:30 p.m.	Burgh Reading Room 7:30 p.m.	Burgh Reading Room 7:30 p.m.	Tuttington Church 7:30 p.m.

There being no further business the meeting closed at 8:55 p.m.