

## There were 8 residents present.

Present; Mrs Judith Holloway, Mr F Hurrell, Mr R Llewellyn, Mr C Piggot, Mrs Rosemary Topping, Mrs C Taylor and Mr J Winterbourne (Clerk)

1. Vice chair Rosemary Topping took the chair and welcomed councillors and residents.
2. Apologies for absence: There were 2 apologies for absence from parish councillor David Papworth and district councillor David Harrison.
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 3 declarations.
  - a. Rosemary Topping declared an interest in an item as she is secretary of Burgh Reading Room.
  - b. Judith Holloway declared an interest in an item on the agenda as she is vice chairperson of Burgh Reading Room.
  - c. Frank Hurrell declared an interest in an item on the agenda as he is a trustee of Burgh Reading Room.
4. Minutes of previous meeting: The minutes of the previous meeting 11/09/2017 were accepted and signed by vice chair Rosemary Topping.
5. Matters arising:
  - a. Declaration of interests: Policy statement accepted and placed on parish website
  - b. NALC: Parish Council now a member.
  - c. Parish Council Insurance: Zurich
  - d. Policies:
    - i. Declaration of interests accepted 11/09/2018 to be reviewed 04/05/2018
    - ii. Complaints to be reviewed 04/05/2018
    - iii. Guidelines for adjournment for public discussion. Accepted 11/09/2018 to be reviewed 04/05/2018.
    - iv. Risk register. Still being compiled. The register is a working document.
      1. Burgh: Parish Council is responsible for the maintenance of the coronation seat, the Village sign and noticeboard originally supplied by village. Further investigation has revealed involvement from parish council in the maintenance of the area.
      2. Tuttington: The Village Green in Tuttington is regarded by the district council as a village amenity. The District Council do not at present own the Green. As such it is maintained by the District Council. The parish insurance is happy to cover risks for official events on the Green providing a risk assessment is carried out and the householders with rights over the Green give their written permission. (It has yet to be established who owns what.) The noticeboard

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and bench should be maintained by the parish council through the parish precept.

3. Discussion ended with a proposal for the parish council to include maintenance of assets through the parish precept. This would also apply to the memorial seat, noticeboard and sign in the Burgh amenity area. It was unanimously agreed that £300 should be included in the precept budget to cover future needs.
  4. Parish records recommendations from previous meeting are being implemented.
  5. Finance recommendations from previous meeting are being implemented.
  - e. SAM System neighbouring parish councils have decided not to proceed because of cost.
  - f. Defibrillator No decision can be made as still awaiting village consultation.
6. Report of sub-committee presented by Councillor Colin Piggott.  
3rd October 2017  
Held at 2 Chapel Close, Tuttington

Attendees, Rosemary Topping, Joe Winterbourne, Colin Piggott

Item 1 – Road sweeping: Joe is has contacted environmental services. Next sweep is scheduled for 31/10/2017. The existing route is between the 30 and 60 sign in Burgh Road. The girl in the office will check on whether the route merits being extended.

Item 2 - Ditch Digging: Joe has contacted the council to ensure the ditches are maintained to improve road conditions, i.e. flooding.  
The digging has been done. Check at the PC meeting if any outstanding.

Item 3 – Banningham Bridge: It was reported at the last PC meeting that there was a lot of fall away at the edges of the road around the bridge. Rosemary stated there had been work done to improve this. Need to check out that work is sufficient. Fall away has been repaired and hazard poles erected.

Item 4 – SAM: Mo of Banningham parish council has established the costs ae approximately £3k. There are further costs for moving the SAM as it cannot be left in one location. It is up to volunteers to do the moving of the system. On this basis Banningham and Colby Parish Council decided not to go forward with SAM. Recommendation to be put to Burgh and Tuttington PC at the next meeting that we also do not proceed at this time.

Item 5 – Defibrillator: Joe has investigated the cost of the defibrillator and it is in the region of £1700. There are then further costs for set up and connection. The Tuttington Church Friends group have shown interest in this so Joe is going to do some further work. The clerk is going to do a leaflet drop in the village to gain opinion

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Item 6 - Tuttington Village Green: As we have become aware that the green is owned by a number of the houses set behind the green, we were looking at what we needed to do to ensure that we could still keep the green as a usable village amenity. After a lot of thought we came to the conclusion that there was nothing that needed to be done because although the Green is owned by 3 residents that front it, Broadland Council has confirmed that they maintain it as a village amenity. It was suggested that any group organising an activity on the Green that needed insurance over and above the parish cover would need to arrange their own

Item 7 – Budget: Training. We looked at the fact we have no training budget and with the coming election and the knowledge that a number of long serving councillors will not stand at the next election we thought we should look at setting a training budget for the next few years to cover knowledge training for the new website, training for councillors and training for the clerk. On this basis we estimated we should budget £500 for the coming year. Clerks Salary  
Given the clerks salary is relatively low on the salary scale we reviewed the workload and the salary rate. Given the extra work of the Transparency Act we decided to put to the PC the motion to upgrade the clerk's hours from 150 to 160. We also will put the motion to increase the clerk's salary scale to £9.649 as an interim step. There would be no increase in clerk's expenses. This would result in a budget increase of approximately £236.29.

Item 8 – Tuttington school bus pick up point: A parishioner has asked that we look at the pickup point for the school bus at the junction of Aylsham Road and Norwich Road. The children have no place to stand off the road except a driveway. The parishioner asked whether it could be looked into and the route changed so the pickup point was outside Vicarage Row where the road is wider and there is space for the children to stand off the road. Our suggestion was that the bus could stop further down Norwich Road and the children could stand inside the church gate. The clerk is to discuss with the bus company the options.  
Clerk contacted the company but no changes are to be made at this time.

Item 9 – Risk Assessment: The first draft of the Risk assessment was shared with the subcommittee for review and additions. Colin is to take forward further updates and Rosemary and Joe are to review and add comments so that this can come to the next subcommittee and be approved to go out to councillors for review and approval at the next parish council meeting.  
Further updates of the risk assessment completed to be put to the council to accept as a living document at the PC meeting.

Item 10 – Parish Website: It was reported that the NALC had been contacted in regard to the website, and they had replied to say that their website specialist is going to call. This has not happened yet. Colin is hesitant to do the major changes to the current website in regard to the Transparency Act documents which were approved at the last PC meeting, but will update minutes, agenda and events etc. on the current pages. Councillors agreed to go ahead in a response to e-mail from the clerk. The NALC are at present in the process of setting up the new website. It will be in the same format as the website for Denver Parish council <http://denverparishcouncil.norfolkparishes.gov.uk/>. An entry will be put on the new website directing people to the current website until the new site is ready. We have until 8/5/2018 to complete the transfer (the date our current domain name is paid until 4<sup>th</sup> May 2018).

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## Subcommittee Meeting 23/11/2017

Held at 2 Chapel Close, Tuttington

Attendees, Rosemary Topping, Joe Winterbourne, Colin Piggott

Further evidence has come to light regarding the position of the eating area at Burgh. In light of this the feeling was we should offer help toward the costs. Options to be put at the next PC meeting by the chair.

The clerk pointed out the new rules regarding smaller parishes that he is currently trawling through and will provide a more complete picture later.

We then went through the items from the last subcommittee meeting; updates are highlighted in red on the previous minutes above.

During the item for the budget discussion it was agreed that the clerk would issue a draft to councillors before the next meeting.

During the risk assessment discussion we agreed to do a final update and issue to the councillors before the PCM for acceptance as a living document.

During the website discussion Rosemary asked whether the website had a disclaimer. Colin to take up the issue with the NALC for the new website.

We discussed the issue of the clerks e-mail and the risk if he was not able to continue for some reason. Initially we thought the NALC would have an option, but Colin subsequently identified they did not.

We need to mitigate the risk – to be taken forward. The clerk then ran through the preparation for the next minutes.

### 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 but as yet no reply.
- c. The auto enrolment for pensions comes into effect this year for the parish council but at present there is no increase in the financial demands on the parish council. The compliance form has been completed.
- d. CII Income and expenditure form completed.
- e. Correspondence has been circulated.
- f.

### 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 proposed off shore wind farm.
- iv. Highways have been contacted re potholes within the parish. Highways were contacted re the road sweeping route. They promised to look into it. Highways have improved the safety of Banningham Bridge by installing reflective signs.

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- v. The Memorial Cross Burgh. Grant applied for.
  - vi. Crime report circulated.
  - vii. Investigation of ownership of The Green Tuttington confirmed it as a village amenity maintained by District Council. Grass cutting is carried out by NORSE. Insurance is available for village events
  - viii. Outdoor Community Defibrillator. Costs vary but likely to be in excess of £1700 plus installation and running costs. Further investigation needed.
  - ix. Norfolk Local Council is offering training to councillors and Clerks. No money at present is allocated in the precept/budget for training. This will be further addressed in the Finance item.
  - x. Broadband provision is improving but not everywhere will be able to receive it. A junction box has been erected in Tuttington but fibre optic provision is not yet available.
  - xi. Rough Sleeper count taking place.
  - xii. Poppy wreaths for Burgh and Tuttington villages procured. Cheque to cover payment will be presented in the finance section.
  - xiii. Communication from the police re removal of PCSOs has been circulated.
  - xiv. Communication from Pensions authority.
  - xv. Hornsea Project.
  - xvi. Precept request details have been received.
  - xvii. Notification of Aylsham Neighbourhood Plan consultation period received.
  - xviii. Change of auditors from Mazars to PFK Littlejohn
  - xix. NALC cost update
  - xx. War Memorials update
  - xxi. OIL Club posters
9. Planning: An amended planning notice 20171220 was received and circulated. The request was supported but eventually turned down by the planning committee. Planning notice 20171928 was circulated and 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 100289 £108.39 NALC
  - b. Cheques 100287 £645.98 Clerk's pay
  - c. Cheque 100288 £156 Clerk's expenses
  - d. Cheque 100290 £120 Tuttington Churchyard
  - e. Cheque 100291 £120 Burgh Churchyard. Cheque cancelled and new cheque 100296 prepared for St Mary's Church Burgh PCC.
  - f. Cheques presented at this meeting:
    - i. 100292 £190 Website fees invoices attached.
    - ii. 100293 £34 British Legion Poppy wreaths. Invoices attached.
    - iii. 100294 £895 James Ditton website Construction and maintenance.
    - iv. 100295 £190.14 J Winterbourne Website development.

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- g. Forward planning: Items of expenditure for 2018 have been circulated. Main changes include increase in clerk's pay to meet increased workload, funds for training and NALC costs (increase by 1.93%.plus £30. Discussion attempted to resolve two issues: ownership of the sign and the amenity area in Burgh and the refurbishment costs involved in maintaining the assets. **Councillor Frank Hurrell summed up the discussion and proposed that all maintenance costs are met by the parish council.** This would add a further £300 to the proposed precept this year and would be reviewed yearly. The proposal was accepted unanimously. Vice chair Rosemary Topping offered to consult with the original owners of the Burgh seating area in the New Year to clarify ownership.

h.

Proposed Expenditure 2018	
Clerk's Pay	£1,543.84
Clerk's Expenses	£156.00
Burgh St Mary's church	
Burgh PCC	£120.00
Tuttington Graveyard	£120.00
Insurance	£275.00
Training	£500.00
Poppy Wreaths	£34.00
NALC	£140.45
Maintenance of assets	£300
Total	£3189.29
66% Increase	

- h. In the light of recent developments it would be helpful for the subcommittee to continue to review current expenditure and proposed expenditure.
- i. Current balance sheet: the clerk took the meeting through the new format for the accounts.
- j. Following discussion Precept set @ £3189 and form signed. Unanimous agreement.
- k. As noted in correspondence the government appointed auditors have changed from Mazars to PFK Littlejohn. (Providing there are no inaccuracies there shouldn't be any charge.)

11. ADJOURNMENT FOR PUBLIC DISCUSSION:

- a. Bob Brewer expressed his satisfaction at the good acoustics of the reading room versus the echoes in Tuttington church.
- b. Jeremy Hickling passed on Chrissie McVeigh's thanks for the improvement in the road sweeper rota. He indicated that the estimated refurbishment costs for the village sign did not include taking down and putting up. He volunteered to cover that aspect of the task. It was agreed that lights could be placed on the tree.

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c.

The meeting went back into session.

12. Report on meetings attended: Rosemary Topping indicated that communication was sporadic concerning the SNAP meetings. Action point Clerk to contact PC Andrew Mason

13. Any Other Business: No other business

14. Future Dates:

Meetings for 2017/18	11/09/2017	04/12/2017	05/02/2018	AGM 04/05/2018
All meetings start at 7:30 p.m.	Tuttington church	Burgh reading room	Burgh reading room	Tuttington Church

Agenda item for next meeting date of Parish annual meeting. (Meeting should take place in May 2018.)

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