

Minutes of Burgh and Tuttington Parish Council Meeting to include AGM held on Monday 09/05/2016 held in Tuttington Church at 7.30 p.m.

There were 7 residents present.

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

1. The Clerk welcomed Parish Councillors and members of the public to the Parish Meeting. He thanked the councillors for their patience in dealing with his absence from the previous meeting and to Andra Papworth for stepping in as clerk at short notice...
2. Nominations were sought for the posts of Chairman and Vice chairman.

Chairman: David Papworth	Proposed	Mr F Hurrell
	Seconded	Mrs R Topping
Vice Chairman: Rosemary Topping	Proposed	Mrs J Holloway
	Seconded	Mr R Llewellyn

3. Adjournment to AGM

- a. Presentation of accounts. The accounts have been audited by Mr D Cooper. Unfortunately this will be the last year we can use his services. He has carried out this important role free of charge for many years. I would like on your behalf to send a formal letter of thanks. There are two qualified people I can approach. We have stayed in balance. Our assets include £895 which was a grant from Broadland as our share of the development of Vicarage Row. It also includes £125 which was placed in the account for safe keeping and a further £422. These two sums are reserved for Tuttington community use. There has been a payment of £10 for rent for the land in Burgh. The precept of £1800 was requested and £1808 received. In December a precept of £2100 for 2017 was requested.
- b. Chairman's/ Clerk's report: The issues that have come before the Parish Council have been mainly dictated by the rural nature of the parish council.
 - i. The Parish accounts have been presented at each meeting detailing income and expenditure. This will continue. In this way no change to our procedures will be necessary to comply with '*Governance and Accountability for smaller Authorities in England*'
 - ii. The email address burgh.tuttingtonparishcouncil@gmail.com was brought into use and has worked well.
 - iii. Details of Professional/personal details were brought up to date. Copies were passed to Broadland Council and one copy returned to individuals.
 - iv. Planning re
 1. 11 The Street Burgh discussed and supported.
 2. Scrutiny of the planning application for the anaerobic digester in Aylsham resulted in comments being forwarded to the planning committee. The plan

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was initially rejected but passed on appeal. However important caveats regarding proposed routes were inserted in the planning appeal decision.

3. 10 Common Lane Tuttington. Planning for demolition of existing building and erection of new building was discussed and supported.
 4. Church Farm Change of opening to allow new access discussed and supported.
 5. Thieves Lane. Planning request for erection of new garage/ shed has been circulated.
- v. We were pleased that Councillor David Harrison attended as often as his duties allowed and brought us up to date with Council decisions.
 - vi. The possibility of a Local Development Plan was discussed at meetings and workshops. The Parish Council decided not to develop a plan at present.
 - vii. Our newest Parish Councillor Colin Piggott was elected. This brought the Parish council to full strength.
 - viii. A meeting on site was held to highlight problems at the Burgh Road / A 140 junction. The difficulties remain. However changes to restrict the mass parking on verges on Car boot Sale days are being implemented.
 - ix. The safety of the parish was raised with the chief fire officer. The parish council was assured that the fire service had up to date plans showing all fire hydrants. The chairman is keeping an eye on the situation.
 - x. The sewerage system serving Vicarage Row in Tuttington continues to be a source of concern.
 - xi. The current 'Localism Act' was discussed. This gives Parish councils the right to be entrepreneurial if they wish providing several conditions are met. At present the Parish Council is not looking to engage in any entrepreneurial schemes.
 - xii. Attempts have been made to secure finger posts in vulnerable parts of Tuttington village. Highways have rejected these requests.
 - xiii. A meeting on site was held by interested parties to discuss the flood risk of the river bure. It was agreed by all parties that provided the sluice gates at Burgh Mill are maintained and operated appropriately that there is no significant risk.
 - xiv. A number of contacts were carried out by the clerk and the highways to resolve ongoing issues of potholes. These were largely successful. As a council we actively pursued the problem of fly tipping and successfully alerted the council to have items removed from the parish.
 - xv. The issue of speed through the parishes was regular topic. Various ideas were discussed at meetings drawing on PSO Brian Levy' experience and looking wider afield. The most promising solution centred on the use of SAM system. The exact cost has

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proved difficult to pin down and naturally without firm figures the acquisition of equipment has not been sanctioned. General agreement on sharing has been any such equipment has been forthcoming.

- xvi. As an employer we must comply with the new Pensions legislation. It will be mandatory in 2017. At present we do not have to make any financial provision.

- c. Burgh Memorial Seat. Everything is neat and well cared for.

- d. General Discussion

- i. It was agreed that at present there was no need for a Local Development Plan

- ii. There continue to be problems with potholes that occur in access road to Tuttington but really come under Aylsham.

4. There was 1 apology for absence: PCSO Brian Levy. Unfortunately PCSO Brian Levy retired.

5. The minutes for 09/03/2016 had been circulated accepted and signed by the chairman.

6. Matters arising:

- a. Still some concerns concerning the routes to be used for the new anaerobic digester in Aylsham. Details of the proposed transport routes awaited.

7. Clerk's report: There are some additional points to those covered in the AGM report but these will be covered in the following points on the agenda

8. Correspondence:

- a. Some general promotional literature most of which refers to playground equipment.

- b. Pension update

- c. Emails have been circulated.

- d. Parish Pages is undergoing a review since Richard Squires retired.

- e. Planning details have been forwarded.

- f. Land at Wood Lane Burgh. Confirm we wish to raise a new lease. An email from Barbara Hornbrook asks that 'it would be helpful if we could explain the reason for our request.'

Discussion showed that there was no strong reason to continue the lease. The district Council

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could rescind the lease. Mr Grix could liaise with the District Council direct. The District Council could dispose of the land as they saw fit.

- g. Local site Plan. This was first proposed in 2012. Broadland council propose to adopt the Site Allocation Development Plan as part of adopted Local Plan for the district. A CD has been produced. Copies of the letter which contains the contact details to view it on line were passed out.
- h. Transparency Act: Our external auditors have drawn our attention to The Transparency Act. This now forms page two of the external audit form entitled Annual governance statement. Essentially it states that as a Parish Council you have had oversight of expenses and income and that this transparency is also available to the public. The Act is also keen that there is greater openness with the public. Funds are being made available for printing equipment and websites. We are on track to go live. The Chairman reiterated his belief that "The Members of the Parish Council are transparent in everything they do." All agreed. Thanks to the work James Ditton has done in developing a parish website.

9. Planning: One planning application has been received for the erection of a garage/shed in Thieves Lane – supported. There are no outstanding planning or enforcement notices.

10. Finance:

- a. One cheque will be presented to cover the cost of Parish insurance. Zurich has asked to quote for the insurance. I will email everyone with the current quote from AON and the Zurich quote.
- b. The Clerk presented the Parish current accounts. The cheques prepared for the last meeting have been processed. They were 100247 HMRC £101 and 100475 544.98 the balance of the Clerk's pay. Our balance is £2399.08 (Reminder that the balance includes £895 grant from Broadland District council and £125 + 422 lodged from a village fund raiser.)
- c. The Precept form duly signed by the chairman for £2100 has been sent off to Broadland
- d. Full accounts have been audited by Mr David Cooper. Annual Audit was presented for signing. Copies of Councillors responsibilities distributed. Notice inviting the public to examine the accounts must be displayed for 30 working days between June and July.
- e. Precept £2100 has been received.

11. ADJOURNMENT FOR PUBLIC DISCUSSION:

- a. Mr N Grix pointed out that the land in Burgh had originally been playing fields for council houses. Now designated as playing field for village. The land still belongs to Broadland district council.

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- b. Potholes remain a problem in the parish. However a good job had been done on potholes in Church Lane Burgh.

- c. Concern over depth of holes appearing in areas used as pull offs. It was not clear whose responsibility it was to fill them in.

12. Report on meetings attended: The Clerk met with Brian Levy. Current Crime Reports are difficult to access. The Clerk was asked to pursue access to crime reports.

13. Any Other Business: None

Meetings for 2016	07/03/2016	AGM 09/05/2016	05/09/2016	05/12/2016
	Burgh Reading Room	Tuttington Church	Tuttington Church	Burgh Reading Room

There being no further business the meeting closed at 8:30 p.m.