

Draft Minutes for Burgh and Tuttington Annual Parish Council Meeting held on Monday 15/05/2017 held in Tuttington Church at 7.30 p.m.

There were 38 residents present.

Present; Mrs Judith Holloway Mr F Hurrell, Mr R Llewellyn, Mr D Papworth, Mr C Piggot, Mrs C Taylor, Mrs Rosemary Topping, and Mr J Winterbourne (Clerk) Cllr Steve Riley. PC G Shepherd. The clerk welcomed the parish councillors and members of the public.

There were no apologies for absence from parish councillors. Councillor David Harrison had a prior meeting.

1. The clerk welcomed councillors and members of the public.

2. Election of officers

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|------------------------------|---------------|----------|----------------|
| a. Election of chairman: | Mr D Papworth | Proposed | Mrs R Topping |
| | | Seconded | Mr F Hurrell |
| b. Election of vice chairman | Mrs R topping | Proposed | Mr D Papworth |
| | | Seconded | Mr R Llewellyn |

3. Declaration of interests: Mr D Papworth declared his interests as a local farmer

4. Future dates: 11/09/2017, 04/12/2017, 7th Feb 2018 4th May 2018

5. Review of policies:

a. Insurance Zurich

b. Risk To be reviewed.

c. Behaviour: In the light of recent meetings this needs to be firmed up to ensure that public and councillors are protected from verbal attacks and malicious statements.

d. Complaints . Policy is in place

e. Website confirm costs and use

f. Join NALC

i. A sub-committee was set up to review policies, set the budget, review clerk's pay and performance.

6. Audit: presentation of audit. The audit has been prepared with the help of internal auditor Mrs P Hampstead who has signed them off.

a. The Governance Statement had been circulated prior to the meeting. The councillors confirmed their adherence to it.

b. Reminder that end of year accounts need to be on the website

c. All items above £100 to be listed.

7. Chairman's report: Chairman's Remarks/report

The parish council has held five meetings this year. During the year the parish has been concerned with a number of issues.

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The issue of speeding traffic has been a fairly constant issue. As a council we have considered various ways to mitigate this. We met with our PCSO at the time Brian Levy. We examined the feasibility and cost of a SAM system. Aylsham Road in Tuttington has been resurfaced. An onsite meeting was held at the junction of Burgh Rd and A140 to consider the health and safety aspects of the junction. It was agreed the proposed new roundabout would hopefully address our concerns. Now built and functional.

Restrictions on parking on the verges of A140 have been introduced.

Signposts in the parish have been renewed/replaced.

Potholes: The rangers have regularly visited the parish and in general have been very helpful in filling potholes but they are limited in the repairs they can carry out. The informal pull ins at the sides of the road are becoming a danger but are not directly Highways responsibility. Anyone is free to report potholes etc. to highways.

Traffic to and from the anaerobic digester at Scottow has been the burning issue so far this year. As requested we held an additional meeting to focus on this. Attempts to resolve the issue are still on going.

Fly tipping is an expensive problem.

The footbridge leading to Cradle Bridge has been repaired and refurbished.

The Development Management Plan has been adopted into the Local Plan.

The new Governance and Accountability comes into effect this year. This will effect a change of external auditors but will not cause any change to the parish council procedures.

We are continuing to develop our website to comply with the Transparency Act.

Scrutiny of planning issues is an important responsibility of the parish council. We have been able to support a number of planning applications within the parish. We added our concerns to the planned digester in Aylsham which has now been withdrawn.

The War Memorial in Burgh has been given Grade 2 listed designation and will need refurbishment.

We have appointed Mrs Pat Hampstead as our internal auditor. Mazars continues to be our government appointed external auditor until the new Governance and Accountability Act comes into play.

8. Memorial seat: Everything neat and tidy. Many thanks to Burgh residents who look after the site. Reminder any refurbishment or repair should be agreed by the parish council to be covered by parish council insurance. Judith Holloway agreed to keep a general eye on things.

9. Adjournment for public discussion: Police officer Greig Shepherd brought the meeting up to date re policing in the area. CM emphasised her concern about drink driving based on the number of beer cans thrown from vehicles. Requested increased police sweeps. RM Signage on A140 was felt to be inadequate. Additional signs have been ordered. This is a highways matter. The discarding of lighted cigarette butts was raised especially in view of the increasing warm weather and the threats to wild fires.

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10. The minutes for 27/02/2017 had been circulated accepted and signed by the chairman.

11. Matters arising:

- a. The outcome was a request to the parish council to call a special meeting to discuss the impact of traffic especially that from Scottow on the parish and to seek solutions. Everyone was to be invited.
- b. Transparency Act : the implementation of the act was mainly through the development of the parish website. This has distinct financial implications.
- c. Land in Burgh: No further details. Clerk to follow up progress.
- d. War Memorial: : The Secretary of State for Culture, Media and Sport has decided to add Burgh-Next-Aylsham War Memorial to the List of Buildings of Special Architectural or Historic Interest. The memorial is now listed at Grade II. Councillor Frank Hurrell made an assessment. Lead lettering needs renewing. Plinth needs refurbishment. 3 quotes will be needed.

12. Minutes of special parish meeting of 03/04/2017 were presented. The minutes were agreed and signed by the chairman.

13. Matters arising

- a. Clarification of planning issues. No representation from Aylsham Growers Renewables who had been charged with reporting back on the planning issues. Letter from Steve Riley to Planning elicited the information that no planning requirements had been broken. It emerged that a meeting had taken place between the Burgh action group and representatives of Aylsham Renewables Growers. There was a reluctance to share the outcome of the meeting.

14. Clerk's report:

- a. Time was mainly taken up with organising the special meeting on 03/04/2017. MPs were contacted and Keith Simpson attended. Local parishes were contacted and Oulton and Colby and Banningham councillors attended and made several helpful comments. Aylsham Growers Renewables attended in the person of their chairman Mr Mutimer who attempted to respond to questions as they were put. Several members of Burgh action group were vociferous in their condemnation of the chairman Mr David Papworth such that much of the discussion on anaerobic traffic which was the purpose of the meeting was lost.
- b. A pre grant form has been sent requesting financial support to refurbish the Burgh memorial Cross. It has been noted that Phil Letman offered to help if any fund raising was needed to bring about its refurbishment.
- c. The application for a grant towards implementing the Transparency Act is ongoing.

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- d. End of year accounts have been audited by our local auditor Mrs P Hampstead. She has overhauled our system and made several positive comments that will be referred to under finance.
- e. 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.
- f. The footpath leading to Cradle Bridge in Burgh has been repaired and partially rebuilt.(Thanks to Colin Campbell for lending his support to this issue.)

15. Correspondence:

- a. Some general promotional literature most of which refers to play equipment.
- b. Posters promoting Give Blood appeal.
- c. Emails have been circulated concerning the proposed off shore wind farm.
- d. Highways have been contacted re potholes within the parish.
- e. The Memorial Cross Burgh. Grant applied for.
- f. Crime report
- g. Planning
- h. CRPE letter
- i. Email containing a list of concerns re traffic through Burgh
- j. Village sign in Tuttington beginning to look faded.

16. Planning: No new planning application : There were no enforcement notices.

17. Finance:

- a. The Clerk presented the Parish current accounts. The cheques prepared for the last meeting have been processed. Two cheques 100282 poppy wreaths and 100285 village tables had not been cleared as at the 31/03/2017. Our net balance is £2262.27 (Reminder that the balance includes £895 grant from Broadland District council and £189 lodged from a Tuttington village fund raiser.) Accepted.
- b. The internal auditor emphasised the need to be totally transparent and suggested that all expenditure was covered by invoices or receipts. This should include the village churchyard grants and continue the practice of having the clerk's pay minuted. She helped redesign the worksheet used to prepare the external auditors report and was pleased to confirm the accuracy of the accounts.

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- c. Forward planning: In the light of recent developments it would be helpful to have a sub committee to review current expenditure and proposed expenditure to bring forward our budget to the September meeting.

18. ADJOURNMENT FOR PUBLIC DISCUSSION:

- a. Anaerobic Digester traffic: Councillor Steve Riley indicated that this was a national issue.
- b. Local action group had had a meeting with AGR
- c. Details of maps and planning had been sent to the Chairman and lodged with the clerk.
- d. Disappointment that the clerk had not contacted AGR.
- e. Request for member or members of the council to join the Burgh action group. Mr D Papworth offered his help.

The meeting went back into sessions Report on meetings attended:

19. Any Other Business:

Tuttington Village sign: It had been mooted that it might need refurbishing. Clive Taylor clarified that the sign was a painted one and was regularly cleaned. He had refurbished the support.

Damage to wall opposite Tuttington church.

| Meetings for 2017 | 27/02/2017 | AGM 15/05/2017 | 11/09/2017 | 04/12/2017 |
|---------------------------------|--------------------|-----------------------|-------------------|--------------------|
| All meetings start at 7:30 p.m. | Burgh Reading Room | Tuttington Church | Tuttington Church | Burgh Reading Room |

There being no further business the meeting closed at 9:20 p.m.