

Draft Minutes for Burgh and Tuttington Parish Council Meeting held on Monday 11/09/2017 held in Tuttington Church at 7.30 p.m.

There were 14 residents present.

Present; Mrs Judith Holloway Mr F Hurrell, Mr R Llewellyn, Mr C Piggot, Mrs Rosemary Topping, 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 councillors. Councillor David Papworth, Councillor Caryl Taylor.
3. Declaration of interests: The chairman for the evening, Rosemary Topping, asked councillors to declare any interests they might have in any item on the agenda. There were no declarations.

Declaration of interests must be on every agenda. It is mandatory that councillors state clearly any pecuniary interest they have in any agenda item. A formal Code of Conduct Complaint was made against Councillor David Papworth on the grounds that he had not fully disclosed his interests as they pertained to farm traffic and Aylsham Growers Renewables. The complaint was investigated by Martin Thrower head of democratic and monitoring services. His report and findings were sent to the parish council and the complainants. The report made clear that there was no deliberate attempt to mislead the council by Councillor David Papworth. *'Mr Papworth should have declared his interests at the meetings held on 27 February 2017, 3 April 2017 and 15 May 2017 and stood down from the chair. I am satisfied that Mr Papworth had no ulterior motive for taking this course of action and I am assured that his only purpose was to ensure that this matter was discussed and that his fellow councillors entrusted him to undertake this role. I welcome Mr Papworth's apology for his failure to declare his interests and stand down from the chair. It is suggested that the apology be a matter of public record.'* Councillor David Papworth's apology was printed in full in the report. *'If I have failed to adequately declare my interests, I wholeheartedly apologise, it was totally not my intention. We understand that the Burgh Action Group have since had a meeting with the Aylsham Growers' manager to fully discuss the situation which was fruitful.'* In his email to the clerk containing the code of conduct complaint Mr Thrower states *'You will recall that under the provisions of the Localism Act 2011 under which complaints are assessed, the range of sanctions open to me to recommend are very limited. In this particular case I consider that Mr Papworth's offer to formally apologise for his actions is an appropriate and proportionate sanction to impose. In addition your offer to review the parish council's own procedures to ensure a consistent approach in convening and recording meetings is welcomed.'*

- a. Proposed that the report and findings re the Code of Conduct complaint be accepted.

Proposer: C Piggott
Seconder: R Llewellyn

- b. Proposed that Councillor David Papworth's apology be placed on public record.

Proposer: C Piggott
Seconder: J Holloway

The councillors had been circulated with a Code of Conduct document. It was agreed that the Code of Conduct would be published in the minutes.

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Proposed: Richard Llewellyn

Seconded: Frank Hurrell

Code of conduct to be circulated and placed in the minutes.

Reviewed 05/08/2017

Next review 04/05/2018

BURGH & TUTTINGTON PARISH COUNCIL MEMBER'S CODE OF CONDUCT

1. *You are a member or co-opted member of Burgh and Tuttington Parish Council and hence you shall have regard to the following principles:*
 - i. selflessness,*
 - ii. integrity,*
 - iii. objectivity,*
 - iv. accountability,*
 - v. openness,*
 - vi. honesty, and*
 - vii. leadership.*

2. *Accordingly, when acting in your capacity as a member or co-opted member:*
 - 2.1. *You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.*
 - 2.2. *You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.*
 - 2.3. *When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.*
 - 2.4. *You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.*
 - 2.5. *You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions*
 - 2.6. *You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in paragraph 3 below.*

- 2.7. *You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.*
- 2.8. *You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.*

3 *Registering and declaring pecuniary and non-pecuniary interests*

- 3.1. *You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.*
 - 3.2. *In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.*
 - 3.3. *If an interest has not been entered onto the authority's register, then the member must disclose the interest to any meeting of the authority at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.*
 - 3.4. *Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.*
 - 3.5. *Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by your authority.*
 - 3.6. *A sensitive interest is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.*
4. Minutes of previous meeting: The minutes of the previous meeting 15/05/2017 were accepted and signed by Vicechair Rosemary Topping. (Minutes adjusted to include permission given to Jeremy Hickling to clean the Burgh village sign in compliance with parish insurance recommendations.)

5. Report of sub-committee presented by councillor Colin Piggott.

Report of sub committee

Purpose of sub committee: The sub committee was set up at the parish meeting on 15/05/2017. The members were Mr D Papworth chairman, Mrs Rosemary Topping vice chair, Mr C Piggott councillor, Mr J Winterbourne Clerk. The aim of the committee was to review existing policies, review the clerk's standing orders and pay to join NALC and start preparations for the budget ready for the meeting to discuss the precept at the meeting 04/12/2017

Policies

In discussing the parish council's policies, it became clear that joining the National Association of Local Councils was essential. The parish councillors were consulted by email and unanimously agreed to authorise the clerk to obtain costs and prepare a cheque for signing. This was done and sent off. The parish council is now a member of NALC.

Transparency Act: This has been in place since 2014. One of its requirements is that the parish council sets up a website. This has occurred and the parish council has obtained a grant to help defray the setting up and running costs. The grant will allow the parish council to purchase a computer that can be used to facilitate parish business and act as a repository of documents. The computer will remain the council's property. It is hoped that once the membership of NALC has become active that the council's website can be subsumed into the NALC website and thus reduce running costs.

Behaviour at parish meetings

One of the outcomes from the recent meetings was that the protocol for Adjournment for Public Discussion needed to be made clear. The following explanation and guidelines are recommended for acceptance by the parish council.

Chairperson Rosemary Topping read out the policy agreed for Adjournment for Public Discussion.

Burgh and Tuttington Parish Council Adjournment for Public Discussion

Burgh and Tuttington Parish Council welcomes and encourages members of the public to attend their meetings. In fact by law members of the public must be admitted to all meetings of the full council and its committees. However, the law does not allow members of the public to take part in the debates.

The council, like many other parish councils in England and Wales, gives members of the public an opportunity to speak under Adjournment for Public Discussion.

We do this by temporarily adjourning the meeting; this allows the public and our District and County Councillors an opportunity to speak.

If you wish to raise a point which does not relate to an item on that evening's agenda you are free to do so. However, the council's discussion of the point might have to be delayed until a subsequent meeting as the council is unable to make a decision binding in law (this is particularly relevant to financial decisions) unless a specific item is included on the agenda.

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Members of the council are always willing to discuss topics put forward by the public. Our agenda is prepared about 14 days before the next meeting, so any items would have to be forwarded to the clerk at least 21 days before the next quarterly meeting. Although this might seem a long time in advance the council is required by law to publicise its agenda at least three clear days before each meeting, these days do not include the day of issue or the day of the meeting.

Guidelines for Adjournment for Public Discussion

- *The Chairman controls this session, other Councillors do not participate unless invited to do so by the Chairman.*
- *The Chairman will request each speaker to identify themselves and give their address or representative body.*
- *Each speaker can speak for up to 3 minutes or as decided by the Chairman (if there is a keen interest in an issue, it is sensible for a spokesperson to be identified to speak rather than the same point being repeated).*
- *A person should raise his/her hand when wishing to ask a question and then stand when invited to speak (except of course if that person has a disability or is likely to suffer discomfort).*
- *The question should be directed to the Chairman. It may be that the Chairman invites the Clerk or other Councillors to respond to your question.*
- *Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman shall direct in which order this will be.*
- *It is expected that the parishioners will behave in an orderly and polite manner at all times during the parish meeting.*

Latest review by Parish Council 5th August 2017

Next review 4th May 2018

Proposed: Richard Llewellyn

Seconded: Frank Hurrell

Parish Council Insurance Policy

The current parish council policy with Zurich covers the needs of the parish council.

Risk Registers

A risk register is being compiled.

Burgh: Coronation Seat, village sign, Noticeboard, Land on which these stand, Memorial Cross.

Tuttington: Seat on the Green, noticeboard on the Green.

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.)

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Parish records. There is a written copy of minutes in the minutes folder. The minutes are also published on the parish website www.burghandtuttingtonparish.uk in compliance with the Transparency Act. It is recommended that the clerk places a copy of important docs on a memory stick or similar device.

Finance

Financial risks are managed by requiring two councillors to sign each cheque.

Cheques are presented and noted in the minutes at each meeting.

A financial statement is prepared for each meeting.

An internal audit is carried out once a year.

An external audit is carried out once a year

Notice of availability is published on village noticeboards and parish website.

Recommendation 1 from internal auditor. Ensure an invoice/receipt is obtained for every expenditure.

Recommendation 2 Clerk to explore obtaining online read only access to parish bank account for clerk and chairman.

Complaints Policy.

Existing policy is working. Code of Conduct to be attached to it.

Reviewed 30/08/2017

Next review 4th May 2018

SAM System Update. Costs of system and possibility of sharing use is being examined with Banningham and Colby.

Defibulator

Basic costs are around £1700 plus installation and training costs. No provision in the budget at present. Parish to be consulted.

The sub committee will continue its work.

6. Village Amenities:

- a. Burgh – Village sign, Coronation Seat, Noticeboard, Land on which these items are placed, Memorial Cross
- b. Tuttington – Seat on Village Green, noticeboard on village Green.

These items were originally purchased by the villages. The Coronation seat in Burgh was taken over by the parish council in 1955. The area fell into disrepair. Rosemary Topping obtained a grant to improve the area as a villager not as a councillor. It was suggested that these items should be managed by individual villages.

7. Clerk's Report:

- a. The main issues since the last meeting have been the work in progress by the sub committee to look at updating policies and making future plans.
- b. Time was taken up dealing with the Code of Conduct complaint

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- c. A pre grant form has been sent requesting financial support to refurbish the Burgh memorial Cross but as yet no reply.
- d. The application for a grant towards implementing the Transparency Act has been successful.
- e. End of year accounts have been audited by the national auditor.
- f. 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.
- g. CII Income and expenditure form completed.

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.
- v. The Memorial Cross Burgh. Grant applied for.
- vi. Crime report circulated.
- vii. Investigation of ownership of The Green Tuttington.
- viii. Correspondence with insurers Zurich to cover Balsam Pick.
- ix. Outdoor Community Defibrillator. Costs vary but likely to be £1249 plus installation and running costs. Further investigation needed.
- x. Community Enterprises offer free workshops to encourage entrepreneurial businesses in Broadland.
- xi. Norfolk Local Council is offering training to councillors and Clerks. No money at present is allocated in the precept/budget for training.
- xii. Broadband provision is improving but not everywhere will be able to receive it.
- xiii. CPRE letter concerning current housing plans.
- xiv. Broadland response details that Greater Norfolk Local Plan is being developed with a view to getting ready for consultation, then examination leading to adoption by 2020. The new plan will roll forward the existing plans and set out additional requirements for new houses in the period 2026-2036. Opportunity will be provided for each parish to respond once the consultation period is open.

9. Planning: An amended planning notice 20171220 was received and circulated. The request was 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

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- f. Forward planning: In the light of recent developments it would be helpful for the sub committee to continue to review current expenditure and proposed expenditure and bring forward our budget to the December meeting.

11. ADJOURNMENT FOR PUBLIC DISCUSSION:

- a. C McVeigh thanked JW for help in checking Insurance for the Balsam Pick. She requested that the parish council contact the highways to ensure that the road sweeper travels from boundary to boundary.
- b. Patrick Prekopp asked if the grant obtained for the implementation of the Transparency Act could be used to improve the parish website. Rosemary Topping explained that the grant was to cover existing costs. Any suggestions to improve the website would be gratefully received.
- c. Jeremy Hickling asked if the Burgh Village sign would be the responsibility of the Burgh village. He asked if the parish council would be prepared to make a contribution. He shared with the parish council that he had obtained 3 quotes.
- d. C McVeigh suggested that both village signs may both need refurbishment and could be carried out as a joint venture
- e. June Rumsby expressed her concern over the ownership of the Green in Tuttington. She sought clarification over who paid for the management of the Green such as cutting the Green. The clerk JW explained that the District Council did not own the Green but maintained it as a village amenity. The costs did not come out of the precept. JR asked for highways to be contacted to ensure that the ditches were properly cleared out. Finally JR drew the attention of the parish council to the poor state of Banningham Bridge.
- f. Jeremy Hickling reminded the clerk that he had omitted the permission given to JH to clean the Burgh village sign in line with parish insurance. The clerk apologised and promised to include it in the previous minutes as originally promised.

The meeting went back into sessions

12. Report on meetings attended: Rosemary Topping attended a meeting with Broadland Police to set priorities for local teams.

13. Any Other Business: No other business

14. Future Dates:

Meetings for 2017/18	11/09/2017	04/12/2017	07/02/2018	AGM 04/05/2018
All meetings start at 7:30 p.m.	Tuttington church	Burgh reading room	Burgh reading room	Tuttington Church

There being no further business the meeting closed at 8:40 p.m. p.m.