

There were 4 adult residents present.

Present; Mr C Piggot, Mrs C Taylor, Mrs J Lodge, Mr I Kinghorn, Ms C MCVeigh, Mr S Covey, Mr J Hickling, and Mr J Winterbourne (Clerk) Cllr Steve Riley

1. The parish clerk welcomed new parish councillors and the public to the annual parish council meeting.
2. Apologies for absence: There were no apologies for absence from any parish councillor.
3. Election of Chairman: Mr I Kinghorn

1. Proposed Mrs C Taylor

2. Seconded Colin Piggott

Election of vice chair: Mr C Piggott

1. Proposed Janet Lodge

2. Seconded Ian Kinghorn

4. Declaration of interests: The chairperson for the evening, asked councillors to declare any interests they might have in any item on the agenda. There were no declarations
5. Future dates: After discussion, it was proposed by Chrissie MCVeigh to increase the number of parish council meetings from four to six. All agreed.

Proposed dates: 10/09/2018, 05/11/2018, 07/01/2019 04/03/2019 APC 13/05/2019

6. Review of Policies

- | | |
|---------------------|--------------------|
| a. Insurance Zurich | Renewed 04/07/2018 |
| b. Risk | Renewed 04/07/2018 |
| c. Behaviour | Renewed 04/07/2018 |
| d. Complaints | Renewed 04/07/2018 |

Acceptance and renewal of policies subject to review at September meeting. All agreed to read the policies and feedback comments to Colin Piggott within a month.

7. Audit: Governance Statement: A number of items needed to be approved and signed off. Our internal auditor has checked the accounts and prepared the audit sheets that must be sent to the external auditors PFK Littlejohn. The auditors are decided by the Government. They specify which forms must be placed on the parish website. The parish council has missed the published final date for these forms but has been granted an extension until 07/07/2018.
 - a. The accounts for the end of the 2017/18 tax year were presented.
 - b. The clerk took the meeting through the audit sheet by sheet. The checklist will be filled in at the conclusion of this meeting.
 - c. The inspection period should include the first 10 days of July. As we were not quorate until 04/07/2018, this was not possible but the external auditors have been informed.
 - d. Certificate of Exemption. The sheet will be signed at the conclusion of this meeting.
 - e. Annual internal Audit Report. The form has been signed off by the internal auditor Patricia Hampstead. I would like to record our thanks to her for her help and thoroughness.

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- f. The Annual Governance Statement 2017/18. This alongside the actual accounts is the core of the audit. (Read the sheet). The sheet will be signed off at the end of the meeting.
- g. Accounting statements: This form will be signed off at the end of the meeting.

Annual Audit accepted

Proposer

Caryl Taylor

Seconder

Simon Covey

- 8. Chairman's report: No report from previous chairperson as resignations had taken place. New chairperson Ian Kinghorn looked forward to fulfilling his role and delivering a report at the next annual parish meeting.
- 9. Report on Burgh Memorial Seat Area: This report is usually compiled by a councillor who lives in Burgh. The area is neat and tidy. The village sign is the subject of a grant application to Tesco for its refurbishment. At the last discussion Jeremy Hickling had done some research into the costs.
- 10. Adjournment for discussion:
 - a. Short discussion on refurbishing Memorial Seat area in Burgh. Agreed that councillor Jeremy Hickling would progress matters once the sum available was known. Clerk to circulate information once it becomes available.
 - b. Bob Brewer congratulated the new councillors on their election. He expressed his personal view that he was concerned that both chairperson and vice chair lived in Tuttington. The chairman reminded him that the councillors were councillors for the whole parish not just the village in which they happened to reside. All councillors agreed vigorously with this view.
 - c. Phil Letman raised general concern over the need to be vigilant as to the implications of wider planning, infrastructure and environmental issues. The discussion broadened to involve sewerage and pollution issues stemming from Aylsham. Councillor Simon Covey expressed his view that this was of special interest to him and offered to take on these issues.
 - d. Report from District councillor Steve Riley
 - i. He congratulated the new councillors on their election. He explained the background to planning and urged the parish council to make use of district councillors to bring important issues before council. He emphasised that good planning control was about looking for balance between residents, parish council and district council. He urged the parish council to send a response to the Norwich Development Plan. Aylsham at present is not allowing any further residential development until the sewerage issues have been dealt with. He agreed with the earlier views expressed that it paid to be vigilant.
 - ii. Consultation between South Norfolk and Broadland is likely to lead to a feasibility study. Feasibility studies can be risky one party can walk away leaving a financial commitment.
 - iii. Contact environment agency about pollution levels.
- 11. Minutes of previous meeting: The minutes of the previous meeting 04/12/2017 were accepted and signed by the chairman.

12. Matters arising: None.

13. Clerk's report:

- a. The normal business of the parish council was put in abeyance as it transpired that prolonged absence through illness by former parish councillor led to a casual vacancy. Once an election was triggered four other councillors took the opportunity to bring forward their resignations. The parish council was no longer quorate so the end of year finances could not be signed off. The Clerk contacted the external auditors and requested a new date to complete the governance process. The election was set for 28/06/2018. The complete list of Parish councillors are: **Colin Piggott, Caryl Taylor, Janet Lodge, Jeremy Hickling, Chrissie MCVeigh, Ian Kinghorn and Simon Covey.**
- b. Following a request to refurbish the Memorial Seat area in Burgh, the clerk applied for a Tesco grant. The application was successful and the outcome will be announced after the end of June. Hopefully, one of the councillors will take over the project and see it through.
- c. Correspondence has been circulated.
- d. PAYE finance has been prepared for end of year accounts. P60 has been prepared for the Clerk. PAYE Tax Year 2019 has been started.
- e. End of year finance has been prepared details will be covered in item 17 Finance.
- f. Annual meeting for Clerks and Councillors was attended.
- g.

14. Correspondence:

- i. Some general promotional literature most of which refers to play equipment.
- ii. Posters promoting Give Blood appeal.
- iii. Emails have been circulated.
- iv. Highways have been contacted re potholes within the parish.
- v. Norfolk Local Council is offering training to councillors and Clerks.
- vi. Communication from Pensions authority.
- vii. Windfarm Projects. (Vattenfall and Hornsea)
- viii. Bure Navigation trust
- ix. Updates for Data Protection Act

15. Planning: There are no new planning notices since planning No 20172147. There were no enforcement notices.

16. Finance: The Clerk presented the Parish current accounts. The cheques prepared for the last meeting have been processed. (Reminder that the balance £5178.75 includes £895 grant from Broadland

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District council and £141 lodged from a Tuttington village fund raiser.) The balance at present looks healthy as it includes the increased precept of £3189. The invoice for the election hasn't been received as yet. It is likely to be in excess of £1200.

a. Cheques presented at this meeting: None

b. 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.

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

- c. Cheques for the above will be presented at our next meeting in September.
- d. In the light of recent developments it would be helpful for the subcommittee to continue to review current expenditure and proposed expenditure.
- e. At present the signatories to the parish community account are Caryl Taylor and Richard Llewellyn. As Richard is no longer a councillor, it would be helpful to change the signatories. It was agreed that Ian Kinghorn and Colin Piggott should join Caryl Taylor as signatories. Clerk to organise.

Accounts accepted:

Proposer	Chrissie MCVeigh
Secunder	Colin Piggott

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17. ADJOURNMENT FOR PUBLIC DISCUSSION:

- a. V Traffic calming: SAM system Parish council can't afford the system on its own. Neighbouring councils don't want to share costs at present. Village Gateways could be looked at but are expensive.
- b. Use of sub committees:
 - i. Simon Covey and Chrissie MCVeigh offered to form a planning subcommittee.
 - ii. General subcommittee Chair Ian Kinghorn, vice chair Colin Piggott and clerk Joseph Winterbourne.
- c. Burgh War Memorial: Progress on seeking a grant had stopped. Chrissie MCVeigh and Jeremy Hickling to restart it.
- d. Communication: Generally felt that communication within the parish and by the parish should be improved.

The meeting went back into session.

18. Report on meetings attended: There have been no meetings.

19. Any Other Business: Broadband should be available in Tuttington

Future Dates:

10/09/2018	05/11/2018	07/01/2019	04/03/2019	APC 13/05/2019
Tuttington Church 7:30 p.m.	Burgh Reading Room 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.