

Draft minutes of meeting of Burgh and Tuttington Parish Council held on Monday 10/09/ 2018 in Tuttington Church @ 7.30pm.

Welcome: The chairman welcomed the councillors and members of the public.

Attendees: Mr I Kinghorn, Mr C Piggott, Mr J Hickling, Ms C McVeigh, Mrs J Lodge, Mr S Covey, Mr J winterbourne Clerk, District councillor Mr D Harrison, District Councillor S Catchpole.

There were 4 residents present.

1. *Apologies:* No apologies
2. *Declaration of interests:* There were no declarations of interests at this meeting.
3. *Minutes of the previous meeting 04/07/2018.* The minutes were presented and accepted:
 1. Proposed: Ian Kinghorn
 2. Seconded: Colin Piggott
4. *Matters arising:*
 - a. Current Policies to be reviewed and voted on. Councillor Colin Piggott had collated comments from councillors on policies. There was a wide ranging discussion. It was agreed that the wording of all policies needed closer attention. It was agreed that each of them needed to have a clear objective. Each of the policies should have an acceptance and review date attached. Policies should be proactive. They should help inform the residents as much as set out guidelines for how the parish council should operate. The discussion on the wording and dissemination of policies led to a wider discussion of communication within the parish. It was agreed that the policies should be reviewed and circulated for acceptance at the next parish meeting. Mr C Piggott would co-ordinate this work.
 - b. *Revisit decision on number of parish council meetings.* A discussion was led by the chair to ensure that the council understood that additional meetings would have budgetary implications. The current salary is based on 4 main meetings, 4 sub-committee meetings, plus the normal admin, PAYE and pension work. New proposal is for 6 main meetings and 8 sub- committee meetings. The chairman suggested the workload would be looked at in detail and costed. The next meeting scheduled for 5th November 2018, would contain a preliminary budget to enable the precept for 2019 to be decided.
 - c. *Comment on 10c:* C McVeigh wanted her interests in planning and environmental issues recognised. She is part of the planning/environmental sub-committee.
 - d. *Burgh war memorial restoration:* update and agree next steps. Current details will be passed to Jeremy Hickling and Chrissie McVeigh. 3 Quotes are being acquired. Report on meeting with highways manager Mr Mayes. Raised kerb to be followed up.
5. *District Councillor's report time to discuss (and question) role of district councillors and how this relates to the Parish Council [councillors to bring their questions along to meetings].* District councillors David Harrison and Sue Catchpole brought the meeting up to date with the difficulties of attending parish meetings that clash. It was agreed that Burgh and Tuttington would avoid the second Monday of the month for meetings. The County Council

is going to a cabinet system. Discussions are continuing on councils going to a unitary system. Fusion of South Norfolk and Broadland is continuing. Advice to councillors: copy district councillors into emails to Broadland on any contentious issue.

- a. *Update on meeting with David Harrison and Sue Catchpole [9-Aug-2018]*. The meeting with C McVeigh and Jeremy Hickling clarified a number of points on how District Councillors work and what support they can give parish councils.
 - b. *Parish Partnerships: information input for parish councillors*. Parish Partnerships can assist with projects on a 50 / 50 cost basis.
 - c. *Neighbourhood plan [previous decision, should this be looked at again?]* The Neighbourhood Plan was last discussed in a meeting 09/12/2013. Following a discussion with residents, councillors, district councillor David Harrison and using information from council officer Richard Squires, there was no mandate to complete a Neighbourhood Plan. Discussion among councillors led to the view that this should be revisited. There would need to be considerable detailed investigation involving costs, planning and community involvement. A Neighbourhood Plan could help protect the parish of Burgh and Tuttington. Neighbouring parishes should be consulted. Councillor David Harrison favours neighbourhood plans but didn't minimise the amount of work involved. Sue Catchpole undertook to email the clerk with relevant documents to start the investigation.
6. *Clerk's Report*: Following the recent election and a reminder from Councillor Simon Covey, I have been in touch with election services to obtain the correct acceptance forms for councillors. These forms are kept by the clerk and destroyed once anyone ceases to be a councillor. Time has been spent liaising with Barclays bank to obtain a new set of signatories. These will be any two of Ian Kinghorn, Colin Piggott and Janet Lodge. Following the resignation of Caryl Taylor, I have been in touch with election services to initiate the election protocols for a casual vacancy. A preliminary notice has been placed on the noticeboards and website. We will know the outcome on the 19/09/2018. Time has been spent bringing the PAYE data up to date. There has been no change to the pension position.
7. *Correspondence*:
- a. Acceptance letters for parish councillors. All councillors have signed and are now legal.
 - b. Emails: Emails have been circulated.
 - i. Feedback: Clerk to follow up declaration of interests forms.
 - ii. Resilience Plan to be placed on next agenda.
 - c. Highways proposed visit and our inputs: Detailed notes provided by Jeremy Hickling and Chrissie McVeigh. A number of issues have been forwarded to highways. Outstanding issues to be collated by clerk and forwarded to highways. A walk around with Chris Mayes enabled many concerns to be noted. Improvement and enhancement of roads comes under parish partnerships. Improvements such as painting the new steel fencing at Burgh Bridge can be carried out by residents. Risk assessments are essential. Raised road edging around the war memorial could be helped by parish partnerships.
 - d. Update on meeting in Burgh with Christopher Mayes (Highway Engineer, Norfolk District Council) 15-Aug-2018). Positive meeting. Walk round Burgh to look at concerns. Traffic calming measures are being looked at for Burgh. Possibility of parish partnerships being used to install village gateways. Ian Kinghorn to investigate this further.

- e. Burgh village sign restoration:
 - i. Confirmation and acceptance of grant from Tesco bags for life. Acceptance forms have been sent off and received by Groundworks. Remittance of £1000 has been received into the parish council community account.
 - ii. Agree next steps. Quotes have been received by Jeremy Hickling. After discussion, it was agreed for Jeremy Hickling to initiate the work. Jeremy Hickling undertook to have the sign removed for restoration.
 - f. Following Caryl Taylor's letter of resignation, the protocols for a casual vacancy have been initiated. We will know by 19/09/2018 if 10 electors have asked in writing for an election otherwise the parish council will take advice and proceed to fill the casual vacancy.
 - g. Bure Navigation Trust: Grant has been successful. Quotes for noticeboards will be followed up and information boards erected.
8. *Planning*: 20181141 supported: 20181217 supported.
9. *Finance*:
- a. Current Statement passed to councillors. Clerk talked councillors through copy of accounts. Reminder £895 is ring fenced. £93 is community reserve. £1000 Tesco bags grant ring fenced for refurbishment of Burgh village sign and amenity area.
 - b. Cheques prepared for signing :
 - i. 100303 £48 Bag of gravel.
 - ii. 100304 £156 Clerk's expenses
 - iii. 100305 £771.92 Clerk's half year pay
 - iv. 100306 £120 St Mary's church Burgh PCC
 - v. 100307 £120 Tuttington church graveyard
 - c. Change of mandate: New bank account mandate has been requested. New signatories Ian Kinghorn, Colin Piggott, and Janet Lodge. (Any 2 of 3)
 Acceptance of finance report:
 Proposed: Simon Covey
 Seconded: Jeremy Hickling
10. *Sub-committee meeting*:
- a. General: Chairman, Vice-chair and clerk meet to agree agendas and ensure action points are carried out.
 - b. Planning/environmental: Simon Covey, Chrissie McVeigh and Jeremy Hickling keep a watching brief on local planning and environmental issues in the surrounding areas. The parish council was informed of current developments. *The parish council was informed of current developments.*

To assess future impact in our parish, Simon Covey has looked at planning applications from neighbouring wards and parishes sent to North Norfolk and Broadland District Councils. Swift Aircraft (NNDC PF/18/0363) have proposed a development at Scottow Enterprise Park involving flight testing a new 2-seater aircraft (4 aircraft movements per day during working hours). The view was that it should not impact us negatively and there might be employment opportunity.

In the Greater Norwich Local Plan, potential sites for development of 1000 houses in each of Aylsham (west of A140) and Marsham have been identified. There would be possible impact of both on the Bure and the Mermaid, but it has been stated that developments would not be permitted until sewerage disposal infrastructure has been upgraded.

11. *ADJOURNMENT FOR PUBLIC DISCUSSION Revisit protocols for public discussion.* This would be part of the policies review.
 - a. Jane Covey raised the possibility of a new/revamped village sign for Tuttington. After discussion, it was agreed that this proposal would need to come from the village community. Councillor Janet Lodge undertook to draft a newsletter/flyer to canvas village opinion. This issue could serve as a catalyst to improve general communication.
 - b. Concern was raised that the position of a pole on the corner of Beck Lane in Tuttington is obstructing visibility when turning onto Norwich Road.
 - c. Common Lane in a very bad state. Contact Highways.

12. *Report on meetings attended: 9-Aug-2018:* David Harrison (district and County Councillor) and Sue Catchpole (District Councillor). Main point to come out of discussion on grants was to formulate a project and submit it.

13. *Any Other Business to be notified in advance to clerk*
 - a. Hedges in the Parish. These are the responsibility of individual landowners. Chairman undertook to speak to residents of Swan Barn Common Lane.
 - b. River Bure: Information was provided by Chrissie McVeigh on various meetings she had had concerning the water quality of the river Bure. Upper Bure Partnership, River Care and Environment Agency are some of the agencies all concerned and sharing the same objective of wanting good water quality in the River Bure. Future developments are hampered at the moment by inadequate sewerage. Risks to water quality from increased development are real. Possible new problem is the sighting of mink on the river Bure. Water Mill had had a visit to repair damage.
 - c. The need for traffic calming measures particularly passive measures was broached and will be on the next agenda.;
 - d. Chairman's closing statement: The chairman asked the clerk to send the parish council's heartfelt condolences to David Papworth's family stressing their gratitude for the long service he had given to the parish of Burgh and Tuttington.

14. *Meeting closed @ 10:10.*

15. *Dates of next meetings: 05/11/2018 Burgh Reading Room @ 7:30 p.m.*