

Draft minutes of meeting of Burgh and Tuttington Parish Council held on Monday 05/11/ 2018 in Burgh Reading Room @ 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, Mr D Harrison District Councillor

There were 4 residents present.

1. *Apologies:* Sue Catchpole District Councillor
2. *Declaration of interests:* There were no declarations of interests at this meeting.
3. *Minutes of the previous meeting 10/09/2018.* The minutes were presented and accepted:
 1. Proposed: Ian Kinghorn
 2. Seconded: Colin Piggott
4. *Matters arising:*
 - a. *Current Policies:* All policies had been circulated for review. All the policies including revised Complaints Policy were accepted for the current year. The Risk Policy is in place but it was felt that it needed further work to establish accurately the risks. Review date for all policies was confirmed as 13/05/2019. (Annual Parish Council Meeting)
Acceptance of current policies
Proposed: Ian Kinghorn
Seconded: Colin Piggott
Vote unanimous
A working group (Ian Kinghorn, Colin Piggott, Janet Lodge, Simon Covey and Jeremy Hickling) to meet in Burgh Reading Room to complete the Risk policy review. Jeremy Hickling will book the room and circulate the date.

Colin Piggott will ensure that the policies all have review dates on the parish website.
 - b. *Burgh war memorial restoration: update and agree next steps.*

3 quotes for refurbishment have been received. These will be forwarded to the Clerk and on to the War Memorial Trust.
 - c. *Neighbourhood Plan: Decision to proceed or not .*

General discussion on the value and implications of a Neighbourhood Plan took place. Documentation supplied by District Councillor Sue Catchpole had been circulated. There was some ambivalence as to the need or value of having a plan. The high cost and amount of work needed to bring a plan into being was acknowledged. Councillor David Harrison pointed out that there was expertise available at Broadland District Council to be used. It was agreed that Simon Covey

would review current information and produce a pros and cons sheet to be circulated for discussion before a further decision was made.

d. Highways: create a tracking list

This was felt to be a positive way of keeping on top of what had been reported to Highways and which items had been dealt with or were still awaiting attention. Clerk to set up tracking list. Fix My Street to be used to put details in the public domain. Existing websites and communication means to be used to elicit data. Highways to be contacted to seek a meeting with Rangers to highlight current problems.

e. Update on Burgh Village Sign:

Refurbishment of Burgh Memorial Area is proceeding well. The village sign has been removed and refurbishment started. The artist Jessica Perry has started work. It was agreed that payment should be in two parts. First invoice (£350) would cover preparation work and second invoice (£350) to be presented on completion. The Memorial Seat had had refurbishment work (£240). The invoices would be passed to the Clerk who would prepare cheques for signing. Receipts of payment would be needed for internal financial controls.

f. Parish Council vacancy co-option status:

One applicant Mrs Mary Forrest-Hill has come forward. Discussion will be under item 15 Adjournment for Public Discussion.

5. District Councillor's report:

Apologies received from Sue Catchpole. County Councillor David Harrison brought the meeting up to date. Main event taking place is the fusion of Broadland and South Norfolk. They are two quite different areas to manage. There will be a new executive team. The aim is to be more efficient. At present integration is proceeding smoothly but there is no get out clause. Budget cuts will continue until 2020/21. One set of cuts that is concerning is the reduction in the number of Children's Centres. The nearest centres will be Taverham or Holt. David Harrison reminded the parish council that Mondays have been problematical for District Councillors attendance.

6. Traffic Calming Measures: costs and funding:

All parts of the parish have experienced traffic problems involving speeding vehicles and commercial / farming movements. One traffic calming measure that has received attention is the installation of Village Gates that encourage people to slow down. Burgh as a village have been pursuing the community interest and the costs involved using parish partnerships to meet 50% of the costs. It was agreed that subject to Highways involvement Tuttington would go ahead with involving parish partnerships and would submit a bid. Highways would be contacted as soon as possible to provide feasibility and costs. Funding for these projects would be through community events and use of the CIL reserves (£895). Chrissie McVeigh offered to provide links and comms channels to Simon Covey and Colin Piggott.

7. *Clerk's Report:* 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. The mandate is now in force and works. Notices concerning the casual vacancy have been circulated. Time has been spent bringing the PAYE data up to date. There has been no change to the pension position. Time has been spent obtaining and circulating information on Local Plans. Declarations of interest forms had been sent out as soon as all are completed they will be sent off to the Monitoring Officer. Highways have been contacted. Emails have been circulated.

8. *Resilience Plan: discussion on how to proceed.*

It was generally considered to be a good idea to have a resilience plan. Need to be aware who might be at risk. Need to identify who may have special skills / and or equipment. Need to use the existing communication means (Tuttington Times, Burgh Life, Tuttington Hub, Burgh and Tuttington Parish Website) to engage in being a good a good neighbour.

9. *Correspondence:*

- a. Acceptance letters for parish councillors. All councillors have signed and are now legal. Declaration of Interests forms will be checked and sent off after this meeting.
- b. Emails: Emails have been circulated.
- 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 round with Rangers has been requested. Community led requests for improvement and enhancement of roads comes under parish partnerships. Raised road edging around the war memorial could be helped by parish partnerships.
- d. 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 for Tuttington.
- e. The protocols for a casual vacancy have been initiated.
- f. Emails containing detailed consultation from Vattenfall and Boreas windfarms have been forwarded.
- g. Request to set Precept and return information by December 2018. (Will be discussed and set at this meeting.)
- h. Leaving email from Phil Kirby chairman of Broadland District Council.
- i. Norfolk Budget consultation details
- j. Contact with War Memorial Trust to re-establish communication.
- k. email: offering training on consulting residents
- l. email: offering training on developing Neighbourhood Plans
- m. Letter concerning Tuttington Village sign. (This will be dealt with under A.O.B)
- n. Tuttington Times; There have been a number of positive comments on having a village newsletter. A common issue has been traffic especially the problem of standing water and a general desire to reduce traffic speeding through the village. The state of Common Lane has been brought up.
- o. Emails from Local council training involve a complicated forwarding system. Clerk will investigate and implement.

10. *Planning:* One new planning request 20181806 23 the Street Burgh. After discussion, it was decided to support the application.

11. Finance:

- a. Current Statement passed to councillors. Clerk talked councillors through copy of accounts. Reminder £895 (Community Infrastructure Levy) is ring fenced. £93 is community reserve. £1000 Tesco bags grant ring fenced for refurbishment of Burgh village sign and amenity area.
- b. Cheques previously prepared for signing have been cleared.
 - i. New cheque 100308 (Parish council election) has been prepared signed and distributed. Cheques will be prepared and signed to pay £325 to Jessica Perry for the preparation work on the Burgh Village Sign and £240 for the refurbishment of the Memorial Seat. (Cheque will be prepared for Phil Letman as he paid for the bench refurbishment on collection.)
 - ii. Change of mandate: New bank account mandate is in place. New signatories Ian Kinghorn, Colin Piggott, and Janet Lodge. (Any 2 of 3)
- c. Forward planning: Items of expenditure for 2019 were circulated. Ian Kinghorn went through changes to Clerk's pay. Discussion of the budget led to a proposal to increase the graveyard contributions from £120 to £135. Items agreed at this meeting 05/11/2018 will be implemented in 2019 once the parish precept has been received.

	2019
Burgh: St Mary's Church and Churchyard	£135.00
Tuttington: Church and Churchyard account	£ 135.00
Clerk's Pay 2018	£1,818* £1,890.00**
Clerk's Expenses	£ 156.00
Insurance(Zurich)	£278.00
Training	£ 301.00
Poppy Wreathes	£ 34.00
Nalc	£ 141.00
Maintenance of assets	£ 150.00
Precept	£3,320.00

- Clerk's current pay based on increase of hours from 160 to 180 hours based on current national pay award.

** Pay for 2019 will reflect any new pay award.

Acceptance of finance report:

Proposed: Ian Kinghorn

Seconded: Chrissie McVeigh Unanimous

- d. Precept set @ £3320.00 Precept form will be signed off by Chairman and Clerk in December.

Proposed: Ian Kinghorn

Seconded: Chrissie McVeigh Unanimous

12. Sub-committee meeting:

- a. General: Chairman, Vice-chair and Clerk met 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 area.
 - i. Norwich Western link consultation is open. Make representations.
 - ii. Details of Windfarm planning available. Connection from Happisburgh to Becton will pass North of Banningham to cross the A140. The Beck will be crossed by a trenchless crossing. Simon Covey will draft a response noting the environmental issues.
 - iii. Adjacent planning from Greater Norwich Local Plan does not affect the parish. Possibility of 1000 additional homes but no planning applications have been made. At present, insufficient sewerage facilities inhibit development. Simon Covey will draft a response.

13. Report on meetings attended:

- a. Parish clerk attended a networking meeting for parish clerks.
- b. Chrissie McVeigh & Jeremy Hickling met with the environment agency. Concern over rapid bank erosion. This remains the landowner's responsibility but erosion will be monitored.

14. Parish website: Colin Piggott to update parish councillors' details.

15. *Adjournment for Public discussion:*

- a. Co-option Discussion: Mrs Forrest-Hill was successfully co-opted onto the parish council.
- b. Mr Richard Moore raised the issue of frequent tractor movements. He had raised this in response to the Tuttington Times newsletter. He wanted the parish council to contact local farmers over traffic movements and speeds. Could more safety signage be employed?

16. *Any Other Business to be notified in advance to clerk*

- a. Village sign Tuttington. Various comments had been expressed concerning the Tuttington Village sign. Although faded, it was clear that the sign had been designed to look that way. The sign has been maintained and cleaned by local residents Mr & Mrs Taylor. Any major change to the sign would need to be as a result of overwhelming village support. There has been an offer to refresh the village sign which needs further investigation. Janet Lodge offered to follow this up and speak to Ruth Knowles.

17. *Meeting closed @ 21:50 p.m.*

18. *Dates of next meetings:* 07/01/2019 Burgh Reading Room @ 7:30 p.m. Chrissie McVeigh gave her apologies for January and March meetings due to work commitments.