

## **Draft minutes of Burgh and Tuttington Parish Council meeting held on Monday 07/01/2019 in Burgh Reading Room @ 7.30pm.**

Welcome: The chairperson welcomed parish councillors and members of the public to the meeting.

There were 2 residents

*Attendees:* Mr Kinghorn Chairperson, Mrs M Forrest-Hill, Mrs J Lodge, Mr J Hickling, Mr S Covey, Mr J Winterbourne Clerk

1. *Apologies:* Ms C McVeigh, Mr C Piggott, District councillor Mr D Harrison and District Councillor Ms S Catchpole.
2. *Declaration of interests.* Mr J Hickling and Mrs J Lodge declared an interest in agenda item 10d.
3. *Minutes of the previous meeting 05/11/2018.* The minutes were presented and accepted.  
Proposed: Jeremy Hickling  
Seconded: Janet Lodge
4. *Matters arising:*
  - a. *Traffic calming measures: costs and funding update.* Thanks were offered to Councillor Jeremy Hickling for submitting the application to acquire village gates. Response is expected in March 2019. £500 has been received from Future Biogas towards the traffic calming measures. Future funding will be explored as further details become available.
  - b. *Burgh War Memorial restoration: update and agree next steps.* No communication yet from War Memorial Trust. 3 quotes for War Memorial refurbishment are in hand.
  - c. *Highways: Tracking list.* Still in planning stage. Discussion focused on using the app Fix My Street.
  - d. *Update on Burgh Village Sign:* Sign has been refurbished. An excellent job done. Need to clarify 4e in the minutes 10/09/2018. The minutes 10/09/2018 state £325 up front to cover preparation and £325 on completion. Cheque 100310 for £325 has been cleared. Cheque 1003013 for £425 has been prepared and cleared making a total of £750. (This was the original sum discussed.) Acceptance of the change in actual sum paid needed for the auditors.

Resolution: To accept change of amounts to be paid.

Proposed: Ian Kinghorn

Seconded: Jeremy Hickling

- e. *Change of parish meeting day from Monday to Wednesday.* It was unanimously agreed to change the day from Monday to Wednesday. Second Wednesday of the month chosen. Clerk to notify all interested parties.
- f. *Resilience Plan update:* No formal plan is in place. Emphasis placed on being a good neighbour. Know your neighbours and be proactive.

- g. *Risk Policy Review*: This policy will need a review before the Annual Parish Meeting. Current date 15/05/2019 in Tuttington Church @ 7:30 p.m. A group of councillors will carry out the review and report back at our next parish meeting.
- 5. *District Councillors' Report*: District Councillors were unable to attend.
  
- 6. *Clerk's Report*: Normal work on emails, correspondence, PAYE, carried out.
  
- 7. *GDPR audit to be arranged prior to the GDPR review at Annual Parish Council Meeting*: Ian Kinghorn to liaise with Colin Piggott to establish the protocols and report back.
  
- 8. *Correspondence*:
  - a. Emails: any consequent matters to discuss.
  - b. Copies of Declaration of Interests returned.
  
- 9. *Planning*: application No 20182016 circulated and commented on. Comments forwarded to planning. To assist in transparency, it was agreed that Simon Covey would prepare planning criteria that can be placed on the parish website.
  
- 10. *Finance*:
  - a. Current Statement handed out. The clerk talked the council through any additions since the last meeting.
  - b. Income £500 from Future Biogas Contribution to traffic calming.
  - c. Cheques to be signed off
    - i. Jessica Perry Burgh Village sign cheques 100307 £325 & 100310 £425. Note earlier comment in item 4d.
    - ii. P Letman (Collection of refurbished Memorial Seat.) cheque 100312 £240.
    - iii. Poppy appeal. Cheque 100311 £34
  
  - iv. Final cheque for Clerk's pay for 1018/19 will be presented at March meeting.

Resolution to accept current financial statement

Proposed: Simon Covey

Seconded: Ian Kinghorn

Unanimous

- d. *Budget Planning*: Cost of hiring Burgh Reading Room. It was agreed to pay £12.50 per meeting held in Burgh Reading Room. It was agreed to hold 3 meetings in Burgh Reading Room. The other 3 meetings will be held in Tuttington church.

11. *Sub-committee meeting:*

- a. General : None
- b. Planning:
  - i. Neighbourhood plan discussion document prepared and circulated by Simon Covey. Paper copy to be attached to minutes in the minute book and the link [http://burghandtuttingtonparishcouncil.norfolkparishes.gov.uk/files/2019/01/BTPC\\_Neighbourhood\\_Plan\\_Appraisal.pdf](http://burghandtuttingtonparishcouncil.norfolkparishes.gov.uk/files/2019/01/BTPC_Neighbourhood_Plan_Appraisal.pdf) .will lead to the documents on the parish website. After discussion, it was agreed to defer the development of Neighbourhood Plan and revisit it in two years' time or as necessary. Simon Covey would continue to keep a watching brief on any significant developments.
  - ii. Consultation contributions: Submission made to Vattenfall.
    1. Emphasis placed minimising any traffic disruption when the power lines pass near Tuttington on their way across the A140. <http://burghandtuttingtonparishcouncil.norfolkparishes.gov.uk/files/2019/01/Vattenfall-Consultation-Contact.pdf>
    2. Close watch will be kept on any increased river pollution into the river Beck. <http://burghandtuttingtonparishcouncil.norfolkparishes.gov.uk/files/2019/01/Vattenfall-Consultation-Notice.pdf>
    3. Vattenfall should make Burgh and Tuttington parish aware of any detrimental changes that they become aware of.
  - iii. Local planning applications: No significant problems in the Aylsham Development Plan have been uncovered. No planning application for upgrading the sewerage works has yet been table.

12. Report on meetings attended : None

13. ADJOURNMENT FOR PUBLIC DISCUSSION.

- a. Richard Moore raised a concern of additional traffic through the village following notification of additional work to enlarge borehole capacity. Anglia Water has stated that 'stringent efforts will be made to avoid extra traffic through the village.'
- b. Damage to road signs has occurred.
- c. Could a 20 mile per hour restriction be implemented in parts of Tuttington village?
- d. Improve the visibility of the SLOW sign on the road.
- e. Contact Highways to find out what traffic calming measures are possible.
- f. Jane Covey seeking clarification over what can be done to brighten/replace Tuttington village sign. At present Ruth Knowles has offered to refresh the sign. It needs to be removed and taken to her garage. It was felt that until this action has been completed, there is no overwhelming pressure from the village to carry out any additional action.
- g. The use and management of Tuttington village Green needs to be clarified. Following clarification of what constitutes 'village amenity', details could be placed on the village noticeboards and parish website.

14. Any Other Business to be notified in advance to clerk. None

15. Meeting closed @ 21:45.

16. Date of next meeting 13/03/2019 @7:30 p.m. in Burgh Reading Room.