

## **Draft minutes of Burgh and Tuttington Parish Council meeting held on Wednesday 13/03/2019 in Burgh Reading Room @ 7.30pm.**

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

There were 4 residents

*Attendees:* Mr Kinghorn Chairperson, Mrs M Forrest-Hill, Mrs J Lodge, Mr J Hickling, Mr S Covey, Mr C Piggott, District councillors Mr D Harrison Mr J Winterbourne Clerk

1. *Apologies:* Ms C McVeigh,
2. *Declaration of interests.* There were no declarations of interest.
3. *Minutes of the previous meeting 07/01/2019.* The minutes were presented and accepted.  
Proposed: I Kinghorn  
Seconded: S Covey
4. *Matters arising:*
  - a. *Traffic calming measures: costs and funding update.* Response from highways expected at the end of March.
  - 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. *GDPR audit:* I Kinghorn and C Piggott to meet and carry it out before May 2019.
  - d. *Planning: Simon Covey to update on planning criteria to go on Parish Website.* Simon produced a discussion sheet before the meeting. Paper discussed and accepted. Paper attached to minutes and to be placed on the parish website.
5. *District Councillors' Report:* **Steve Riley** added details on the new structure for Broadland and South Norfolk. Trevor Holden has been appointed as the new managing director. Further appointments will be made. Budget has been agreed. Intention is to see services improved and savings to come from shared personnel. **David Harrison** relayed that Bure Valley Railway programme has been passed back for review. County Council is going back to a cabinet system. County Council has not increased its share of the council tax this year. It used money from reserves. Emphasis on local rates is changing. This is the first year no money has come from central government for social care. Repairs to county Hall are now complete. The budget meeting was delayed by protesters.
6. *Clerk's Report:* The main areas of action have been following up on the use of The Green as a village amenity. The district council continue to maintain The Green. As yet they have not provided any definition of what that means. I have been in touch with planning on several occasions. The status remains unchanged. The District Council maintains The Green as village amenity. Attention was drawn to the parish councillor elections on May 2nd 2019. An election pack has been made available to all existing parish councillors. Nomination papers must be completed using the candidate checklist to ensure it is completed accurately. Nomination papers must be hand delivered. (Not necessarily by the candidate) Papers can be delivered between 20/03/2019 and 03/04/2019. List of candidates will be published by 04.00.

p.m. on 04/04/2019. Polling district BB3. End of year accounts and PAYE are being finalised.

7. *Correspondence:*

- a. Emails: any consequent matters to discuss. Several replies to Fix My Street.
  - b. Election Packs distributed to parish councillors.
  - c. Comments received from Councillor Simon Covey re planning, Insurance, Common Lane and Tuttington Village Gates. The comments will be added in full to the minutes.
  - d. The Clerk updated the meeting on his findings. Tuttington Village Green was at one time part of an open space that was incorporated into the pig farm owned by the Brooks family. The High Court determined that the area of land had never been owned by the parish council and that the parish council had never claimed ownership. Mr Brooks had legitimately acquired the land by adverse possession. Its use as a village amenity was part of the planning proposals to create housing on the previous pig farm. The land at the side of No 1 The Green up to Thieves Lane is still owned by Mr Brooks. 'The provision of a commuted sum to provide maintenance of the amenity area' was deemed inadequate by the parish council as it was a one off paltry sum. The parish council insurance is mainly for the protection of the parish council i.e. the councillors and clerk. If the parish council has a significant input into an activity on The Green, the parish insurance comes into play otherwise people assemble on The Green at their own risk.
  - e. After discussion it was agreed that details on the use of The Green should be placed on the parish council website to avoid any ambiguity. To assist this, the clerk would email S Covey with his findings and a draft would be circulated prior to being agreed and placed on the parish council website.
  - f. As noted above, the parish council insurance is there to insure the members of the parish council, its employee and its resources.
8. Common Lane: S covey brought the meeting up to date with the difficulties encountered by the residents of Common Lane. The difficulties stem from the deterioration of the road surface by heavy goods vehicles. Top dressing has been offered by Highways but is not robust enough. Further consultation with highways will be carried out.
9. *Planning:* application No 20182016 circulated and commented on. Comments forwarded to planning. Application 20190393 circulated. To assist in transparency, it was agreed that planning criteria would be attached to the minutes and paced on the parish council website.

10. *Finance:*

- a. Current Statement handed out. The clerk talked the council through any additions since the last meeting. There is £10 left over from the Tesco bags. Suggest it is allocated to plants for the memorial area or for some other suitable cause. A receipt is needed.
- b. Cheques to be signed off
  - i. Cheque 100315 £1046.08 balance of Clerk's pay for financial year 2018/19.
- c. Parish council accounts will be internally audited by Mrs P Hampstead and signed off at the annual parish council meeting. They will then be sent off for external auditing.

Resolution to accept current financial statement

Proposed: Colin Piggott

Seconded: Ian Kinghorn

Unanimous

- d. Budget Planning: Budget for 2019/20 to be confirmed at the Annual Parish Council Meeting to be held in Tuttington Church on 15/05/2019.

11. *Sub-committee meeting:*

- a. General: Brief meeting to confirm the agenda for parish council meeting 13/03/2019.
- b. Planning: S Covey has continued his watching brief on planning in adjacent wards and parish councils. Nothing untoward to report.
- c. No further news on the possibility of small onshore wind farm. The same email has surfaced in adjacent parish councils.

12. Report on meetings attended : None

13. ADJOURNMENT FOR PUBLIC DISCUSSION.

- a. No issues raised.

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

15. Date of next meeting 15/05/2019 (Annual Parish Council Meeting) @7:30 p.m. in Tuttington Village Church.

16. Meeting closed at 20:30 p.m.