

Draft minutes for the meeting of Burgh and Tuttington Parish Council to include the annual meeting of the Parish Council 15/05/2019

Attendees: Councillors Ian Kinghorn, Jeremy Hickling, Janet Long, Simon Covey, Christine McVeigh, Joseph Winterbourne (Parish Clerk) District Councillors Sue Catchpole. There were 2 residents

- 1) Welcome: The clerk welcomed parish councillors, district councillors and members of the public to the annual meeting of the parish council and the first meeting of the parish council following the elections for 2019.
- 2) Apologies: There was one apology from Mary Forrest-Hill.
- 3) Election of chairman and Vice Chairman (to include co-option): The clerk called for nominations for the post of chairman.

Ian Kinghorn was nominated.

Proposed: Chrissie McVeigh

Seconded: Janet Lodge Unanimous

As the parish council is quorate, following the parish elections, it can co-opt a member to complete the council. Colin Piggott was proposed for co-option. He was unanimously voted back onto the parish council.

Post of vice chair: Colin Piggott

Proposed: Simon Covey

Seconded: Jeremy Hickling unanimous

- 4) Declaration of interests: There were no declarations of interests.
- 5) Future dates: Proposed: Wednesday 10/07/2019 @7: 30 p.m. Tuttington Church. Wednesday 11/09/2019 @7:30 p.m. in Tuttington Church. Wednesday 13/11/2019 @ 7:30 p.m. in Burgh Reading Room. Wednesday 08/01/2020 @ 7:30 p.m. in Burgh Reading Room. Wednesday 11/03/2020 @ 7:30 p.m. in Burgh Reading Room. Wednesday 13/05/2020 Annual Parish Meeting.
- 6) Review of policies
 - a) Insurance: Continue
 - b) Risk: Councillors led by Ian Kinghorn will get together to review the policy prior to the next meeting.
 - c) Behaviour: Continue
 - d) Complaints: Continue
 - e) Website: Check everything is up to date.
 - f) GDPR: Ian Kinghorn carried out a review and presented a report. Clerk to check back and ensure unnecessary data is shredded or deleted.

Current policies accepted.

Proposed: Jan Lodge

Seconded: Chrissie McVeigh

- 7) Audit: Governance statement: exemption Certificate: The end of year accounts, internal auditors report and analysis and AGAR (Annual Government Accounts Review) were presented. The clerk went through all the sheets accounts. Councillors were asked to accept the report. The Exemption Certificate was presented for signing. Thanks were proposed for Pat Hamstead for all the work she has done to validate the parish council's accounts.

Acceptance of AGAR forms:

Proposed: Ian Kinghorn
Seconded: Jeremy Hickling

- 8) Chairman's report: Given the short period of time since the last election, the chairman expressed his thanks to the councillors for the work they had done and was looking forward to a productive year.
- 9) Report on Burgh memorial seat. The Memorial seat and Burgh village sign had been carefully refurbished thanks to the grant from Tesco and the efforts of Jeremy Hickling. The area is looking very smart. The final £10 from the grant will be spent on plants.
- 10) Adjournment for discussion: Sue Catchpole explained that following the successful election of district councillors, roles would be assigned and an attendance rota worked out at a meeting on 16/05/2019. She passed on comments from training concerning the implementation of GDPR. It is essential not to pass on any personal or sensitive details without obtaining the provider's permission. Concern had been raised about the sharp right angled bend on Aylsham Road. This comes under Aylsham Town Council to contact Highways.
- 11) Minutes of the previous meeting 13/03/2019.
Minutes were accepted.

Proposed: Ian Kinghorn
Seconded: Jeremy Hickling

- 12) Matters arising.
- a. Traffic Calming: No meeting had yet taken place with highways. A meeting with David Harrison needs to happen. Jeremy Hickling will follow this up.
 - b. War Memorial Update: There had been no response from the War Memorial Trust. Clerk to chase up and pass details to Jeremy Hickling.
 - c. Tuttington Village Green: Current situation not clear to all. Simon Covey will circulate a draft document. The Green is designated as a village amenity so public can use it. Events organised through parish council or friends of Tuttington are covered by parish or church insurance. Sensible to check with insurance before going ahead with an event.

13) Correspondence: Emails had been forwarded to councillors. Election notices had been circulated and placed on notice boards. PAYE issue to be sorted out.

- 14) Planning: No new planning applications had been received. Bore holes and Sewerage works mentioned.

- 15) Finance:
- a. Current Statement: Shared with councillors
 - b. Auditors report: Already covered
 - c. Forward Planning:

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 Training needs to be discussed next meeting.
Poppy Wreathes £ 34.00
Nalc £ 141.00
Maintenance of assets £ 150.00
Precept £3,320.00 Bank draft received.

Acceptance of finance report

Proposed: Ian Kinghorn

Seconded: Jan Lodge

16) ADJOURNMENT FOR PUBLIC DISCUSSION

- a. Jan Winterbourne mentioned the need to bear parking constraints in mind when planning events on Tuttington Village Green. Numbers expected would need to be sensible.

17) Report on meetings attended: None.

18) Any Other Business to be notified in advance to clerk: None notified but chairman allowed points to be raised.

1. Chrissie McVeigh raised issue of slurry. Chrissie offered to contact the environment agency to express concerns as to what is being spread and possibly entering the water table.
2. For information: Environmental agency is placing clay bricks to support the river bank by Burgh Mill.
3. Common Lane: Difficulty in obtaining a clear view. Chairman to speak to the owners of Swan barn.

18) Date of next meeting: 10/07/2019 in Tuttington Church.

20) Meeting closed @ 9:02 p.m.