

Draft minutes for the meeting of Burgh and Tuttington Parish Meeting held on Wednesday 10/07/2019 at 7:30 p.m. in Tuttington Church

Attendees: Councillors, Ian Kinghorn, Jeremy Hickling, Janet Long, Christine McVeigh, Mary Forrest-Hill, Simon Covey, Colin Piggott, Joseph Winterbourne (Clerk) District Councillors Sue Catchpole, County Councillor David Harrison.

There were 2 residents present

- 1) *Welcome*: The chairman welcomed councillors and members of the public to the parish council meeting.
- 2) *Apologies*: There were no apologies for absence.
- 3) *Declaration of interests*: There were no declarations of interest.
- 4) *Minutes of the previous meeting 15/05/2019*: The minutes of the parish council meeting held on the 15/05/2019 to include the annual parish council meeting were presented. The minutes were accepted.

Proposed: Jeremy Hickling

Seconded: Colin Piggott

5) *Matters arising*:

- a. *Traffic calming*: Emails were exchanged prior to the meeting. A meeting with Highways has taken place in Tuttington. The style and positioning had been discussed. Further details of costs and design would need to be clarified. Any change of speed limits or road priority was extremely unlikely. County councillor David Harrison indicated that parish partnership money would be available though the precise timing of it could not be guaranteed at present. Simon Covey raised the concern that villages might be suburbanised by the use of village gates. Further discussion centred on the importance of disbursing information via websites and other means. This item would form a separate item on the next agenda for 11/09/2019.
- b. *War Memorial update*: Jeremy Hickling had followed up on the emails to the War Memorials Trust. He had completed a new application form. Estimated costs £1020. The area on which the war memorial is sited is in need of refurbishment. Highways have agreed £450 towards these costs the balance being sought from the proceeds of Burgh Fete. The War Memorials Trust will not pay out until the work has been completed.

Action Point: Jeremy Hickling to send off the application form to War Memorials Trust.

- c. *Tuttington Village Green*: A document outlining the use of the Village Green in Tuttington has been placed on the parish council website and Tuttington Hub.
6. *District councillors update*: Sue catchpole gave an update on aspects of the Norwich Plan. An increase of 650 houses in Aylsham on land near the roundabout. No new houses until existing sewerage improved and extended. One outcome of additional housing would be a new primary school that would take some pressure off existing oversubscribed primary schools. Integration of services between South Norfolk and Broadland is continuing. There are some difficulties of merging teams and departments. One positive is the integration of education and social services.
 7. *Clerk's Report*: The main issue attended to was the sending off of the AGAR forms to the government appointed auditors. These were accepted and the exemption certificate has been received. A short report has been written and readied to send off showing the pictures of the refurbishment of the

Burgh memorial area. All receipts have been copied and included. I attended the Annual Parish Meeting in Burgh Reading Room. PAYE returns are up to date for April, May, June, and July.

8. *Correspondence*: Emails have been circulated. The charity 'Scotty's Little Soldiers' requested the parish council support them. As a general rule I forward information so that councillors can make any contribution on an individual basis as there is no provision for any parish contribution in the parish budget. War memorial emails were forwarded to Chissie McVeigh and Jeremy Hickling. I forwarded the email from Sue Catchpole asking if there were any specific issues the parish council wanted clarification on. It would enable us all to be more proactive. Nigel Grix has been in touch to request a further search of records to find any correspondence pertaining to the land in Burgh that was formerly leased to Burgh and Tuttington Parish Council. This probably goes back to 1997. An email has been received today notifying a possible resignation under any other business.

Ian Kinghorn raised the issue of training. After some discussion, It was agreed that Ian would attend some councillor training on 09/09/2019. Clerk to book him in.

The email on Rights of way received some discussion.

9. *Planning*: one new planning application 20191037 Vine House Banningham Road. The parish council supported it.

10. Finance.

- a. Current Statement.
- b. Auditors' certificate of exemption has been received. There were no further expenses.
- c. Cheque 100316 for community use has been cleared. This clears the money ring-fenced in the parish accounts. Cheque 100317 for Zurich Municipal £257.60 has cleared. Cheque 100318 £146.67 for Nalc membership has cleared.
- d. Forward Planning. Cheques 100319, for graveyard upkeep for St Mary's Church Burgh and cheque 100320, for St Peter and Paul Tuttington have been prepared for signi
- e. PAYE entries are up to date.
- f. Cheque for clerk's half year pay and expenses will be presented at our meeting on September 11/09/2019.

Finance report accepted.

Proposed: Jan Lodge

Seconded: Simon Covey

11. ADJOURNMENT FOR PUBLIC DISCUSSION

Jane Covey brought to the parish council's attention that litter picking equipment is available from Aylsham Town council.

12. Report on meetings attended.

- a. None

13. Any Other Business to be notified in advance to clerk. One item. Chrissie McVeigh indicated that she would have to resign as she had been offered overseas contracts which would make it impossible for her to fulfil her councillor duties. The chairman led a tribute to Chrissie for the energy and effort she had brought to her time as a parish councillor.

14. Date of next meeting 11/09/2019 in Tuttington church

15. Meeting closed @ 20:55 p.m.