

# Draft Minutes for Burgh and Tuttington Parish Council Meeting held on Wednesday 11/09/2019 at 7:30 p.m. in Tuttington Church

Attendees: Councillors, Ian Kinghorn, Jeremy Hickling, Janet Lodge, Mary Forrest-Hill, Simon Covey, Colin Piggott, Joseph Winterbourne (Clerk) District Councillors Sue Catchpole. County councillor David Harrison  
There were 4 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 10/07/2019*: The minutes of the parish council meeting held on the 10/07/2019. The minutes were accepted with one amendment. Matters arising 5a insert *David Harrison agreed to match the district funding from his discretionary fund.*

Proposed: Ian Kinghorn

Seconded: Colin Piggott

- 5) *Matters arising*:
  - a. *Update on village Gateways*: Burgh village have plans in place. Tuttington councillors met with Highways to decide the position and style. Funding is in place. Residents had been apprised of the item and invited to come and express their views.

The chairman opened the item to the floor. Councillor Simon Covey expressed his view that he had reservations over the introduction of village gates. This was partly based on a report that indicated that village gates had only a marginal impact on the speed of traffic through villages. He suggested that the two villages should proceed separately on this item. He was concerned that the introduction of village gates might lead to suburbanisation. He felt that further investigation of danger areas and alternative solutions should occur such as involving local farmers. Perhaps 2 votes would be needed one for signs and one for gates and signs. Councillor Janet Lodge was in favour of village signs rather than gates. Councillor Colin Piggott expressed his support for village gates that demarked clearly the entrances to the village and acted as an advert for Tuttington. Councillor Ian Kinghorn stated his firm support for village gates to mark out Tuttington. A resident raised the issue of cost. Initial estimates of overall cost to the parish were £14000 - £7000 from Highways and £7000 from parish partnership. The resident queried if this was economic use of money as there may be other solutions. It was explained that Highways clearly stated their view that changes to road speeds or change of priority of road use would not be allowed for Tuttington. Another resident strongly queried if this was good use of public money. A third resident supported the idea of village sign rather than gates and pointed out that there was actually four entry points into Tuttington village. The discussion ranged over other alternatives such as SAM systems. Councillor Ian Kinghorn reiterated his statement that the parish council would consider the issue correctly and make an appropriate decision. Councillor Jeremy Hickling raised the possibility of hiring a SAM system to gain further data to inform on the issue.

The parish council went back into session

- b. *War Memorial update*: Jeremy Hickling confirmed that the War Memorial forms had been sent off. Further photos had been requested. These had been sent off. A grant to place kerbing in front of the War Memorial in Burgh had been applied for. Highways have put kerbing in place.

War Memorial response is expected in the next few months. JH will update at next parish meeting.

- c. *Risk assessment/policy*: Ian Kinghorn will action and update at the next parish council meeting.
- d. *Common Lane*: Ian Kinghorn will discuss the visibility of the corner with residents.
- e. Simon Covey commented on two successful activities on Tuttington Village Green.

6. *County/District councillors update*:

- a. SC As result of the joining of South Norfolk and Broadland, Aylsham have been asked to consult on charging for parking in the Town. Burgh and Tuttington parish council should be notified. DH stressed the need to have at least 2 hours free parking. DH reminded the meeting that the National Trust own the Market Square and Buttlands. The current arrangements work well.
- b. Funding for a walkway between Aylsham and Wroxham has been allocated. DH pointed out that Aylsham will be the focus of 3 trails.
- c. Each district councillor has been allocated £500 budget to help local communities who are trying to get small projects off the ground. Contact Sue Catchpole for further advice. It was commented that Broadland had no other community grants budget South Norfolk have a communities grant budget of £50000.
- d. Waste collection: South Norfolk has its own waste disposal collection. Broadland contracts out its waste disposal. Current waste disposal contracts are being assessed.
- e. As result of combining South Norfolk and Broadland, domain names are likely to change.
- f. Greater Norwich Plan will be published at the end of September. There will be a 2 month consultation period. Housing stock in Aylsham is likely to increase
- g. DH: General comment that though Norfolk had benefitted from governments grants, austerity was still being felt locally. There was no money for social services. Cuts at County level meant Citizens Advice Bureau was very busy. Still waiting for Green Paper on social services.

7. *Tuttington Village Sign (Refurbishment)*: The Tuttington Village Sign is in need of refreshing.

Agreement is sought to cover material costs. Discussion ranged over who is responsible for the upkeep of Tuttington Village Sign. As there was some confusion, it was agreed to make a grant of £50 to cover materials. Clerk to prepare cheque.

- i. Proposed: Ian Kinghorn
- ii. Seconded: Colin Piggott

It was agreed to put the responsibility for Tuttington village sign as an item on the next agenda.

8. *Co-option of parish councillor*: The parish council can proceed to co-opt at its next meeting. A co-option notice is ready. Clerk to place notices on parish boards and websites.

9. *Clerk's Report*: The main issue attended to was the resignation of Chrissie McVeigh and the resulting casual vacancy. Notices of the casual vacancy were posted and the election services have confirmed that no letter requesting an election has been received. The parish council are free to fill the vacancy. PAYE returns are up to date for April, May, June, July and August. The current pension uplift is 3% for an employee and 5% from the employer. At present that does not affect the parish budget but it would if a future clerk requested pay to be placed in a pension. I suggest that this is part of forward planning in November when we set the budget for 2020.

10. *Correspondence*: Emails have been circulated. As just mentioned the parish council has an obligation to bear in mind current pension legislation. Casual vacancy has been covered under item 8. I have

received a plaque from Tesco acknowledging their contribution to the refurbishment of Burgh village sign. It will be placed in a suitable position. Pay scales for 2019/20 have been received. This will be part of the budget to be considered November meeting. The clerk will prepare and circulate draft budget.

11. *Planning*: one new planning application 20191237: Belstead Cottage, I Burgh NR11 6AB. The application was supported. No significant new planning proposals. Work on Anglia water treatment plant Aylsham Road may involve the entrance being widened.

12. Finance.

- a. Current Statement was passed to councillors.
- b. Cheque 1003124 for the clerk's pay £737.20. Cheque 100324 to HMRC and cheque 1003122 for £156 for expenses have been prepared for signing. Cheque 100325 for £50 would be prepared towards Tuttington Village Sign materials.
- c. A cheque to cover councillor training will be prepared and sent off.

Accounts accepted.

Proposer: Colin Piggott

Seconder: Simon covey

13. ADJOURNMENT FOR PUBLIC DISCUSSION

JC reminded the meeting that the base of the village sign needed some attention. She was checking if it was okay for her to assist. No money in parish council budget at present.

14. Report on meetings attended.

Ian Kinghorn attended a training course for councillors. He undertook to prepare and circulate a report to councillors so that current procedures could be reviewed and renewed at the next parish council meeting.

15. Any Other Business to be notified in advance to clerk. Jeremy Hickling shared that a notice had appeared stating that Cradle Bridge in Burgh would be replaced. Hedge on The Street Burgh was in danger of obstructing the highways sign. JH to have a word. A resident had raised the use of a field in Burgh. Need to check if planning permission is needed to use agricultural land for horses. CP informed the meeting that there had been problems uploading pdf files onto the parish website due to a problem with the operating server.

16. Date of next meeting 13/011/2019 in Burgh Reading Room

17. Meeting closed @ 21:10