

Draft Minutes of Burgh and Tuttington Parish Council held on Wednesday 8th January 2020 in Burgh Reading Room @ 7.30pm.

Attendees: Councillors, Ian Kinghorn, Jeremy Hickling, Mary Forrest-Hill, Simon Covey, Janet Lodge, Vicki Taylor, Joseph Winterbourne (Clerk) District Councillors Sue Catchpole.

There were 4 residents present

1. *Welcome*: The chairman welcomed councillors and residents to the meeting.
2. *Apologies*: There were two apologies of absence. Colin Piggott, David Harrison
3. *Declaration of interests*: There were no declarations of interest.
4. *Minutes of the previous meeting 13/11/2019*. The minutes of the previous meeting 13/11/2019 had been circulated.

Minutes accepted with the addition of the name Ruth Knowles against agenda item 9.

Proposer: Ian Kinghorn

Seconder: Jeremy Hickling Unanimous

5. *Matters arising*:

a. *Village Gates: Discuss and clarify way forward for each village*. The chairman suggested that the project should be split and each village could be led by councillors who live in each village. The clerk had contacted David Harrison concerning the use of grants. The advice was 'to get on with it'. Put in requests. Grants could cover part or the whole of the parish. All allocation of monies must be confirmed at a parish meeting. The style of gates has still to be decided.

A motion to resolve this issue couldn't be placed on the agenda as there were still a number of unresolved issues not least the final costs of these projects.

Point of order from Simon Covey: The motion to move forward on the gates be brought to the next parish council meeting.

The proposal for Tuttington will be for 3 single gates. The design has still to be finalised.

Mary Forest-Hill suggested that residents should be able to express their view.

The chairman summed up by stating that there will be a motion in place for our next meeting to decide the progress for each village in the parish.

b. *SAM2 Funding Update*: Simon Covey brought the parish meeting up to date. The SAM2 system can be used to provide actual data on vehicle use and speeds. The SAM2 system would be a parish asset. The parish has applied for funding. Once the outcome of this bid is known, an application for parish partnership money can be made.

c. *Summary of Standing Orders*: The chairman introduced the Standing Orders Document.

The summary sheet prepared by the chairman was commended. The chairman stressed the importance of getting agenda items and any documents to the clerk in time for the sub-committee meeting which would be 10 working days before the next parish meeting. Final deadline for any agenda items is 5 clear days before the parish meeting. Mary Forest-Hill asked if a secure internet space could be set up to allow discussion to take place. Simon Covey announced that this was being set up on Tuttington Hub. This would be a secure limited group. He reminded the councillors that most discussions needed to be public. Re the section on minutes, the clerk sought clarity that all the notes etc. for previous meetings can be destroyed.

6. *County/District councillors: Updates :*

1. Sue Catchpole stated that the main issue recently had been the GNLP. It would go out for consultation on 21/01/2020 for two months. She reminded the parish council that it was essentially an evidence gathering exercise. Two local issues were the proposal for 300 houses in Burgh Road plus a junior school. She would encourage a response to include an additional doctors' surgery. She also urged the parish council to give some thought on how to consult with the residents on this issue.
2. She alerted the parish council to the fact that Broadland was holding some £16 million in reserves.
3. It had also emerged that joint cabinet meetings between South Norfolk and Broadland were being held 'in camera.' The public were being excluded. District Councillors are allowed to attend. Further details will emerge.

7. *Adjournment for public discussion:*

The main issue was the procurement of village gates. It was reiterated that a vote to move forward on this issue will be placed on the next agenda for the meeting on 11/03/2020.

8. *To accept previously circulated Risk Register.* Discussion took place and the document was accepted.

Proposer: Ian Kinghorn

Seconder Mary Forrest-Hill Unanimous

Action point: to move the current format from Word into Excel.

Action point: to instigate further work to develop the Risk Policy.

9. Clerk's Report: Most of the items the clerk has been dealing with will be covered under correspondence. Time has been spent on monitoring current pension literature. PAYE forms have been kept up to date. Current literature on parish council matters has been scrutinised. Notices have been placed on village noticeboards and parish website. Election services have been in touch re pecuniary interests. Mr Kit Papworth has trimmed the foliage on the corner of Beck Lane.

10. Correspondence:

1. *Members Pecuniary Interests.* The election services emailed regarding the forms. They have to be hand signed. As per the standing orders they have to be completed each time there is an election and must have an original signature. The forms are then photocopied and go on the official websites.
2. *Flooding Common Lane:* Highways have been contacted and assure me they have problem noted and in the work diary. I apprised them of councillor Simon Covey's efforts and his wish to be involved in any site visit.
3. *Blocked Drain outside Tutt Cottage:* Highways report that they couldn't locate the drain.
4. *Parish Website:* There have been difficulties in operating the parish website but these appear to have been resolved.
5. *Tuttington Village Green:* Events have taken place successfully on the Green. The parish insurers have been notified each time and have raised no issues. The fence surrounding the green is in need of repair. Broadland District Council have been contacted to provide repairs. At present, they accept that they cut the grass but are querying who has ownership and responsibility for repairs. I have reminded them that the Green is a village amenity and that they have previously carried out repairs and at one stage threatened residents with a summons if they

continued to maintain the Green. Their designated person Jamie has suggested a meeting on the Green. I have said this is an excellent idea and said councillors who lived in Tuttington would like to be at the meeting in a supportive way.

6. *Norfolk Accident Rescue Service.* The parish council receives various appeals from charitable organisations. If they come in as emails, they are sent on. If they come in as letters, I bring them up as part of correspondence. Contributions to charities are left to individuals. There is no provision for donations to be made from the parish budget.
7. *Cilca update:* The clerk has submitted an application form for this training.
8. *Sheringham and Dudgeon Scoping Report:* Burgh and Tuttington parish council is a named council with an interest. We will receive all reports and be able to comment.

11. *Planning:* Planning application 20191825 was supported. One open investigation. There is an open investigation into the campsite in Wood Lane. Technically this is under Aylsham. Receive any reports on current wider planning issues. Approve planning help sheets for placing on the parish website. Agreed unanimously. Councillor Simon Covey will circulate information on GNLP.

12. Finance.

Current Statement: Current statement of accounts was circulated
Move acceptance of current report.

Proposer: Simon Covey

Seconder: Jeremy Hickling

Motion accepted. Unanimous

Forward Planning: Confirmation of Precept £3522.

Grant to support Cilca training still available. Cost to parish council £325

March meeting will include final cheque for clerk's pay £950.

13. Report on meetings attended. None

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

15. Meeting closed @ 8.57p.m.

16. Dates of next meetings: (11/03/2020) Next committee meeting to agree items for March meeting 26/02/2020. Please send any items for inclusion to the clerk.