

Minutes of the virtual meeting of Burgh and Tuttington Parish Council held on Wednesday 22/07/2020 via Zoom @ 7.30pm. Members of the public were welcome to attend and could speak during the adjournment using the Zoom protocols

The chairman welcomed councillors and members of the public to the first virtual meeting of Burgh and Tuttington Parish Council

Attendees: Ian Kinghorn, Jan Lodge, Jeremy Hickling, Simon Covey, Vicki Gylanders, David Harrison, Pat Hampstead internal auditor.

There were 2 members of the public.

1. Welcome:¹ Chairman outlined the Zoom protocols for conducting the meeting.
2. Election of vice-chairperson There were 1 applicant. Jeremy Hickling was elected.
3. Apologies: There were no apologies. Sue Catchpole had informed the clerk of a contemporaneous meeting.
4. Declaration of interests: ² There were no declarations of interest.
5. Minutes of the previous meeting 11/03/2020.³ The minutes had been circulated,

Acceptance of minutes:

Proposer: Simon Covey

Secunder: Jeremy Hickling

6. Matters arising:

a. Tuttington Village Green

Broadland District Council confirmed that they would continue to maintain the Green by mowing it. They declined to refurbish the fence and stated that they would remove any rotted sections as they happened. No decision has yet been taken as to who would maintain the fence. Covid 19 has prevented any meaningful discussions with residents of the village. Discussion focused on seeking residents' views to ensure the Green continues as an amenity feature but that bio-diversity is encouraged.

b. SAM2 funding application update. See item 9. No progress yet. Everything delayed whilst dealing with the pandemic. Simon Covey has contacted Linda McDermott awaiting progress.

c. Update on Burgh War Memorial: Jeremy Hickling brought the parish council up to date. All the finance is in place. Contractors have been contacted. Lockdown has slowed the process. Everything ready to go.

7. County/District councillors: Updates. David Harrison gave a broad view of the situation from a county/district point of view. Only one meeting since the lockdown rules came into force. All efforts on combatting the pandemic. Less consultation going than formerly. Fortunately, low death rate in the area. Council awaiting government finance package.

8. Adjournment for public discussion: No comments.

9. Village Gates: Rollover of parish partnership grant: Update on funding.

Highways have confirmed that the grant (£7000) offered in 2019 has been rolled over into the current financial year. Final costs and designs have yet to be achieved. David Harrison confirmed that the grant previously agreed was still available.

1 LGA 1972 s 7.17

2 LGA 1972 sch 12 Local Council Administration 7.39

3 LGA 1972 s 7.39

10. Clerk's Report: The clerk has spent considerable time ensuring the end of year accounts and AGAR forms have all been correctly prepared. Details to come in section 13. PAYE has been brought forward and adjusted for 20-21 financial year. Pensions have been contacted. The CiLCA course while very interesting has proved quite burdensome in terms of time.

11. Correspondence:

1. Email from Highways confirming grant towards village gates.
2. Norfolk Vanguard Offshore Wind Farm: Notice of acceptance. Simon Covey outlined concerns over the trenches needed to bring power on shore. Discussion favoured Simon Covey drafting an email to Jerome Mayhew our MP supporting the idea of a ring main offshore to limit the environmental damage of successive trenches.
3. Jerome Mayhew MP Do we want to contact him to support the idea of a ring main approach to bringing supply cables ashore? Yes see above.
4. Tuttington Green Mowing has thrown up an issue of use. The mowing has been restricted to encourage bio-diversity but village events require the mowing to be carried out. Clerk to send email to Jamie Henry agreeing that the lower part can be mowed intermittently but the main part should be mowed regularly as per the schedule.
5. Resignation of Colin Piggott: Election services has been notified and notices have been placed on the noticeboards. As we have one vacancy already, the council can be proactive in seeking a new parish councillor. Ian Kinghorn offered to take over the parish website. He will liaise with Colin Piggott.
6. Co-option of parish councillor: Election services have been notified and notices have been placed on notice boards.

12. Planning: Applications none: Enforcement notices 1 Common Farm 3 Common Lane Tuttington: Enforcement notice for information

Receive any reports on current wider planning issues.

- a. Windfarms update: Councillor S Covey Details given under correspondence.
- b. Planning applications in adjacent parishes: Councillor Simon Covey. No worrying planning applications.

13. Finance:

a. Current Statement: Accept current report for the financial year 2019-2020. The clerk read out the internal auditor's report. He explained that the cheques for the poppy wreaths had been mentioned at the parish meeting on 13/11/2019 but not noted in the minutes. Similarly the cheques for the Nalc training for the clerk's CiLCA award couldn't be mentioned in the minutes for 11/03/2010 as they hadn't been received until after the meeting and although part of the 2019-2020 financial year did not clear until the 20-21 financial year had started. Finally the cheques for the clerk's pay and HMRC couldn't be ratified until a full council meeting had taken place. Once the accounts have been accepted at this meeting, the cheques become part of the minutes. The clerk took the council through the accounts. He explained that cheques 100332, 100333, 100335 and 100336 will appear as unrepresented cheques in 20-21 financial year. I will attach the auditor's report to the minutes.

Accept end of year accounts for 2019-2020: Unanimous

Proposer: Jan Lodge

Secunder: Ian Kinghorn

b. AGAR forms sign off accounts for 2019/20. These forms would have been presented at the annual parish meeting due to be held in May 2020. The government postponed the annual parish council meeting to May 2021. The AGAR forms still have to be sent off and I would like to record

my thanks to Pat Hampstead for being so patient and meticulous. The AGAR forms go to the government appointed auditors.

Page 1 gives the guidance notes and lists the publication requirements. Once the completed forms have been accepted at this meeting these requirements will be carried out.

Page 2 gives further general guidance.

Page 3 is the Certificate of Exemption to be signed by the clerk as Responsible Finance Officer and the chairman. This has to be minuted and approved by the full council. The completion dates have been extended due to Coronavirus. The Exemption Certificate certifies that the parish council did not have either an income or expenditure in excess of £25,000. Further it confirms that the Responsible Finance Officer and chairman in signing on behalf of the parish council are aware of all the legal and financial responsibilities.

Page 4 is signed by the internal auditor Patricia Hamstead and asserts that appropriate rigour has been applied to the accounting process. Hence her comments referred to earlier. The clerk read through the page. Auditor's note will be attached to the minutes.

Page 5 is signed by the chairman and clerk on behalf of the parish council and confirms that the parish council has had an opportunity to examine the accounts at regular intervals during the year. The accounts have been updated at each meeting. The clerk read through the sheet. The sheet will be signed on the council's behalf by the chairman and clerk showing the correct minute of the meeting.

Page 6 shows the comparison of the income, outgoings and expenses. The clerk read the sheet. It will be signed by the Responsible Financial Officer and the chairman and minuted.

AGAR forms accepted: Unanimous

Proposer: Ian Kinghorn

Secunder: Simon Covey

c. Update assets register: If this meeting had been held in May, it would have been the right time to update the assets register. The only change at present is the acquisition of reference books for the CiLCA training by the clerk.

Current Parish accounts for 2020 -2021. The clerk read through the current account. He drew attention to the unpresented cheques 100332 Nalc £175, cheque 100333 SLCC training materials, cheque 100335 Nalc training invoice £180, cheque 10036 £37.50 for hire of Burgh Reading Room. Current cheques prepared and sent off cheque 100337 parish insurance Zurich, cheque 100338 Nalc subscription. He drew attention to a grant of £200 to assist clerk's training.

Acceptance of parish accounts 22/07/2020 Unanimous

Proposed: Ian Kinghorn

Seconded: Jan Lodge

d. Considerations for future expenditure e.g. Zoom licence, joining (SLCC) Society of local council clerks. Clerk to check if County or district licence for Zoom would be available.

14. Report on meetings attended. None

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

16. Dates of next meetings: 09/09/2020 @ 7:30 p.m. Zoom, 11/11/2020 @ 7:30 p.m. Burgh Reading Room* 13/01/2021 @ 7:30 p.m. Burgh Reading Room* 10/03/2021 @ 7:30 p.m. Burgh Reading Room* 12/05/2021 (Annual Parish Meeting) @ 7:30 p.m. Tuttington Church*

17. Meeting closed @ 20:55.

*Place and type of meeting to be confirmed as lockdown restrictions are updated.