

Minutes for the meeting of Burgh and Tuttington Parish Council held on Wednesday 09/09/2020 via Zoom @ 7.30pm. Members of the public were welcome to attend and could speak during the adjournment using the Zoom protocols. (Access details were published.)

1. Welcome: The Chairman outlined the Zoom protocols for conducting the meeting.
2. Apologies: Apologies were received from Vicki Gylander and Sue Catchpole. David Harrison will join the Zoom meeting if possible. Reminder that apologies should be sent to the clerk.
3. Declaration of interests: No declarations of interest.
4. Minutes of the previous meeting 22/07/2020. The minutes were accepted.
 1. Proposer: Ian Kinghorn
 2. Seconder: Jan Lodge
5. Matters arising:
 - a. Update on War Memorial. Councillor Jeremy Hickling brought the parish council up to date. The work is now finished and the final report has been sent in. The grant funds will be paid into the parish account and then to the builder. VAT has been applied for.
 - b. Discuss and agree action plan for village gates. The present agreement is for 5 gates in total. 2 for Burgh and 3 for Tuttington. Ian Kinghorn to liaise and produce final design and position for each village. Clerk to liaise with highways to action grant (50% of costs), implementation and installation. (Remaining 50% Of costs to come from district council grant via Councillor D Harrison.)
 - c. Discuss and agree action plan for SAM 2 signs. Funding offered at present 50% £1783. Remaining 50% to be sourced. Simon Covey to contact village sources. Reserved money in parish account £ 1395 as yet unspent. Clerk to check minutes to cover previous agreed outcomes. Current costs of system to be checked. Once all details are known, a special meeting can be called by the chairman to agree a motion to go ahead with any financial commitments.
6. County/District councillors: Updates. David Harrison brought the meeting up to date with the current situation regarding the use of emergency measures in Aylsham to change the use of Red Lion Street and attempts to deal with subsequent rat runs. He felt the county and district had responded well to the Covid pandemic. The local discussions on new housing for Broadland contained the need for a large piece of land to be made available for a new school. The big news would be the announcement from the government in October as to whether Norfolk would become a unitary authority or not.
7. Adjournment for public discussion: No issues were raised.
8. Consideration of number of meetings. Chairman Ian Kinghorn outlined the reasons behind the current six meetings. A discussion followed. It was felt that the present number of meetings should be retained. The item can be revisited. To assist the smooth running of the meetings the clerk will send round a reminder to councillors for any items they wish to be on the agenda before finalising the agenda.
9. Support Jerome Mayhew MP in attempt to create a ring main for bringing power ashore. Councillor Simon Covey had circulated a memo to all councillors. Thanks were offered for the clear exposition of the parish council's views and tone of the letter. The letter, once finalised, will be placed on the noticeboards and websites and added to the minutes.
10. Clerk's Report: Focus has been on maintaining PAYE records and updating HMRC protocols. Keeping abreast of council emails and continuing with the training assignments.

11. Correspondence: Councillor Simon Covey raised a point of order concerning how correspondence items were dealt with. The clerk explained that while councillors could respond as individuals to the emails circulated parish responses came as a result of items discussed in meetings.
 1. Receipt of £200 grant.
 2. Tuttington Green: Jamie Henry has been emailed twice but not replied. The Village Green has finally been cut and the hay removed. Further email will be sent requesting the original mowing regime is reinstated so that the Green remains a village amenity.
 3. Website accessibility. This has come up in the training the clerk is doing and will need to be attended to. (The parish website is being reviewed.)
 4. Model Members Code of Conduct. This is likely to be confirmed and we would simply need to agree its acceptance at a future meeting.
 5. Co-option of parish councillor: It has been confirmed that there is no demand for any election. The parish council can co-opt two councillors.
 6. Norwich Western Link Access. Deadline for replies is 20/09/2020. There is a good section on frequently asked questions.
 7. Consultation on Coastal Adaptation Policy. This consultation document tries to set out a multi-council approach to the impact of coastal erosion and climate change.
 8. Issue of disposal of expired wind farms was raised by a resident.
12. Planning: Receive any reports on current wider planning issues.
 - a. Windfarms update: Councillor S Covey referred to Vattenfall getting permission for Boreas windfarm. This gave further impetus to having some kind of ring main at sea to avoid constant digging up of the onshore route. The clerk noted that survey ships and a small drilling platform is off the coast at Happisburgh.
 - b. Planning applications in adjacent parishes: Councillor Simon Covey
 - c. Planning notice 20201542 28 The Street Burgh. Parish Council supported the application.
13. Finance:
 - a. Current Statement: Accept current report. Endorse Clerk's half yearly pay.

The clerk had circulated the current accounts. One cheque for £200 had been received. One cheque 100341 for the clerk's salary £925.20 had been prepared. One cheque 100340 £22 for HMRC has been prepared. Details of the £200 grant to be circulated. The signatories for the cheque book need to be amended. Jeremy Hickling to be added.

Accept the accounts:
Proposed: Ian Kinghorn
Secunder: Jan Lodge
 - b. AGAR forms sign off accounts for 2019/20. An email has been received from PFK Littlejohn stating that the AGAR forms had been received and the Exemption form accepted. They do not expect to contact the parish council until next year.
 - c. Begin budget process for November's meeting. The next parish council meeting will need to agree the precept for 21/22. Items such as Zoom or Team may need to be explored. The need to balance funds for Village gates and SAM2 system
14. Report on meetings attended. None
15. Any Other Business to be notified in advance to clerk beforehand.
 1. Zoom licensing: Ian Kinghorn has permission to continue using the borrowed licence. Jitsi was suggested as a free alternative.
 2. Website management. Ian Kinghorn is in the process of talking to Colin Piggott and managing the handover. Simon Covey's expertise will be sought as well.
16. Date and location of next meeting. Next meeting will be a Zoom meeting 11/11/2020. Access details will be published.
17. Meeting closed @ 21:00.