

Minutes of the meeting of Burgh and Tuttington Parish Council held on Wednesday 11/11/2020 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.)

*Attendees:* Ian Kinghorn, Jeremy Hickling, Janet Lodge, Simon Covey, Vikki Gylander, Sue Catchpole. David Harrison, Joseph Winterbourne Clerk.

There was 1 member of the public.

1. Welcome: The Chairman welcomed the councillors and members of the public and outlined the Zoom protocols for conducting the meeting.
2. Apologies: There were no apologies tendered.
3. Declaration of interests: There were no declarations of interest.
4. Minutes of the previous meeting 09/09/2020. The draft minutes had been circulated and were accepted.

Minutes of parish meeting 09/09/2020 accepted.

Proposer: Ian Kinghorn

Seconder: Janet Lodge

5. Matters arising:

- a. Discuss action plan for village gates.
- b. Discuss action plan for SAM 2 signs.
- c. Progress on website.

These items were covered separately under items 8,9,and 10.

6. County/District councillors: Updates: District councillor Sue Catchpole brought the parish council up to date. All meetings are virtual and recorded. Emphasis is being placed on improving Norfolk County council's recycling record. At present the council recycles 49% of waste. Details have yet to be finalised but may include longer gaps between collections and smaller bins. There will be a new recycling centre. These remarks were not seen as a positive move forward. On a more positive note Sue Catchpole urged businesses to contact Broadland District Council before making anyone redundant. Reminder that any community group of 3 or more people could apply to Broadland councillors for a grant up to £300 for community functions. The County budget for 21-22 is likely include an increased deficit of £40 million. Norfolk CC is likely to increase the precept by 4%.
7. Adjournment for public discussion: A resident on Tuttington Green raised the query of how the Green was to be maintained – especially the fence. A discussion followed and it was agreed to place it again as a specific item on the next agenda 13/01/2021. Residents around the Green and Tuttington villagers to be notified of the item and date.

Sue Catchpole reiterated her earlier comment that district councillors have access to limited funds for community use.

8. Village Gates: Discuss two motions subject to monetary agreement: "Subject to receipt of funding that we proceed to instruct Highways to start progress on the project, at either or both villages with immediate effect."

The discussion that followed reiterated that the motions to proceed with this project had been discussed and agreed at previous meetings. Details of design and costs were to be agreed with highways and the village gateways to be paid for and installed as soon as possible. David Harrison reaffirmed that the second 50% of the costs was still available. Clerk to ask Highways to action the installation as soon as possible.

9. Discuss motion to carry out the acquisition of a SAM system. "Subject to receipt of funding that we proceed to instruct Highways to start progress on the project." Again, the only hold up was the acquisition of the 50% of costs to match the grant offered by Highways. Once the village gateways had been installed and paid for, the balance for the SAM2 system should be available.

10. Website Update Ian Kinghorn: The website is still under review.

11. Clerk's Report: Time has been spent checking and sending emails. PAYE has been complicated as my personal tax code was changed. The tax I had to send off in September may have been unnecessary. However, if I have read HMRC's circular documents correctly, it should resolve itself by March and I should be able to recoup the overpayment. A great deal of time has been spent in trying to get back into the swing in completing the Clerk's training. You will have seen from the documents I forwarded that the course is expected to consume 200 hours of study. I am paid for 180 hours. The 200 hours would be part of a full time clerk's hours. I do not have any spare hours. I need all my hours to carry my duties. The course is stretching as we would expect as it is at a level 3. Essentially it is doing an advanced level course in a year. The information and application of current legislation is stimulating and is informing all the work I do. As with any student at this time, the effects of the covid 19 pandemic have caused additional problems.

12. Correspondence:

1. Letter to Jerome Mayhew: The clerk received an acknowledgement and thanks from Mr Mayhew's personal assistant. She reiterated Mr Mayhew's wish to meet as many parish council's as he could. At present there is the restriction of lockdown and very pressing legislation to be dealt with.
2. Barclays: The forms to change the signatories have been distributed. Once Jeremy Hicking has completed his forms and made a personal visit to Barclays in Aylsham so they can confirm his identity, He will become a signatory.
3. Rough sleeper: The rough sleeper count is a government funded survey. Funds are attached to the outcome. A zero count has been returned. Please alert me if you come across any rough sleepers in the parish.
4. War Memorial invoice: I have been copied in on an email for the non payment of this invoice. The parish is not liable for VAT and this can be reclaimed. It has held progress up.
5. Highways visit 23/11/2020: The rangers will be making a visit on 23/11/2020. Any highways issues such as potholes or standing water need to be highlighted.
6. Grants availability: District councillor Sue Catchpole sent an email highlighting small communities grants.

13. Planning: Receive any reports on current wider planning issues.

a. Windfarms update: Councillor S Covey. There are three companies that are either expanding or building new windfarms. The land fall will be either at Happisburgh or Weyborne, The main concern is to try and keep the digging of supply trenches to a minimum.

b. Planning applications in adjacent parishes: Councillor Simon Covey. There are no additional applications at present.

c. Planning notice: There have been no new planning applications in the parish.

14. Finance:

a. Current Statement: Cheques 100342 St Mary's PCC for £135 and cheque 100343 for Tuttington Churchyard account for £135 to assist the churchyard costs have been prepared. Cheque 100344 for the Poppy Appeal has been prepared. Accept current statement. Further cheques will be prepared as necessary for our future meetings.

Accept Current parish statement.

Proposer: Ian Kinghorn

Secunder: Simon Covey

b. Discuss Budget for 21-22: This is important as the parish will be asked to set its precept in December. Present accounts are sufficient to cover all the proposed outgoings for this financial year. The clerk's pay is set by the national pay wards. We are a small parish and come in the lower pay scales. The pay for this year was set at £11.00 per hour pending any pay award for 2020-21. The pay award was for £11.30. per hour this leaves a shortfall of £54.00. The pay per hour for 2021-22 before any pay award would be £11.53. This would give a provisional figure of £2075.40. to be put in the budget. Any uplift to be repaid.

We have underspent on the parish insurance by £25.65. As the insurance quote doesn't come in for several months and is not fixed, I have set it at £290.00.

We set training for this financial year optimistically at £500. None of that has been used as yet.

We haven't needed to use any money for maintenance. I would recommend keeping £150.00 in the budget to build a reserve.

There hasn't been any hire charges this year for meetings. Given the current news on a vaccine for coronavirus we may need to add it to the budget for 2021-22 £37.50

Any underspend has helped to rebuild our reserves so that the parish council could cover an emergency election if called. The reserve was largely depleted complying with a such demand.

At present after covering all financial commitments including the £54.00 shortfall for the clerk's pay and excluding the ring fenced sums of £895 and £500, we will have a reserve of £1300+

The parish hasn't made any provision for updating the parish website or to hold virtual meetings.

Parish Gateways and the SAM2 system are expected to be covered by the grant money from County Councillor David Harrison.

After discussion, it was agreed to pay the shortfall £54 to the clerk and pass the £200 bursary to him to cover some of the extra hours involved in acquiring the CiLCA training.

c. Agree precept for 21-22 to be set at £3625

Proposer: Ian Kinghorn

Secunder: Jeremy Hickling

15. Report on meetings attended. None

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

17. Date and location of next meeting. 13/01/2020-21

18. Meeting closed @ 21:02.