

Draft Minutes of the meeting of Burgh and Tuttington Parish Council held on Wednesday 10/03/2021 via Zoom @ 7.30pm. Members of the public were welcome to attend and could speak during the adjournment using the Zoom protocols. (Access details attached.)

Attendees: Ian Kinghorn, Jeremy Hickling, Janet Lodge, Simon Covey, Vicki Gylander, County Councillor David Harrison, District councillors Steve Riley. Parish Clerk Joseph Winterbourne.

There were 3 residents logged on.

1. Welcome: The chairman Ian Kinghorn welcomed councillors and the public to the meeting and outlined the Zoom protocols for conducting the meeting.
2. Apologies: There were 1 apology from District Councillor Sue Catchpole.
3. Declaration of interests: There were no declarations of interests.
4. Minutes of the previous meeting 13/01/2021. The minutes were accepted as a true record.

1. Proposer: Ian Kinghorn

2. Seconder: Janet Lodge

An amendment was added to the minutes noting that £21670.70 was corrected to £2167.70

The minute from the extraordinary meeting 03/03/2021 as dictated by the council was sent off by the clerk and is on the planning application 20210221.

5. Matters arising:

- a. Update village gates. The finance details of the matched funding has been passed to Linda McDermott by Councillor David Harrison. The final position of the gates needs to be passed to Highways for them to complete final costs and timetable.

- b. Update SAM 2 signs. This project is dependant on funds over from the matched funding for village gateways being available to match the highways grant for a SAM2 system.

- c. Fencing Tuttington Green: A number of emails have been sent. A number of quotes were submitted. In the event a minor but welcome repair was done to provide a safety barrier on the roadside fence. The clerk sent a further email containing a photo of a broken rail. No response as yet. A copy of the emailed photo was passed to District councillor Steve Riley in case any further funds can be elicited. The possibility of a community response can be explored once we have exhausted the district council response. The clerk to follow up on the immediate safety issue. District councillor Steve Riley to assist by setting up a Zoom meeting to discuss the outcomes and to ascertain the district council's long term strategy.

6. County/District councillors: Updates. Steve Riley brought the parish up to date on the rise in council tax of 3.5% at the district level. Attempts to hold the rise to zero had been voted down. Attempts to increase community grants were voted down. County Councillor David Harrison confirmed that the current county budget was limping on with an on going shortfall.

7. Adjournment for public discussion:

1. Resident 1 raised the issue of waste food being distributed on the Green. An outcome of this was an increase of rodent activity. It was suggested that if the food is for the birds that it is put out in the morning and removed for the evening. Rodents tend to feed in the night time. The clerk to put an alert notice on the notice board.
 2. Resident 2: Conversation on the ongoing discussion concerning the fencing on the Green in Tuttington. The district councils position needs clarifying. Original quotes of £800, £1700, £3000 were submitted. In the event a minor but welcome repair of about £200 was carried out. There is a community pledge of £1700. Once the district council's position has been clarified, the development of a community group can be explored.

8. To review standing orders in relation to planning and agree any action to be adopted at the annual parish meeting: The recent use of an extraordinary meeting to discuss and determine the response to a planning application has focused attention on the parish standing orders. The discussions that have already taken place on this subject adopted the revised model standing orders. These include an option to call an extraordinary meeting to discuss any planning application which comes between meetings.
9. Clerk's Report: This has been a busy time trying to stay abreast of the information coming from a wide range of sources. This seems to be an appropriate time to flag up a range of reviews. I would like to flag up policies and items for annual parish meeting in May. These will be drafted and circulated prior to the annual parish meeting. The annual meeting of the parish council is a legal requirement. In it the parish council will ask the chairman and clerk to sign on their behalf that due governance has taken place during the year. At that meeting the Annual Governance and Audit Regulations (AGAR) will be presented and signed off for publication. It is also the opportunity to review and amend and add to our council policies so that they can be updated on the parish website. At present we have a risk assessment document, a complaints policy, the Members code of conduct, a public participation document, a GDPR policy, and a co-option policy. We had discussed and accepted a set of Model Standing Orders. These need to be finalised and signed off at our May meeting. Even though we don't manage any buildings we should have Health and Safety policy. Likewise we should have an equality and employment statement. This is not an exhaustive list but I think we should examine the policies already on the website and look at some draft policies before our May meeting.
10. Correspondence:
 1. GNLP End date 15/03/2021: To discuss and formulate a response. The information contained in regulation 19 is essentially new information. A number of points are relevant to Burgh and Tuttington parish. The regulation was not circulated for discussion and may be illegal. Simon Covey's written statement should be attached to the minutes. It would be circulated to all prior to being submitted under the clerk's name.
 2. Barclays signatory? Complete. However, despite having updated Barclays as to who is the chairman, the letter was addressed to D Papworth. Clerk to follow up.
 3. War Memorial invoice. Cheque signed and sent off. VAT to be reclaimed.
 4. Highways Various emails have gone back and forth
 5. Elections services casual vacancies. Updated protocols
 6. Vacancy for board member. Individuals to respond.
 7. Protocol to cover death of a Senior Royal. For information.
 8. Lateral Flow Tests in the workplace. Very detailed.
 9. Cancer Project by Healthwatch Norfolk. This link will be on the website, Tuttington Hub and Burgh Life.
 10. Norfolk ALC Bulletin. Very detailed information. Date of annual meeting to be discussed under item 15.
 11. Request from Job Centre for the following link to be placed on parish and other websites. There are 1.5 million on universal credit. <https://www.jobcentrernearme.com/universal-credit/>
 12. Rough Sleeper Count. Clerk to reply.

13. Request to sign up to armed forces covenant. This will be placed on the May agenda.
11. Planning: Open enforcement case Common Farm Common Lane. This hasn't been closed. Planning application 20210003 Churchside has been received and circulated. Comments: Changes welcomed. General opinion that they improved the visual aspect. Plans supported.

Receive any reports on current wider planning issues. None

12. Finance:

a. Current Statement: end of year accounts.

These accounts are accurate as at 10/03/2021. The bank account will change as final cheques are processed. The invoice for Nalc subscription 21/22 has arrived but it will be processed in 21/22 accounts.

Three cheques have been prepared for this meeting cheque 100349 Clerk's half year salary £931.20. Cheque 100350 HMRC £58.80. Cheque 100352 HL Perfitt Stonemason's £1728. The clerk will apply for a VAT refund of £288. This will show up in the final accounts prepared for the annual parish meeting in May.

Accept current statement.

Proposer: Janet Lodge

Secunder: Jeremy Hickling

13. Report on meetings attended. Clerk attended zoom meeting.

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

15. Date and location of next meeting. Annual parish council meeting to include annual meeting of the parish Zoom meeting Wednesday 12/05/2021 at 7.30.p.m.

16. Meeting closed @ 9.23 p.m.

Joseph Winterbourne

Parish Clerk Burgh and Tuttington parish council

Date: 20/03/2021