

Draft Minutes for Burgh and Tuttington Parish Council meeting held on 14/07/2021 in Tuttington church. Members of the public were welcome to attend and could speak during the adjournment. Coronavirus protocols were in place. It was advised that members have a lateral flow test before the meeting. Masks should be worn. Social distancing was in place. There were no paper copies of agendas or finance provided. Copies of the agenda were on the parish noticeboards and the parish website <https://burghandtuttingtonparishcouncil.norfolkparishes.gov.uk>

1. Welcome: The chairman welcomed councillors and members of the public. He explained that coronavirus protocols were still in operation.
Attendees: Councillors, Ian Kinghorn, Jeremy Hickling, Simon Covey, Trevor Richards, Vicki Taylor, District councillor Sue Catchpole, County councillor Steve Riley. Joseph Winterbourne Clerk.
There were members of the public.
2. Apologies: *Janet Lodge*
3. Declaration of interests: There were no declarations of interest.
4. Minutes of the previous meeting 06/05/2021: Acceptance of the previous minutes
Proposer: Ian Kinghorn
Seconder: Vicki Taylor
5. Matters arising:
 1. Future arrangements for annual parish meeting: *This was briefly discussed. It will be on the agenda for September and ideas are welcomed to formulate a positive plan in time for the next annual parish meeting.*
 2. Engagement with the parish community: *The parish council started the conversation to review its engagement with the parish. Simon Covey offered to draft an article to start things off. It would be placed on Tuttington Hub and councillors would be invited to comment and add suggestions.*
 3. Mowing of village Green in Tuttington: *The Green has been regularly mowed. There has not been any indication from District Council as to any time limit.*
 4. Update village gates: *Highways have been contacted but no response as yet. Clerk to email Steve Riley and Linda Girling*
 5. Update SAM 2 signs. *No further action has been possible.*
 6. Fencing Tuttington Green: *The fence has been professionally repaired and is in excellent condition. No indication as to who sanctioned it or arranged it.*
6. County/District councillors: Updates: *Sue Catchpole confirmed that the integration of services by Broadland and South Norfolk was continuing. Some IT problems had presented themselves and were being worked through. Unfortunately this included the planning portal. The Waste Collection contract was in discussion. There were no firm details yet on any changes to the collection details in place at present. Sue reiterated her willingness to help with any issues. She was contactable on her email address.*
7. Adjournment for public discussion: *A letter from a resident had been circulated. It raised a number of issues concerning the erection of an agricultural building on the approach to Aylsham. The building did not need planning approval and was not in the environs of Burgh and Tuttington council. The issue of planning notices did not apply as 1. it was an agricultural building and 2. it was not in the parish. The*

planning portal was down so current details were not accessible. A resident at the meeting raised similar concerns. The parish council had considered this item at its previous meeting and while agreeing with the concerns raised was not in a position to do other than keep a close eye on proceeding as proper regulations had been followed.

A second issue was raised concerning the language used in the agendas. Plain English is the goal but the protocols laid down in the 1972 Local administration Act and the fact that the agenda and minutes are legal documents has to be born in mind.

8. Review existing system of receiving notification of planning applications from adjacent district councils. *At present Burgh and Tuttington does not receive notification of planning items in neighbouring planning authorities. This has caused significant and unnecessary concerns.*

Clerk to contact neighbouring planning authorities to request we receive notification. Secondly, the clerk has noticed a change in some of the planning notifications that are coming through. Two sets of information are sent out. Planning notices on individual properties and notifications of open and closed applications. Recently items in the latter form that refer to Burgh and Tuttington are sometimes placed under Aylsham.

Clerk to contact Planning.

9. Revisit the possibility of a Defibrillator for Burgh and Tuttington parish to be located in Tuttington. *Councillor Simon Covey led off the discussion. Councillor Jeremy Hickling appraised the council of the experiences of Burgh village. He explained that the defibrillator had been a village initiative using a grant. However, the maintenance costs had not been factored in and there was no proper procedure for covering the costs. The positioning, availability of electricity and genuine consideration of use were important areas to discuss. The clerk added that this had been discussed some years ago by the council and not proceeded on for those reasons. It was agreed that further research would be carried out and details circulated for the next meeting 22/09/2021.*
10. Discuss and action the setting up of a secure shared area within the parish website. *A discussion on the evolution of the council website and development of information technology took place. Issues to be developed were 'What should be in the public domain? How to use emails? Should the parish council have a .gov.uk email address? How can we use IT to have secure backups? An initial start would be to use a secure area on the Tuttington Hub to post ideas and discussions. It may need to be a more significant part of the budget. The chairman, Ian Kinghorn had attended a NALC IT seminar and shared the key points.*
11. Clerk's Report: *Time has been spent on correspondence. The final submission day for the Cilca course 14/07/2021. All 30 assignments have been set off. Tax and pension data are up to date and liaising with Highways. Significant time was spent on ensuring the AGAR forms were completed and sent off. The exemption certificate has been accepted. A start has been made on developing a year plan*

12. Correspondence

1. Meeting outside Burgh Reading Room with our local MP Jerome Mayhew 27/07/2021 @ 2.00-2.45 p.m.
2. Links on the parish website e.g. Universal credit. *The clerk is often asked to add links to the parish council website. The site is managed by our chairman Ian Kinghorn. Sometimes the follow up emails get a little strident. What rationale should we use to keep the number of links manageable. This would be part of the review and development of the parish Information Technology review. The chairman Ian Kinghorn will draft a policy.*

3. Parish and Town Council register of interests. *The presentation of members interests is changing. Reminder that if members interests change the clerk should be notified. New forms will completed at the next election in*
4. Highways: The regular highways visit by rangers is due 08/08/2021. 'Should you wish to add any work, for consideration by the Inspector, please email these to highways@norfolk.gov.uk including **RANGER** and **YOUR PARISH NAME** in the subject title. Please provide as much information as possible including the exact location and specific concerns.' This is link to follow.
5. Tim o'Shea Clerk's training for outside management of finance. *The clerk regularly receives invitations to spend the parish council's budget on buying in services. This particular one is to have our finances out sourced. At present we are very lucky that our internal auditor Pat Hamstead has set up our accounts to dovetail with the Annual Governance Accounting Regulations. Any change in our policies or systems would be through the parish meetings. However, any concerns on procedures or policies should be passed to the chairman and clerk.*
6. Planning update from Broadland and South Norfolk: *Recent notifications of planning open and closed seem to absorb some Burgh and Tuttington notifications into Aylsham. Clerk will contact planning.*
7. Road closure 04/08/2021 Aylsham Road
13. Planning: Planning notification 20211274, 20211109 26 The Street Burgh. *The planning portal was not available due to maintenance problems. Members will look at the plans. If necessary a brief planning meeting can be held.*
 Receive any reports on current wider planning issues. *Simon Covey brought the council up to date with reference to the grain barn being built off Aylsham Road Tuttington. He confirmed that the position of the barn was outside the boundary of Burgh and Tuttington Parish. The land is owned by a farming company. Planning was granted in 2017. The planning approval as for a multi-purpose barn. Of concern is its impact on the visual approach to the village and the amount of additional traffic. A further concern was that in the past some agricultural premises have been granted planning for conversion to residential development.*
 Finance:
 - a. Current Statement: The clerk presented the current accounts. Two cheques had been prepared for signing. Cheque 100355 St Mary's PCC for churchyard maintenance. Cheque 100356 Tuttington churchyard account for churchyard maintenance.
 Accept current statement.
 Proposer: Ian Kinghorn
 Seconder: Jeremy Hickling*Forthcoming expenditure. The final submission date for the Cilca Training course that the clerk has undertaken is 14/07/2021. Out of the 30 submissions 6 have been referred for further work. They will incur a further claim on our training budget of £10 per submission. They need to be paid in advance. Once the final deadline is passed the clerk will be notified of the amount to request and an invoice will be raised.*
14. Report on meetings attended. Ian Kinghorn attended a NALC IT seminar the content of which was discussed in the main body of this meeting.
15. Any Other Business to be notified in advance to clerk beforehand.
16. Date and location of next meeting. Wednesday 22/09/2021 Tuttington parish Church
17. Meeting closed @ 21.24.p.m.

Joseph Winterbourne

Parish Clerk Burgh and Tuttington parish council

Date:03/08/2021