

Draft Minutes for Burgh and Tuttington Parish Council meeting held on 06/10/2021 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, District councillor Sue Catchpole, Joseph Winterbourne Clerk.*  
*There were 0 members of the public.*
2. Apologies: Vicki Taylor Family issues.
3. Declaration of interests: There were no declarations of interest.
4. Minutes of the previous meeting 14/07/2021: Acceptance of the previous minutes  
Proposer: Jeremy Hickling  
Seconder: Trevor Richards
5. Matters arising:
  1. Future arrangements for annual parish meeting: *This was discussed. Some suggestions were voiced. It will be on the agenda for November and ideas are welcomed to formulate a positive plan in time for the next annual parish meeting in May 2022.*
  2. Engagement with the parish community: *The parish council started the conversation to review its engagement with the parish. Articles have been placed on Tuttington Hub. Councillors were invited to comment and add suggestions. The consensus was to try and make shorter punchier articles once their purpose had been decided. To be discussed in item 9.*
  3. Update village gates: *Highways have been contacted. Ben Raynor replied and passed the item on to Bradley Shaw. Ben is off work this week and Bradley Shaw is hoping to do a site visit and submit drawings as soon as possible.*
  4. Update SAM 2 signs. *No further action has been possible.*
  5. Defibrillator update. *The suggestion was made that obtaining CPR training might be more effective given that there was no suitable building in Tuttington for a defibrillator.*
6. County/District councillors: Updates: *Sue Catchpole The accommodation review is proceeding. No definite decision has been reached. A new contract for waste collection has been agreed. No changes to rotas at present.*
7. Adjournment for public discussion: *Vicarage Row Sewerage*
8. Discuss and decide an action concerning the continuous smell emanating from the sewerage from Vicarage Row. *After discussion, it was decided to obtain further details.*  
Action: Clerk to contact Wherry Housing and any other authorities that may help with this issue.

9. Discuss articles placed on the Tuttington Hub website and discuss purpose of articles and content: *The articles in their present form are not ready for publication. More refinement is needed.*
10. *Clerk's Report: The Clerk was pleased to share that as a result of the CiLCA course, he can report that the parish council are following legislation to the letter. Hence the fact that councillors are summoned and the date and signature of the summoner appear on the agenda. The council now has a wider group of policies and has kept up with more recent legislation. This is important as the council as a whole has to sign up to proper governance at every Annual Meeting. It will be apparent that a great deal of time has been spent on reading and disseminating emails. This will only increase. Possible improvements will be discussed under correspondence. As a council we must show that we adhere to the law. One aspect we need to be clearer on is that we comply with the Information Commissioner's office template of what the council should make available to the public. We started the formal discussion on Who we are and what we are trying to achieve in our recent meetings. The articles placed on Tuttington hub are based in general on the Information Commissioner's Office model publication scheme. The parish council must have information policy. The template on the site sets out in broad detail what the council must make available and the costs, if any, for accessing the information if hard copies are requested. A draft policy has been completed. Go through the headings.*

*Who we are and What we do*

*What we spend and how we spend it.*

*What our priorities are and how we are doing*

*How we make decisions*

*Our Policies and procedures*

*Lists and Registers*

*The services we offer*

*Essentially, the policy shows how information can be accessed and any charges. Access to the website is free and a charge of 10p per sheet would be levied for any hard copy.*

*It would be helpful to me in completing my final submissions if you could indicate that we have done this.*

Proposer: Janet Lodge

Secunder: Trevor Richards

11. Discuss and accept policy for parish website. *The chairman outlined the new policy. Policy was accepted.*

*Proposer:*

*Secunder:*

12. Correspondence:

1. NCC Wellbeing. Electric charging points.: *They are coming. We should be responding to consultations.*

2. Links on Parish Website: *Item 11 has moved this forward.*

3. Highways: *I have had a positive email as mentioned in 'Matters arising'*

4. Village Plaques: *Form to be filled in.*

5. Rough Sleeper count. *A return of zero was returned.*

6. Post Office near you: *Links on the website have been covered in item 11.*

7. Do we join the 30 group of councils affected by the bringing ashore of supply cables for offshore windfarms? *Yes.*

8. *Repeat of 5.*

9. Transport for Norwich plan response due 08/10/2021.

10. Police Forum Update

11. Review of Hackney Carriage and Hire Vehicle Policy. Consultation finishes 01/11/2021.

12. *Accommodation Review: As clerk I responded.*

13. Parish Plaque: Requested

14. Gambling Policy Review: No comments

15. Are we being effective in our response to emails? How do we know we are fulfilling our civic duty?  
*The chairman took this item out of sequence. It was decided to trial a simple spreadsheet to register the parish council's response to emails and who responds.*

13. Planning:

Receive any reports on current wider planning issues. *Simon Covey brought the council up to date with reference to surrounding areas.*

14. Finance:

a. Current Statement: The clerk presented the current accounts. Four cheques had been prepared for signing. Cheque 100359 J Winterbourne to replace cheque 100357 SLCC £40 Cheque 100360 £1029,10 Clerk's half Year salary. Cheque 100361 HMRC £8.60. Cheque 100362 Clerk's expenses  
Accept current statement.

Proposer: Simon Covey

Seconder: Jane Lodge

15. Report on meetings attended. *None.*

16. Any Other Business to be notified in advance to clerk beforehand. None Banningham  
Bridge the road and barriers are disintegrating.

17. Date and location of next meeting. Wednesday 10/11/2021 Burgh Reading Room.

18. Meeting closed @ 9:02.p.m.

Joseph Winterbourne

Parish Clerk Burgh and Tuttington parish council

Date:06/10/2021