

Draft Minutes of Burgh and Tuttington Parish Council held on Wednesday 09/03/2022 in Burgh Reading Room.

Members of the public were welcome to attend and could speak during the adjournment. Please note that coronavirus is still with us. Copies of the agenda were placed on the parish noticeboards and the parish website <https://burghandtuttingtonparishcouncil.norfolkparishes.gov.uk>

1. Welcome: The chairman for the meeting, Jeremy Hickling, welcomed councillors and members of the public.
Attendees: Jeremy Hickling, Janet Lodge, Simon Covey, Trevor Richards, Vicky Taylor. Joseph Winterbourne Clerk
There was 1 member of the public present.
2. Apologies: Ian Kinghorn and Sue Catchpole
3. Declaration of interests: *None*
4. Minutes of the previous meeting 19/01/2022
Proposer: Janet Lodge
Seconder: Jeremy Hickling Unanimous
5. Matters arising:
 1. Future arrangements for annual parish meeting: *Councillor Trevor Richards expressed a desire to move forward on this issue. There was a discussion. No significant problems were unearthed but no individual put themselves forward to take it forward. The status quo of holding it before the annual meeting of the parish council remains in place.*
 2. Engagement with the parish community: *Update: Following a general discussion on how best to communicate with the parish community, it was suggested that a checklist be set up on the parish website. This should be checked at each meeting. Items for inclusion on the checklist should be sent to the website manager and the clerk.*
 3. Update village gates: *No current update. Action: Clerk to contact highways to check on proposed dates for implementation and ensure there is time to cut the hedge before birds start nesting.*
 4. Update SAM 2 signs. *No current update. Action: Clerk to check that partnership money for SAM system is still available.*
 5. Update on providing CPR Training: *Janet Lodge brought the council up to date. Full complement of people have signed up. Reading Room is available. Invoice has been prepared*
 6. Update on Vicarage Row eco chamber. *No current update*
6. County/District councillors: Updates. *None of our district or County councillors were available.*
7. Adjournment for public discussion: *County Broadband did not attend. There will be some celebrations for the Queen's Platinum Jubilee. On Sunday 5th of June a celebratory lunch will be held on the Green in Tuttington organised by Tuttington Together. Details will be posted in a flyer and on websites and noticeboards.*
8. Clerk's Report: Time has been spent moving on the village gateways project. Pensions details are up to date. PAYE is becoming more detailed. Some procedural updates are coming through from our membership of Norfolk association of local councils. Hopefully no one is thinking of resigning, but for a resignation to be accepted it must be addressed to the chairman rather than to the Proper Person, known normally as the clerk. The Safety Advisory Group would like to know of any planned events to celebrate the Queen's Platinum Jubilee. A licence to close a road would cost £22.00. There is an increase in webinars disseminating information. A number of training opportunities are available. Our budget includes money for training purposes. Our next meeting is our annual parish council meeting on 11/05/2022. A number of items are compulsory for the agenda, including election of council

officers, review of council policies and restatement of our General Powers of Competence and Well Being. Be prepared for items to be sent out for comment over the next few weeks.

9. Correspondence: *Email list attached. The email inviting us to respond to the Norfolk Resilience Forum is part of the government response to link up authorities. We had a loose resilience plan in place at the start of Covid centred on Ian Kinghorn in Tuttington and Jeremy Hickling in Burgh. We may wish to firm it up. A reply of some sort is required e.g. join the alert cascade system. A discussion was initiated on how best to collate the information being disseminated. The replies from Jerome Mayhew and Anglia Water were detailed and a reply acknowledging their prompt response was proposed. The website updates that had been suggested at our last meeting need following up. It was suggested to look at other parish websites.*
10. Planning: Receive any reports on current wider planning issues. None
11. Finance: *The current parish council statement has been circulated. There is one error on it cheque 100361 is recorded as £8.10 in the net expenditure column and should be £8 60 as shown in the Total expenditure column. The current bank statement shows the balance as £3967.21. Once the current cheques have been cashed the balance will read £2849.52 with the Income and Expenditure and the bank balance columns agreeing.*
 - a. Current Statement: Accept current statement.
Proposer: Jan Lodge
Seconder: Jeremy Hickling Unanimous
 - b. Sanction Cheque Clerk's end of year salary Cheque No 100365 £830.30
 - c. Sanction Cheque Microsoft Licence Cheque No 100364 £79.99
 - d. Sanction Cheque for HMSC. Cheque No 100 100366 207.40
 - e. Sanction cheque for Broadland for Training Cheque 100368 £65.00.

Cheques to be presented at the meeting 09/03/2022

Agree: Proposer: Jan Lodge
Seconder: Jeremy Hickling Unanimous

Audited End of Year accounts will be presented at Annual Meeting of the Parish Council 11/05/2022
12. Report on meetings attended. None
13. Any Other Business to be notified in advance to clerk beforehand. *Trevor Richards had expressed concerns of residents over the speed of some delivery vehicles using Common Lane. After some discussion Trevor Richards offered to speak to highways. The location of parish meetings was raised. Concern was raised regarding the lack of toilet facilities at the church. Concern was raised regarding the lack of toilet facilities at Tuttington church.*
14. Date and location of next meeting Annual Meeting of the Parish Council Wednesday 11/05/2022 in Tuttington Church.
15. Meeting closed @ 9:15 p.m.

Joseph Winterbourne

Joseph Winterbourne Parish Clerk

Parish Clerk Burgh and Tuttington parish council
Date:28/02/2022