

Draft Minutes for the Annual Meeting of the Parish which was followed by the Annual Parish Council Meeting

Councillors were summoned to the annual meeting of Burgh and Tuttington Parish Council on Wednesday 11/05/2022 May 2021 to include the Annual Meeting of the parish @ 7.30pm. The meeting took place in Tuttington Parish church @ 7:30 p.m. Members of the public were welcome to attend and could speak during the adjournment.

Annual Meeting of the Parish 11/05/2022

1. Welcome

1. The chairperson Ian Kinghorn opened the meeting and welcomed both councillors and members of the public. He offered to chair the meeting as was his right or to hand the chair to any other attendee.

Attendees: Ian Kinghorn, Jeremy Hickling, Janet Lodge, Simon Covey, Vicky Taylor, Sue Catchpole, David Harrison, Steve Riley.

There were 2 residents present.

2. Review of previous meetings. The previous meeting held on 06/05/2021 was held in the parish church in Tuttington. Recognition was given to the fact that parish meetings as opposed to parish council meetings had not been fully understood nor seen as necessary as evidenced by poor attendance. Several suggestions were made to be discussed at the next parish council meeting. A suggestion was made to set up a parish subcommittee. Examination of other parish web sites to garner ideas was suggested.
3. Future arrangement for annual meeting of the parish: It was agreed that a sub committee would be set up to raise the profile of the annual meeting of the parish. Other parishes websites would be researched.
 1. Action: Janet Lodge and Vicki Taylor agreed to work as a subcommittee. They would contact organisations in the two villages and report back to the parish council.
 2. Discuss venue: It was agreed that the Burgh Reading Room would be considered as a meeting place as it has facilities and the meeting could be more social.

Annual Meeting of the Parish Council 11/05/2022

- 1) Chairman's opening of annual meeting of the parish council: Ian Kinghorn as current chairperson opened the meeting. He welcomed those present. He introduced current councillors.
- 2) Apologies: None
Attendees: Ian Kinghorn, Jeremy Hickling, Janet Lodge, Simon Covey, Trevor Richards, Vicki Taylor.
- 3) Election of chairperson and Vice Chairman: The first item on the agenda was the election of chairperson. Nominations were called for. Mr Kinghorn put himself forward.
There were no other nominations.

(1) Proposer: Simon Covey

(2) Seconder: Janet Lodge

Mr Kinghorn was elected unanimously.

Election of Vice chairperson: Jeremy Hickling was nominated.

Proposer: Ian Kinghorn

Secunder: Janet Lodge. Unanimous.

- 4) Declaration of interests: There was one declaration of interest. Janet Lodge declared membership of Tuttington Together re item 12.
- 5) Future dates: The second Wednesday of the month was chosen. 13/07/2022, 14/09/2022, 09/11/2022, 11/01/2023, 08/03/2023, 10/05/2023 (Annual Parish Council Meeting.)
 - a) Discuss schedule of future meetings. Set up a calendar to make clear dates by which agendas and notifications of meetings must be displayed.: Agreed to continue with current regime of meeting every 2 months.
 - b) Discuss any pertinent items from annual meeting of the parish: As discussed, Janet Lodge and Vicki Taylor to work together to improve viability of Annual Meeting of the Parish.
- 6) District Councillors: None attended. Clerk to contact district councillors to convey our appreciation when they do attend.
- 7) Adjournment for public discussion: At this point a resident brought up the desire to do something for the Platinum Jubilee. The chairman agreed to conflate this with item 12. After a discussion, it was agreed that seeds/plants up to £100 could be purchased to set up a wildflower area in each village. Clerk to email Highways 10 days prior to the Platinum Jubilee lunch on Sunday 4th June.
- 8) Review of policies
 - a) Parish Insurance
Motion: Review and accept policy with Zurich
Proposer: Simon Covey
Secunder: Vicki Taylor
 - b) Risk Policy
Motion: Accept existing policy to contain GDPR risks.
Proposer: Ian Kinghorn
Secunder: Jeremy Hickling
 - c) Code of Conduct
Motion: endorse existing policy
Proposer: Ian Kinghorn
Secunder: Jeremy Hickling
 - d) Complaints
Motion: endorse existing policy
Proposer: Ian Kinghorn
Secunder: Jeremy Hickling
 - e) Website
Motion: Continue amending existing policy
Proposer: Ian Kinghorn
Secunder: Jeremy Hickling
 - f) GDPR
Motion: endorse existing policy
Proposer: Ian Kinghorn
Secunder: Jeremy Hickling

- g) Model Standing Orders
Motion: Accept standing orders
Proposer: Ian Kinghorn
Seconder: Jeremy Hickling
- h) Equal opportunity and Diversity Policy
Motion: Adopt policy
Proposer: Ian Kinghorn
Seconder: Jeremy Hickling
- i) Financial Regulations
Motion: Adopt regulations
Proposer: Ian Kinghorn
Seconder: Jeremy Hickling
- j) Homeworking Policy (Non statutory)
Motion: Adopt Policy
Proposer: Ian Kinghorn
Seconder: Janet Lodge
- k) Employment Policy
Motion: Adopt Policy
Motion : Amend Policy Written particulars of employment to be signed.
Proposer: Ian Kinghorn
Seconder: Janet Lodge
- 9) Chairman's report: Report to be added to the minutes.
- 10) Report on Burgh memorial seat and Tuttington seat. Both seats are in fair condition. This item to become part of the Risk report.
- 11) To use the General Powers of Competence and Well-Being as defined in the Localism Act 2015. Burgh and Tuttington parish council affirm that they meet the criteria laid down in the Act: namely two thirds of the councillors are elected and the clerk has successfully completed professional training. This motion to be repeated at annual meetings.
Proposer: Ian Kinghorn
Seconder: Simon Covey
- 12) To supply flower seeds to commemorate the Queen's Platinum Jubilee. Costs to be met from parish account up to £100.
Proposer: Ian Kinghorn
Seconder: Janet Lodge
- The parish council will revert to standard agenda..
- 13) Minutes of the previous meeting 09/03/2022
Accept minutes
Proposer: Ian Kinghorn
Seconder: Jeremy Hickling

Matters arising:

- i. Tuttington Village Green: The Green has been regularly cut by Broadland in conjunction with South Norfolk.
- ii. Village Gateways: Highways will contact the council when the gates are ready. They suggested trimming the hedge appropriately. (Check this has been done.)
- iii. Village SAM system. Still awaiting completion of Village Gates. Parish Partnership still offering 50% of costs.
- iv. Update on Common Lane speed issue. Councillor Trevor Richards has been in touch with Highways and Councillor Steve Riley. Richard Pearson from Highways has undertaken to install "Pedestrians in Road" signs to try and discourage excess speed. Changing the speed limit is more challenging but will still be pursued.

14) Clerk's Report: Emphasis has been on preparing for this Annual Meeting of the Parish Council. Emails have been addressed and distributed. Agenda has been prepared and distributed. PAYE has been updated. There is a balance on the employer account, and this will be clarified. Signatories on the parish account have been checked and updated. Mr Ian Kinghorn has replaced David Papworth as the nominated person for correspondence. This was an omission by Barclays. They have now corrected their records. The regulations for the AGAR forms have changed and necessitated a great deal of work by both our internal auditor and the clerk. The parish council have been advised by Zurich insurance to acknowledge the safeguarding principles as they apply to children and vulnerable adults and in fact in general terms as they apply to anyone with whom it deals. I have downloaded the Norfolk County Council Safeguarding Statement.

15) Correspondence: Emails have been sent out. The checklist has been updated. A letter has been received today from the tax office re a credit on the PAYE account. This will be dealt with.

16) Planning: There are no current planning applications affecting the parish. The GNLP will be affected by the Nutrient neutrality legislation.

17) Finance.

a. End of year accounts. These were presented at our meeting in 09/03/2022. Since then, they have been scrutinised by our internal auditor. Pat Hamstead carries out this onerous task on a voluntary basis. The end of year statement now shows all the income and outgoings for the financial year 2021-22. I would draw your attention to the fact that the VAT amount of £288 was credited to the parish account on 01/07/2021. It was mistakenly seen as a PAYE refund and credited back to the clerk. This has been returned to the parish account. All the other items have been as prepared in our budget discussions and cross checked with the minutes and bank statements. 4 items were not presented until April 2022, so do not show as cleared. The April bank statement has arrived and shows the items have now been cleared.

Motion to accept end of year accounts

Proposer: Ian Kinghorn

Secunder: Jeremy Hickling

- b. AGAR forms: These are the forms that must be signed off and placed on the parish website.

Page 1. Gives guidance on completing the forms. Forms must be completed and returned by 30/06/2022 at the latest. To apply for certificate of exemption forms on pages 3, 4, 5, and 6, must be completed and signed off at this meeting. The guidance also gives a list of the documents that must be published on a parish council website. Failure to do so can lead to some boxes not being positively ticked. The forms now ask for the parish website to be entered on the AGAR forms. The authority must approve Section 1 The Annual Governance Statement before approving Section 2 Accounting Statements for 2021-22.

Page 5: Annual Governance Statement 2021-22. On this page the parish council asserts that proper arrangements are in place to ensure effective financial management. At each meeting, the current financial accounts are presented. These show a cumulative list of income and payments. Cheques are presented for signing or the council records cheques that have been processed at each meeting. The Clerk prepares the cheques as the Responsible Financial Officer, but two councillors' signatures are required for each cheque.

Page 3. This is the Certificate of Exemption that will be sent off to the external auditors. It shows the annual gross income and annual gross expenditure for the authority for 2021-22. It will be signed by the Responsible Financial Officer, who is the clerk, and the chairperson. It will also show the parish council's email address and the parish council's website. Once completed, the Certificate of Exemption will be forwarded to the external auditors. The Exemption Certificate (page3), the Internal Audit Report (page 4), the Annual Governance Statement (page 5), an analysis of variances and bank reconciliation must be on the parish website before 1 July 2022.

Page 4. Annual internal Audit Report. This has been prepared and signed by Patricia Hampstead. The three boxes she could not sign off are covered in her report which I will come to in a moment.

Page 6. Accounting Statements for 2021-22. This shows the summary of income and expenditure. It is signed by the Responsible Financial Officer and the chairman. It is recorded under minute 17b.

Auditors report: This was read out and will be attached to the minutes.

Exercise of public rights: All the documents to fulfil this have been placed on the Parish Council Website.

Motion to sign off AGAR forms

Proposer: Janet Lodge

Secunder: Ian Kinghorn

Motion to accept internal auditor's report and express the council's thanks and to nominate Pat Hampstead to remain as internal auditor..

Proposer: Ian Kinghorn

Secunder: Simon Covey

- 18) Future planning: Motion to bring the results of any discussion to our next parish council meeting. Recommendation to use checklist to ensure website is regularly updated.
- 19) Report on meetings attended. None
- 20) Any Other Business to be notified in advance to clerk: None

- 21) Dates of next meetings: 13/07/2022
- 22) Meeting closed @ 9:25 p.m.

Joseph Winterbourne Parish Clerk Burgh and Tuttington Parish Council 11/05/2022.