

Draft minutes for Wednesday 13/07/2022 for Burgh and Tuttington Parish Council held in Tuttington Church at 7:30pm

Councillors were summoned to the meeting of Burgh and Tuttington Parish Council held in Tuttington Parish Church on Wednesday 13/07/2022 at 7:30pm. Members of the public were welcome to attend and speak during the adjournment.

1. Welcome: The chairman Ian Kinghorn welcomed councillors and members of the public.
Attendees: Ian Kinghorn, Jeremy Hickling, Janet Lodge, Simon Covey, Trevor Richards, Vicky Taylor.
2. Apologies:
3. Declaration of interests: None
4. Minutes of the previous meeting 11/05/2022: Minutes were accepted subject to attendees being corrected. No district councillors attended.
 - a. Proposer: Jan Lodge
 - b. Seconder: Vicky Taylor
5. Matters arising:
 - a. Future arrangements for annual parish meeting.:
Jan Lodge and Vicky Taylor to do more research on planning for a future event. An author lives in Burgh and could be contacted as a possible speaker. Other possible contacts could be local farmers, Tuttington Together, Friends of the local churches. Simon Covey said that it would be a good opportunity to join both villages together in a social event. Jan Lodge and Vicky Taylor would spearhead the planning of this event from January 2023. Ian Kinghorn supported this.
 - b. Engagement with the parish community:
Jeremy Hickling told the meeting that the Burgh web site was now a dead site as it was no longer being run by Patrick Prekopp. Mike and Suzanne from the village were now taking it over.
 - c. Update Village gates:
Clerk to send a letter of thanks to Highways. Clerk to check with Highways for a statement of costs as there may be some surplus. Councillors agreed it was their obligation to look after the Parish purse.
 - d. Update SAM 2 signs:
Simon Covey gave out a copy of the original costs. An email from Highways said the money is still available but not clear if this includes VAT. Jeremy Hickling said VAT can be reclaimed afterwards. Ian Kinghorn needs an updated price.
Simon Covey said if there is a shortfall, extra money will be needed from each village. He will check recent prices for the system. Village committees to be asked if they will donate towards the costs. Tuttington Together could be approached to reallocate the money that may have been used for the village gates.
A discussion then took place on the running costs and insurance. A team of people are needed to organise and oversee the signs and a declaration made to the County Council. The signs can only be in a particular place for four weeks and cannot be

moved back within eight weeks. The gates would be a village asset.

- e. Update progress on Common Lane:
Trevor Richards said Richard Pearson said completion would be on 12 August 2022.

- f. Updates or amendments to any policies agreed at the annual meeting:
None seen at present.

6. District Councillors' updates

Sue Catchpole apologised for not attending previous meeting. She informed the meeting that Aylsham Town Council were setting up Climate Emergency groups. They want to include villages as members of the subgroups. They are keen that young people from the local area should also be involved. Broadland will be informed of the research taking place. Aylsham Council would also like to set up a Youth Council following on from projects taking place at the High School. Young people should be encouraged to get involved in the Neighbourhood Plan. Anyone interested should contact Aylsham Town Council.

Broadland and South Norfolk are now based in the Horizon Building located on Norwich Business Park. This cost is between six and a half and nine million. Broadland Council would like to be based at Thorpe Lodge. This is under discussion at present.

7. Adjournment for public discussion:

Janet Covey told the meeting that the seeds would be planted in October around the gateways in Burgh and on The Green in Tuttington.

8. Clerk's Report:

PAYE brought up to date to include budget details for 2022-23. No change in pension requirements, though pensions still have to be notified of all employees. Emails have been reviewed and circulated. Discussion on succession planning to be put on the agenda of the next meeting: recent illness has highlighted the need to consider succession planning. Ensure employment contract is signed. Discussion to be held between Clerk and Chairman. Action 1. Enable succession planning for next meeting. Action 2. Signing of employment contract.

9. Correspondence: send out spreadsheet.

Jeremy Hickling to send Clerk details of prospective new councillor.

Clerk to invite him to attend next Parish meeting.

10. Planning

- a. Planning 20220723 Comment sent to Broadland Planning re Spratts Green. Sue Catchpole updated the meeting on what has been happening. 1. Planning permission could be given for an entry to the land. 2. Permitted development says it can be used for 28 days but not more. If it becomes a certified site for the Caravan and Camping Club only five caravans can be on site and each caravan can only stay for 28 days.

The councillors view was that the road was not suitable for extra traffic as there had already been an accident recently when a tractor wrote off a car.

- b. Enforcement notice re Woodland Cottages.
- c. 20220672 Approval for Porch. Approved with no objections.

d. Any wider implications for planning. None.

11. Finance:

- a. Current Statement: Precept £3756 received and cleared 29/04/2022. Only two cheques presented and cleared so far.
- b. Accept cheques 100369 11/05/2022 £156.56 Nalc, 00370 11/05/2022 Zurich insurance £257.60 already cleared.
- c. Prepare cheque for Platinum Jubilee seeds if needed. This was agreed with a maximum limit of £100. Proposed Ian Kinghorn seconded Jeremy Hickling.

12. Report on meetings attended: None. Councillors were invited to attend Aylsham Town Council Forum on Zoom.

13. Any other matters to be notified to the Clerk in advance. Consideration for a second time of the need for a defibrillator in Tuttington. Discussion took place about the pro and cons and costs involved and funding needed. Jeremy Hickling outlined the costs and responsibilities involved in terms of the one situated at Burgh Reading Room. Trevor Richards would look into the costs of a new one coming out next year. Simon Covey defer the decision and look at again in the future as technology moves on. Could revisit at the Annual Meeting.

14. Date and location of next meeting: 14/09/2022 Tuttington Parish Church.

The meeting closed at 8:40pm.

Joseph Winterbourne, Parish Clerk, Burgh and Tuttington Parish Council

Date 13/07/2022