

PRESENT

Ian Kinghorn (Chair) Jeremy Hickling
Simon Covey Trevor Richards
Mike Gaffaney

Sue Lake – Clerk

Two members of the public

1. **To elect the chairman for 2023/24**
Ilan Kinghorn was proposed and **AGREED**.
2. **To receive the Chairmans Declaration of Acceptance of Office**
The Chairman signed the Declaration of Acceptance of Office, duly witnessed by the Parish Clerk.
3. **Completion of councillors forms**
 - a) **To note receipt of councillors Declaration of Acceptance of Office**
Forms had been received from all councillors
 - b) **To set a date for any outstanding Declarations**
Item not required
4. **Apologies:**
All members present
5. **To elect a vice-chairman for 2023/24**
Jeremy Hickling was proposed and **AGREED**.
6. **To consider adoption of new code of conduct**
 - a) **To consider adoption of Broadland Code of Conduct**
The Local Government Association had agreed a new code of conduct that had been adopted by Broadland District Council. The Monitoring Officer at Broadland had recommended the code to Town and Parish Councils for adoption. It was proposed and **AGREED** that the Parish Council adopt the new code, subject to any issues raised when the code has been read by all members.
 - b) **To note Register of Interest Forms need to be completed electronically**
Following the election all councillors require to complete new register of interest forms. These need to be submitted electronically to meet access requirements on Broadland website. The clerk will e-mail the forms to members for completion.

c) **To note final date for competition of Register of Interest Forms**

The forms need to be completed within 28 days of the election. A date of May 31st was set for members to complete these. Reminders will be sent to any not received by that date.

7. **General power of competence**

The Parish Council meets the criteria of sufficient members having stood for election and a qualified clerk. It was therefore proposed and **AGREED** that the council adopt and use the General Power of Competence. This resolution allows the council to use the power until the next elections scheduled for May 2027.

8. **Declaration of interests:**

None made.

9. **Minutes**

The minutes of the Meeting held 8th March 2023 had been circulated previously. After an alteration to an address the minutes were **AGREED** and signed by the chairman.

10. **Information on Matters Arising**

Nothing Raised

11. **Reports Police, County and District Councillors**

No representatives from the police or county were present.
Sue Catchpole had sent her apologies.

12. **To adjourn the Meeting for Members of the Public to Speak**

A resident complained regarding a junction and grass verge which has bollards situated along it. The Council agreed that it looked a mess but as there is no hazard there is nothing the Parish Council can do.

It was also stated that the visibility at the T-Junction is poor due to the hedge, however, the hedge would need to be removed to improve this.

The clerk advised she had received an e-mail from a resident regarding blocked drains which have led to surface water flooding. This will be mentioned to the highway engineer.

13. **Finance**

a) The current balance held on the accounts is £8,225.36, having received the first precept payment.

b) The chairman is still working on the change of mandate and does now have online access. Janet Hodge will be removed as a signatory and Mike Gaffeney added. The clerks address will be added for correspondence.

Minutes of the Annual Meeting of Burgh and Tuttington Parish Council held on
Wednesday 10/05/2023 in Tuttington Church at 7.30 p.m.

- c) The clerk had contacted the auditor who was willing to do the audit this year but not in future years.
- d) Once the audit has been completed the AGAR and exemption can be discussed
- e) The following payments were **AGREED**
 - £138.67 Norfolk ALC membership
 - £70.00 Norfolk ALC Website
 - £257.60 Zurich Insurance

The final payment to Joe is still outstanding. It was agreed to pay a full six months plus expenses. The clerk will investigate the tax situation.

14. To consider Planning Issues

2023/0322

48 Wood Lane – side and front extension

Heath Farm Lane

Tuttington

Replacement windows and doors on front elevation

Application Type: Listed Building Consent

Parish Council decision – no comment

Still no decision re the planning application for the old motel site in Aylsham. Lower Farm

15. Parish Items

SAM2

Simon Covey had prepared a report on this and would be meeting with the Highway Engineer to discuss potential locations.

There are sufficient funds to meet the cost of this equipment and a decision will be agreed at the next meeting following the information from the Highway Engineer.

Defibrillator

Following the Annual Parish Meeting this matter will be deferred.

16. To discuss the Parish clerk position

The clerk advised she would be happy to take the role on a permanent basis. This was **AGREED**.

17. Items for information/Future Agendas

Nothing new raised

18 Date of Next Meeting

This was confirmed as the 12th July 2023 at 7.30pm at Tuttington Church

The meeting closed at 8.48pm