

PRESENT

Ian Kinghorn (Chair)	Jeremy Hickling
Simon Covey	Trevor Richards
Mike Gaffaney	
Sue Lake – Clerk	

Two District Councillors

- 1. Welcome**
The chairman welcomed all in attendance.
- 2. Apologies:**
All members present
- 3. Declaration of interests:**
None made.
- 4. Minutes**
The minutes of the Meeting held 10th May 2023 had been circulated previously.
The minutes were **AGREED** and signed by the chairman
- 5. Information on Matters Arising**
The Register of Interest forms have all been submitted to the District Council but the website has not been updated yet.
- 6. Reports Police, County and District Councillors**
Sue Catchpole and Abu Miah were in attendance. They advised that the new administration was still looking at the financial position of the Council. However, they are looking to reinstate the Community Grant fund and also raising the members fund to £1000.

No representatives from the police or county were present.
- 7 To adjourn the Meeting for Members of the Public to Speak**
Item not required
- 8. Audit**
 - a) To receive the Internal Audit Report**
The clerk advised that when she gathered all the information for the audit there were some gaps and she felt it was unfair to ask the previous Internal Auditor to do the work. She therefore approached Mo Anderson-Dungar, an experienced former clerk and parish council auditor, to do the audit. Her report was circulated to members.
It was proposed and **AGREED** to ratify the appointment of the Internal Auditor.

- b) To receive the income and expenditure account and balance sheet**
The balance as at 31st March was £6,380.36. This amount is inflated as it does not include any staffing costs.
- c) To complete and agree the Annual Governance Statement on the Annual Return**
The Clerk then read the Internal Control statements, all statements received a yes response except for G (salaries) and M (Electors Rights). Salaries were not paid as explained above and the electors rights were not published due to the illness of the previous clerk.
The chairman and clerk signed the form
- d) To complete and agree the Accounting Statement on Annual Return**
This agreed with the income and expenditure account and was signed by the chairman and clerk.
- e) To agree that the Council is exempt from full external audit**
This was proposed and **AGREED**
- 9. Finance**
- a) To note balance of account**
The current balance held on the accounts is £7,789.09, having received the first precept payment.
- b) To receive an update on bank changes**
The chairman is still working on the change of mandate but does have online access. The relevant forms will be sent to the other proposed signatories to enable the mandate to change.
- c) To agree following payments**
- Mrs Winterbourne £850
 - Mrs Anderson-Dungar £35
- The amount due to the previous clerk was based on best information and may need to be revised at a later date.
- 10. To consider Planning Issues**
- Rose Cottage Annexe Common Lane Tuttington**
The application for the change of use at Rose Cottage is still undecided due to the nutrient neutrality issue.
- Rose Cottage Wood Lane Burgh**
Retrospective planning for change of use of land and conversion of 2 former stock carriages to glamping accommodation (for 5 months of the year)
This application is very similar to the other Rose Cottage application. It would be difficult to object but councillors felt it should be held to the same conditions as the other application. This will be communicated in the response.

Old Post Office 5 The Street Burgh

Non-material amendment of 20221140 – addition of two velux windows to the east elevation

The Parish Council have no objections

The Old Rectory Heath Farm Lane

Single storey rear extension

This extension would not appear to be visible and therefore the Parish Council have no objections.

11. HIGHWAY ISSUES

a) To report on the visit of NCC Highways Engineer Richard Pearson to the Parish

A meeting had been held with Richard Pearson the Highway Engineer and various matters had been discussed and agreed. Line painting should take place soon and the ditch had already been cleared. Locations for the SAM2 had been discussed.

b) To agree final costs re purchase of SAM2

It was agreed to purchase the SAM2 at a cost of £2940 plus extra for accessories. The Clerk will add the unit to the insurance

c) To agree locations for SAM2

The map showing the proposed locations of the SAM2 was discussed and final locations agreed.

d) To agree the Memorandum of Understanding

The Memorandum of Understanding was agreed and Simon Covey will return this to the Highways Engineer together with the chosen locations

e) To agree management of SAM2 sign

It was agreed that Jeremy Hickling would move the sign and provide the data for Simon Covey to analyse. Training for this will be delivered by Westcotec when the sign is delivered.

12. DOT GOV E-MAILS

a) To receive details of pilot programme from Norfolk ALC to provide .gov.uk e-mails for councillors

The Parish Council was not chosen as one of the 15 pilot councils.

b) To note cost of scheme

- .gov.uk domain name registration - £112 + VAT every two years (this is a standard cost and term, set by the Government)
- Management and administration fee - emails and website - £70 per year

c) To consider whether to progress with the scheme

Minutes of the Annual Meeting of Burgh and Tuttington Parish Council held on
Wednesday 12/07/2023 in Tuttington Church at 7.30 p.m.

It was agreed to defer any further discussion on this matter until the pilot is completed.

13. TO AGREE PARISH CLERK CONTRACT

The clerk had drafted a contract based on the model clerks contract for the same hours to the previous clerk (180 per year) at the same scale SCP13. It was proposed in principle to agree this subject to the chairman reviewing it. This was agreed.

14. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

The land opposite the church was discussed and whether this was owned by the church or another party

15 Date of Next Meeting

This was confirmed as the 20th September 2023 at 7.30pm at Tuttington Church

The meeting closed at 8.50pm