

Minutes of the Annual Meeting of Burgh and Tuttington Parish Council held on  
Wednesday 20/09/2023 in Tuttington Church at 7.30 p.m.

---

**PRESENT**

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

One member of the public

**1. Welcome**

The chairman welcomed all in attendance.

**2. Apologies:**

Apologies were received from Trevor Richards

**3. Declaration of interests:**

None made.

**4. Minutes**

The minutes of the Meeting held 12<sup>th</sup> July 2023 had been circulated previously.  
The minutes were **AGREED** and signed by the chairman

**5. Information on Matters Arising**

Nothing raised

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

None present

**7 To adjourn the Meeting for Members of the Public to Speak**

A member of the public advised that a defibrillator had been donated for the church at Tuttington. A village group will cover the costs but wondered if the Parish Council would also contribute. This will be placed on the November agenda.

The state of the village green in Tuttington was criticised as it was half cut and half uncut. This was to encourage wildlife but long grass does not encourage wildflowers and it was thought it was not managed correctly. This is to be discussed later on the agenda.

**8. Finance**

**a) To note balance of account**

The current balance held on the accounts is £6,939.09.

**b) To receive an update on bank changes**

These are still in progress.

**c) To agree following payments**

- Mrs S Lake £402.19
- HMRC £100.55

These were proposed and **AGREED**.

**9. To consider Planning Issues**

The government announced some movement on Nutrient Neutrality but this was opposed by the House of Lords so the situation remains the same.

**10. Highway Issues**

**a) To agree funding for the SAM2 signs including a contingency**

The cost of the SAM2 is £2940 plus £156 for additional brackets. It was proposed and **AGREED** to purchase it at this price with an additional 8% contingency

**b) To agree who will purchase the SAM2 sign**

The Parish Clerk will place the order for the SAM2

**c) To agree locations for SAM2 signs as set out in the draft Memorandum of Understanding**

These were **AGREED** and the chairman signed the Memorandum of Understanding (MOU)

**d) To agree who will liaise with Highways**

It was **AGREED** that Simon Covey would liaise with Highways

**e) To consider any schemes for Parish Partnership 2024/25**

Nothing raised

**11. Parish Clerk**

**a) To agree the contract for Sue Lake**

The chairman had read the contract and he was happy with it and it was **AGREED** this could be signed

In view of the fact the clerk had been working for the council for 6 months the probation period was waived.

**b) To receive any update on payment to previous clerk**

A detailed calculation of the amount due to the previous clerk had been carried out and this showed a requirement for an additional payment of £404. This was **AGREED**.

**12. Land in the Parish**

**a) To confirm ownership as discussed at the July meeting**

The land opposite the church was once owned by the church but is now in the ownership of a local farmer.

**b) Tuttington Green – mowing and responsibilities**

The Green was designated as amenity land and offered to the Parish Council who refused it. Currently it is the responsibility of the District Council, and Councillor Steve Riley has all the details. The management plan for its cutting needs to be clarified and the clerk will look into this. The original s106 agreement will also be investigated to see what the intention was at the outset.

**13. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA**

It was noted that the grit box near the Reading Rooms was empty. The clerk will report this to Highways

**14 Date of Next Meeting**

This was confirmed as the 8<sup>th</sup> November 2023 at 7.30pm at Burgh Reading Rooms

The meeting closed at 8.32pm