

Minutes of the Meeting of Burgh and Tuttington Parish Council held on
Wednesday 12/11/2025 in Burgh Reading Rooms at 7.30 p.m.

PRESENT

Ian Kinghorn (Chair)
Simon Covey

Trevor Richards
Corinne King

Sue Lake – Clerk
Six members of the public

1. WELCOME AND CO-OPTION

Ian Kinghorn welcomed all those present.

Tim Craven had indicated his willingness to be co-opted onto the council. It was proposed and **AGREED** to co-opt him. Tim signed a declaration of acceptance of office and joined the council.

Jobs

2. APOLOGIES

All members were present

3. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN AGENDA ITEMS

None Made

4. MINUTES

The minutes of the Meeting held 10th September 2025 had been circulated previously and were **AGREED** and signed by the chairman.

5. INFORMATION ON MATTERS ARISING

The chairman advised that he had recently attended a meeting at Aylsham Town Hall called by the Town Council chairman who had invited all the local council chairs. The meeting was arranged to discuss joint issues and concerns. Further meetings are proposed and details of the outcomes will be circulated.

It was reported that some of the links on the website were incorrect. The clerk will check and change as required.

6. REPORTS POLICE, COUNTY AND DISTRICT COUNCILLORS

a) To receive written and/or verbal Reports from Representatives

Sue Catchpole updated on the latest regarding Local Government Reorganisation. There are options for one, two or three unities for Norfolk and the decision should be made next spring. In the meantime Broadland are working as usual.

Simon Covey attend the recent SNAP meeting at Aylsham. The meeting is designed to set the force priorities, which currently is road safety.

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7. TO ADJOURN THE MEETING FOR MEMBERS OF THE PUBLIC TO SPEAK

A request was made for insurance to cover the Christmas activities on Tuttington Green. Once the risk assessment is received the clerk will contact the insurers.

8. FINANCE

a) To note balance of account

The current balance held on the accounts is £6422.72.

b) To agree the budget for 2026/27

The clerk presented a draft budget which covered all the usual areas and showed no increase in the precept. It was proposed and **AGREED** to accept the budget showing an anticipated spend of £4715 and a precept of £4000. The balance to be met by general reserves.

c) To agree following payment

• Royal British Legion £40.00 Poppy Wreaths

Corinne King will authorise the payments this month.

9. TO CONSIDER PLANNING ISSUES

a) Planning applications received

2025/3549

The Old Dairy 22 The Street Burgh

Proposal: Replace particular external joinery with new design upgrade -listed building consent

This plan was only received today and is for replacement under Listed Building consent. The plan does not seem controversial and no objections observed.

b) Status of Planning Appeal re Fairfields Way

This is still to be determined

c) Other Planning Matters

A new consultation regarding the local plan has been received. Simon Covey will read it and advise if a response is required.

10. HIGHWAY ISSUES

a) To receive latest SAM2 figures

The latest figures will be added to the website. Simon Covey went through the reports for the last year and advised it was hard to pinpoint any trends due to lack of detail, the different geography of the sites and the different months the system was installed in each site.

There are some examples of vehicles travelling at over 60mph. This is infrequent and no action can realistically be taken. There are hundreds of instances of vehicles going at over 45mph and several over 50mph but the average speed is between 25-35. He

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did suggest running the SAM in non responsive mode i.e. it records the speed but does not flash the speed or slow down so it could give a more accurate picture.

b) To note issues with SAM2

One of the lights is not working. The equipment is still under warranty so is being repaired free of charge and should be back for the weekend.

11. TUTTINGTON VILLAGE GREEN - WRITE

a) To receive an update on response from Broadland

A response had been received from Broadland District Council advising they will continue to maintain the land at present but have no permission from the owners to do so. They also advised there was no requirement at the start to register the land which differs from e-mails received at the time. They suggested they would work with the Parish Council to contact the owners. There are several owners – two of which are registered in The Close in Norwich. It was suggested letting Broadland contact these owners.

b) To receive an update on fencing on The Green

Matthew Yates is no longer involved with the maintenance. A letter has been sent to Aaron Pritty his replacement.

12. PARISH COUNCIL POLICIES

a) To agree new complaints policy

This was AGREED.

b) To agree new Standing Orders

These were AGREED

c) To note the need for an IT Policy for 2025/26 audit

This is a new requirement for audit and a policy will be submitted in January.

13. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

Nothing raised

14. Date of Next Meeting

This was confirmed as the 14th January at 7.30pm at Burgh Reading Rooms

The meeting closed at 8.34pm