

Minutes of the Meeting of Burgh and Tuttington Parish Council held on
Wednesday 15/07/2026 in Tuttington Church at 7.30 p.m.

PRESENT

Ian Kinghorn (Chair)
Simon Covey

Tim Craven
Trevor Richards

Sue Lake – Clerk

Nine members of the public

1. WELCOME

Ian Kinghorn welcomed all those present.

Co-option will be placed as a standing item on the agenda – no requests had been received.

2. APOLOGIES

Apologies were received and accepted from Corinne King

3. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN AGENDA ITEMS

None Made

4. MINUTES

The minutes of the Meeting held 6th May 2026 had been circulated previously, and were **AGREED** and signed by the chairman.

5. TUTTINGTON PLANTATION

The owners of the plantation had kindly agreed to give a short presentation on their work and future plans.

The plantation is 80 years old and although planted there are some older species in the area. It is neither a public area or an ancient woodland.

90% of the trees are deciduous but unfortunately have been neglected for many years. There are lots of ash which are in various stages of dieback.

Together with professional advisors from the RHS they are implementing a plan which will make the area safe and healthy, well managed and increase biodiversity.

The first stage has been to remove dead or dangerous trees, diseased trees, coppice and thinned. The land will be re-planted with native trees.

The plan is a 10 year project and there will be more trees that will need to be removed but the wood will remain.

The owners were thanked for attending and updating the parish,

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

The fence at the village green is in serious need of repair and volunteers from Tuttington have agreed to undertake the repairs. It was asked if they could be covered by the Parish Council insurance. This was agreed providing a risk assessment is sent to the clerk.

Signage on Aylsham Road has been knocked over during the verge cutting. The clerk will contact highways regarding this.

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It was also mentioned there is no sign for Tuttington Road at the junction with the A140, this will also be raised,

7. REPORTS POLICE, COUNTY AND DISTRICT COUNCILLORS

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

No representatives present. Sue Catchpole had sent her apologies

8. INFORMATION ON MATTERS ARISING

Nothing Raised

9. TO ELECT A VICE-CHAIRMAN FOR 2026/27

This item was deferred from the last meeting. Trevor Richards was proposed and **AGREED**.

10. FINANCE AND AUDIT

a) To note balance of account

The current balance held on the accounts is £8330.72

b) To complete Direct Debit Form for future ICO Payments

Following the registration with the Information Commissioners Office future payments would be reduced if paid by Direct Debit, It was **AGREED** to do this and the form was signed.

c) To agree following payments

- | | |
|--|---------|
| • ICO Registration | £52.00 |
| • Mrs M Anderson-Dungar Internal Audit | £40.00 |
| • Burgh Reading Rooms – Rent | £125.00 |

11. TO CONSIDER PLANNING ISSUES

a) To discuss any planning applications received

None Received.

b) To receive details from Broadland re Enforcement Action

This was noted.

12. TUTTINGTON VILLAGE GREEN

Simon Covey Had met with the team who action the grass cutting and agreed the cutting schedule which met the resident's needs. Tuttington Together will repair the fence in the coming months.

Little further progress has been made regarding registering the land. Two owners had been contacted and were willing to transfer the land. It was suggested that the process be started with these two owners.

Sue Catchpole will be contacted to see if she could assist with this.

13. HIGHWAY ISSUES

Nothing to report

14. DOG WASTE BINS

The clerk had found information regarding the siting for a dog waste bin. The cost for emptying bins would be £5 each time. The frequency can be either weekly or fortnightly. This frequency can be changed if required with one months' notice.

Bins must be accessible by vehicle and if on the highway permission will be required from Highways which Broadland can deal with.

There are three bins that Broadland recommend

The cost of the bins are approximately

40 litre	£360
35 litre	£300
25 litre	£160

The cost will depend on whether the bin is wall mounted or post mounted.

Broadland require a What3word reference and they will ascertain if the site is suitable.

It was felt a 25 litre bin would be sufficient. The clerk and Tim Craven will meet to sort out the most suitable place and then send the details to Broadland and will consider the matter at the next meeting.

15. POLICIES

The clerk had updated the Risk Management Policy. Members **AGREED** this.

16. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

Dog Waste Bins

17. Date of Next Meeting

This was confirmed as the 9th September 2026 at 7.30pm at Tuttington Church

The meeting closed at 8.17pm