**PRESENT**

Ian Kinghorn (Chair) Jeremy Hickling

Simon Covey Trevor Richards

Sue Lake – Clerk

Three members of the public

**1. To elect the chairman for 2024/25**

Ian 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. Apologies:**

Apologies were received From Mike Gaffney

**4. To elect a vice-chairman for 2023/24**

Jeremy Hickling was proposed and **AGREED**.

**5. To Receive Members Declarations of Interest in Agenda Items**

None made.

**6. MINUTES**

The minutes of the Meeting held 13th March 2024 had been circulated previously,

and were **AGREED** and signed by the chairman.

**7. Information on Matters Arising**

Nothing Raised

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

No representatives from the police or county were present.

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

A resident advised there will be a Farm Walk from Lower Farm Tuttington on July 27th starting at 6.30pm. Full details can be found on the Tuttington Hub.

10**. Finance and Audit**

**a) To receive the Internal Audit Report**

The internal audit had been completed by Mrs Anderson-Dungar. Her only comments related to review of policies. The clerk will set up a spreadsheet to ensure regular reviews occur. The report will be e-mailed to members.

**b) To receive the income and expenditure account and balance sheet**

The balance as at 31st March was £2,129.35.

**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.

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**

f) To note balance of account

The current balance held on the accounts is £6,129.35, having received the precept payment. There is also a VAT refund to be made.

g) The chairman is still working on the change of mandate.

h) The following payments were **AGREED**

£146.37 Norfolk ALC membership

£70.00 Norfolk ALC Website

£257.60 Zurich Insurance

£35.00 Mrs Anderson -Dungar Audit

The cheque for £150 drawn in January had not been received by the recipient so a replacement cheque was signed.

**11. To consider Planning Issues**

The only recent application related to condition details for The Old Rectory.

The clerk advised that further plans had been lodged for the development on Norwich Road, Aylsham.

**12. TUTTINGTON VILLAGE GREEN**

Simon Covey gave an update on recent events concerning the Green. Together with the clerk a site meeting was held on March 18th with Matthew Yates from Broadland District Council. Lots of issues relating to the Green were raised from both sides and the final outcome was an agreement that the Green would be mowed regularly but leave some areas to encourage biodiversity. There would be plenty of notice given by the Parish for cuts prior to events.

Since then on April 3rd all the grass was cut and on April 24th just the boundary and paths were cut.

Simon had e-mailed Matthew Yates again but was awaiting a reply.

**13 CLEAN UP AND BLOOM GRANT**

The grant of £300 has been received to be used equally between the two villages.

**Burgh**

Burgh in Bloom are looking to do work mainly around the churchyard. Various people were involved and a method of how best to manage this was discussed. The suggestion was made that an approach is made to Peter Purdy at Woodgate Nurseries for an account to be opened and settled with one payment. This will be followed up.

**Tuttington**

Lots of interest had been expressed but nothing had come to fruition as yet. A request has been made for some clear ideas with details and invoices and summary to the Parish Clerk.

It was felt that clear processes were needed should other funding ever become available

**14. SAM2**

The unit has arrived and is held at the clerks home. A date will be organised for the first installation.

Simon Covey was happy to collate the data

**15. RIVER BURE WATER QUALITY**

A meeting of interest parties is to be arranged shortly.

**16. DOT.GOV EMAILS**

There had been notice that grants were available to provide dot gov e-mail addresses. The clerk will look into this matter

**17. Items for information/Future Agendas**

Flowers for June

**18. Date of Next Meeting**

This was confirmed as the 24th July 2024 at 7.30pm at Tuttington Church

The meeting closed at 8.40pm