

BERGH APTON PARISH COUNCIL

Minutes of the Meeting on Wednesday, 11th September 2002 at 7.30pm at the Village Hall

Present: Mr. R. Kerry,
 Mr. R. Waters,
 Mr. C. Johnson,
 Mr. D. Blake,
 Mr. P. Butterworth

Also present the Clerk (Miss L. Lain-Rogers) and five members of the public. Mr. A. Gunson (County Councillor,) and Mr. A. Hawthorne (District Councillor) both sent their apologies

1. **Apologies:** were received from Mrs. E. Robinson and Mr. D. Skedge both away
2. **Declaration of Interest:** none
3. **Minutes of the meeting** held on 17th July 2002 were agreed as a correct record and signed by the Chairman.
4. **Matters arising:**
 - 4.5.2 Alliance Community Plan: Derek Blake said there had been no progress
 - 6.14 HWRC: the Clerk has spoken to Mr. and Mrs. Bobbin in response to their letter.
 - 6.20 Norwich Hospital Access Road: the Clerk returned the Council's questionnaire and gave copies of further questionnaires to Derek Blake who distributed them.
 - 9. A146 suggestions from Mr. P. Tatman for safety improvements: the Clerk apologised for not writing the letter, but she has spoken to Mr. Tatman and a letter will follow.
 - 11. Sewage pumping station on Loddon Road: Anglian Water had not sent a report as promised and the Clerk will pursue this by letter.
 - 14. Loud music at the Village Hall late at night: the Clerk has spoken to Mrs. M. Smith and she is aware of the problem.
5. **Finance:**
 - a) Zurich Municipal additional premium to extend public liability for new play area £79.56 proposed for payment by Robert Waters, seconded by Paul Butterworth and agreed unanimously (cheque no. 700322)
 - b) Anglian Playground Services (for Play Area shortfall) £415.75 this has been paid as the Council agreed to fund any shortfall at the meeting on 17th July 2002 (cheque no.)
 Derek Blake asked about the Safety inspections to be carried out on the equipment which would be an insurance requirement. The Clerk said that Karen Myhill (Caretaker for the Village Hall) was carrying out weekly inspections and that she was asked to keep a written record of these, drawing any problems to the Clerk's attention. The first annual safety inspection will be carried out free of charge by Anglian Playground Services, thereafter an independent annual inspection will be required. The Clerk was asked to keep a note of when these will occur.
 - c) CPRE annual subscription £25.00 proposed for payment by Chris Johnson, seconded by Robert Waters and agreed unanimously (cheque no. 700323)
 - d) Clerk's expenses May, June, July £31.11 proposed for payment by Robert Waters and seconded by Paul Butterworth and agreed unanimously (cheque no. 700321)
 - e) Standing Orders: the RFO Bob Kerry presented a revised set of Standing Orders for the Council these were proposed for approval by Derek Blake, seconded by Robert Waters and agreed unanimously. Derek Blake asked for clarification on Section 137 payments and the Clerk will pass an information leaflet to him.

- f) Statement of Assurance for Audit: this was proposed for approval by Paul Butterworth and seconded by Robert Waters and agreed unanimously
- g) Audit 2001 – 02 Bob Kerry gave the report on this. The Council had previously adopted a policy of triennial audit, this had caused the need for sets of accounts for the past two years to need to be audited this year as the system for audit has changed and all Councils are now audited annually. Bob Kerry had prepared the accounts for 1999-2000 and 2000-2001 for the District Auditor at Ipswich. These had now been returned with positive comments of approval and no significant issues to address. The accounts for the year 2001-2002 now need to be presented to the Internal Auditor Mrs. H. Ling and then to go to the External Auditor in Plymouth.
- h) Asset Register: the RFO presented the Asset Register to 31st March, 2002 this was proposed for approval by Derek Blake, seconded by Chris Johnson and unanimously accepted. It was noted that a number of items will need to be added for the current financial year including the Play Area equipment, the IT equipment and the Footpath Map.

6. **Planning Application:** T. Farrow Construction, Contractors Yard, Welbeck Road – application for crushing of stored concrete and brick waste products for recycling on 3 days per calendar year – E/C/7/2002/7018

The Chairman read out a letter from Mr. and Mrs. B. Bobbin objecting to the operation of a concrete crusher with its attendant noise and dust close to residential properties. They were also concerned at the number and size of lorries used to move the material in and out of the site. Councillors examined the plans and the submitted noise level reports, noting that several pages were missing from these. The Clerk has contacted Norfolk County Council for them. After discussion on dust and noise levels and agreeing that this site is an eyesore and unsuitable for the uses it is put to. It was felt by some of the Councillors that the Council should pursue a policy of seeking to rectify matters as far as possible by again requesting adequate tree and hedge screening and a soil bund on the bounds of the site. It was agreed that, if these were in place before permission was granted for concrete crushing on a maximum of three days in any calendar year, the Council would approve the application. There were three votes for and two against this proposal it was therefore carried. The Clerk will again ask South Norfolk for clarification on the original planning agreement. The Council wished to record that it did not want this permission to be taken as the first step in allowing concrete crushing on additional days and with additional lorry movements. Notices will be posted on the Council notice board to enable residents to give their responses to Norfolk County Council before 1st October 2002.

To record (previously approved) Gilead Cottage, Threadneedle Street – erection of first floor extension over garage – E07/02/1357/H

Some discussion followed on the information gleaned on Planning issues from the Area Forum on 10th September. The papers from that meeting will be circulated with the correspondence.

7. **Correspondence:**

1. NCC Street Lighting Policy: Environmental Lighting Zones
2. The Boundary Committee for England – Periodic Electoral Review: Final Recommendations
3. SNC Year Book 2002/2003
4. SNC Tree Line issue no. 10
5. SNC Dog Warden
6. NCAPTC:
 - a) Training for Parish Councils
 - b) Chairmanship Training 16th September

- c) Drop in Session on preparation of year end accounts 5th September at Beetley
 - d) AGM Resolutions
 - e) Initial Training for Councillors – 9th October
 - f) Intermediate Training for Clerks
 - g) AGM Saturday, 12th October
 - h) Nomination of Officers 2002/2003 form to be returned by 31st August
 - i) Nomination for Invitation to Garden Party at Buckingham Palace by 4th Oct
 - j) Norfolk Link no. 132
7. NCC Planning and Transportation Partnership
 8. Boing – Keyholder registration
 9. Mott MacDonald re HGV weight restrictions in Church Meadow Lane, Reeders Lane and Framingham Earl Lane SNC Planning Committee information on land at Church Meadow Lane
 10. SNC Planning Committee information on land at Church Meadow Lane
 11. SNC Planning Department – redundant building at Hillside Farm - approval for use as car repair workshop
 12. List of Play area equipment - copy given to each Councillor
 13. Norfolk Police central area Sector Plan 2002/2003
 14. DEFRA – Parish Councils to retain role in planning
 15. Zurich Municipal News
 16. South Norfolk Alliance – Area Forum Tuesday, 10th September at Brooke Village Hall
 17. SNC Planning decision on Fiddlers Cottage – approval for erection of garage attached to main dwelling E07/02/1288/H
 18. SNC Training on planning – after discussion it was agreed that a copy of the information be given to each Councillor so that they can choose the topics they would like to cover and the dates they can attend.
 19. Norwich Cathedral Trust – invitation to view the projected development sites on Tuesday, 15th October or 29th October 12.30pm to 2pm – light refreshments – the Clerk would like to attend.
 20. Letter from BACAP - Sculpture Trail funds distribution relating to village sign, see item on Village Sign.
 21. SNC Conservation Matters including Design Award nomination form for 2002
 22. DEFRA information on Rural Services standard and web site address.
 23. NCC Planning and Transportation – bus strategy – questionnaire to return by 30th September
 24. N Rural Community Council – conference on local democracy at Easton College on Saturday, 5th October 9.30am to 3.30pm
 25. CPRE newsletter summer 2002
8. **Transport grant application:** Liz Robinson had passed the work she had done on this to the Clerk. The details were examined at the meeting and, discovering that there was too much left to decide, it was agreed that Bob Kerry would take the files and prepare information for decisions at the next meeting.
- Derek Blake spoke about the Bus Strategy and the 570 service through the village the introduction of the new times on 21st July which now means that the first bus is invariably late into Norwich in the morning. He has contacted both Anglian Coaches at Beccles and Chris Limbach for the County Council but so far without success.
- DB will return a Bus Strategy paper as will Bob Kerry for the service along the A146, Clerk to supply copies. There was also discussion on where bicycles could be left at bus stops and the Chairman said he was happy to have cycles left in his garden for the Hellington Corner stop. Derek Blake said bicycles could be left at Thurton Garage for the George and Dragon stop.

9. **Village Sign:** Bob Kerry drew everyone's attention to the coloured drawing prepared by Mr. Soanes for one panel (Christopher Tenwinter) of the Village Sign. After a short discussion it was agreed that there were too many details still to sort out and a meeting for a working group was arranged at the home of the Clerk on Monday, 23rd September at 7.30pm. The Clerk to ensure that David Skedge and Liz Robinson know about the meeting. The letter from BACAT was read and the details of the various financial awards from this year's Sculpture Trail noted, a presentation ceremony is planned for the autumn. The £750 allocated from the fund for the Village Sign is conditional upon the sign being installed by 31st August 2004 and will be paid after installation. The Clerk to write expressing the Council's thanks.

10. **Red telephone boxes:** the Clerk has written to British Telecom and English Heritage to try and obtain listing for the three red phone boxes in the village. The Department of Culture Media and Sport is the body that lists buildings and the Clerk will pursue this. The painting maintenance of the boxes is scheduled as Cookes Road in 2004 and Mill Road in 2003. The Loddon Road box will have the omissions made good by the contractor this year. It was noted that the Myhill family keep the grass cut around the phone box near to them and it would be hoped that others might be found to adopt the maintenance of the surroundings of the other two boxes. It was decided not to take responsibility for them as a Parish Council.

11. **Bergh Apton Newsletter:** appointment of representative – the Clerk said there had been a good response to the questionnaire with 80 returned from a total of 240 issued. It was hoped to arrange a meeting with the sponsors and contributors on Friday, 20th September at 7.30 at 5 Sunnyside. Derek Blake spoke on some of the interesting findings from the questionnaire's. Robert Waters said the Newsletter was now too large and we could not expect such a publication to be done voluntarily. Derek Blake said it was important to widen at all levels other peoples' involvement in the life of the village. Chris Johnson agreed to attend the meeting on a "one off" basis.

12. **Tenwinter Trust report and annual accounts:** Paul Butterworth gave Councillors a copy of the Annual Accounts for the year ended 31st December 2001, which will be placed on the Parish Council notice board. Through a variety of problems the donations allocated had not been paid in 2001, they will appear in the 2002 accounts. Paul Butterworth will now send a copy of the accounts to the Charity Commissioners.

13. **Other matters for consideration** for future agendas and items for information: Kevin Parfitt is attending (on behalf of the Council) the "Brainstorm meeting" organised by the Church at John and Maria Phillips' this evening, to consider the information to include in a booklet on the village to give to newcomers, with contact names and addresses of the various village organisations. The Clerk was asked to thank him.
EDP Village of the Year – Bob Kerry told Councillors that Bergh Apton had been a finalist in this year's competition which was won by New Buckenham. He gave the Clerk a cutting from the EDP to place in the file.

14. Date of next meeting: Wednesday, 9th October 2002 at the Village Hall at 7.30pm

The meeting closed at 9.50pm