

BERGH APTON PARISH COUNCIL

Minutes of the Annual General Meeting on Monday, 12th May 2003 at 7.30pm at the Village Hall

Present: Derek Blake, Jean Bobbin, Alison Freeman, Chris Johnson, Sally Leigh, John Ling
Also present: the Clerk (Lorie Lain-Rogers,) John Fuller (District Councillor,) and seven members of the public. Adrian Gunson (County Councillor) sent his apologies.

1. **Apologies:** David Skedge who is away
2. **Acceptance of Office by new Parish Council:** all members completed the forms of Acceptance of Office and Declaration of Interest, their signatures being witnessed by the Clerk.
3. **Appointment of Chairman:** Alison Freeman was proposed by Sally Leigh, seconded by John Ling, and elected unanimously. Alison then signed the Acceptance of Office form (Chairman) which was countersigned by the Clerk
4. **Appointment of Vice Chairman:** John Ling was proposed by Derek Blake, seconded by Chris Johnson, and elected unanimously.
5. **Appointment of RFO:** after discussion on the role of the RFO the Clerk was proposed for the office by Sally Leigh, seconded by Jean Bobbin and elected unanimously.

This concluded the business of the Annual General Meeting at 7.50pm

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1. **Declaration of Interest:** none

District Councillors report: the Chairman welcomed John Fuller to the meeting and it was agreed to take his report at this stage. John said the Brooke ward had had the highest turnout of voters on 1st May in South Norfolk which was very encouraging. He hoped to be able to foster links between the six parishes he represented, Bergh Apton, Brooke, Howe, Kirstead, Mundham and Seething and it was his intention to start a web site where the villages can publish information, diary dates and events. Such matters as planning applications may also be included. He will use the web site to communicate District Council matters to the electorate. One matter raised with him on his doorstep visits during the election was the issue of voluntary transfer of Local Authority housing to a housing association. The housing stock will need £170m to be spent over the next 30 years. If the transfer is not agreed by the tenants it will mean a deficit of £1m a year and this will be with no repairs, no investment and no improvements, so the choice is clear. In answer to a question on general access to the website, John said that over 50% of households in South Norfolk have access to the internet. His web page can be found at www.johnfuller.org.uk

The Annual General Meeting of South Norfolk Council is next Wednesday and at that point the Committees he will sit on will be decided.

2. **Minutes of the meeting held on 23rd April, 2003** were agreed as a correct record by those present at that meeting and signed by the Chairman.

3. **Matters arising:**

- a) EDP Village of the Year competition: the Village Hall Committee have agreed to take down the old notice board at the front of the Village Hall site. No one was asked to paint the other signs at the Annual Parish Meeting.
- b) Bridleway and footpath finger posts: there are several to be replaced the Clerk is to find out where they are obtainable and the cost if any from the County Council.
- c) Road Contractors Yard, Welbeck Road: the Clerk has not yet written for a copy of the agreed scheme for landscaping, painting etc., this will enable the Parish Council to monitor the progress. L. Lain-Rogers agreed to write

4. **Finance:**

- a) Adoption of annual accounts: Hilary Ling the internal auditor has audited the accounts prior to presentation to the external auditor. A copy of the year's accounts was given to each Councillor and had been presented at the Annual Parish Meeting. The accounts were proposed for adoption by Sally Leigh, seconded by Jean Bobbin and agreed unanimously.
- b) Bergh Apton Post Office (BJ and RI Cushing) expenses for Annual Parish Meeting £38.38, proposed by Sally Leigh seconded by John Ling and agreed unanimously (cheque no. 700341)
- c) Clerk's salary for 1st February to 30th April 2003 £249.48 and expenses £20.86 = £270.34 a copy of the details were given to each Councillor, Derek Blake proposed payment, Sally Leigh seconded and it was agreed unanimously (cheque no. 700342)

- d) Change of bank signatories: it was agreed to ask David Skedge to continue as a signatory and to replace Bob Kerry and Liz Robinson. John Ling proposed Jean Bobbin as a signatory, seconded by Sally Leigh and agreed unanimously. Sally Leigh proposed Chris Johnson as a signatory, seconded by Jean Bobbin and agreed unanimously. The Clerk to get the necessary forms completed for the Alliance and Leicester Girobank and a letter written to the National Savings Bank.

5. Correspondence:

1. NCC Local Access Forum – the clerk has sent for the action pack. John Ling was concerned that local landowners be fully consulted on any access issues. Copies passed to footpath wardens.
 2. CPRE AGM 12th June at 6pm Bridewell, Wymondham and Spring Newsletter – the CPRE is in urgent need of more participating members to keep the South Norfolk branch active.
 3. NCC Vegetation cutting on Rights of Way – poster up.
 4. East Anglia's Children's Hospice appeal and raffle - circulate
 5. SNC Register of Interests – details of new requirements.
 6. SNC Clerks meeting with SNC Management Team on 16th June – any items for agenda by 1st June
 7. South Norfolk Alliance – Community Plan Monday 2nd June at St.Mary's Church Hall, Mount Street, Diss – buffet at 6pm start at 6.45pm – no one will attend
 8. EDP Village of the Year Competition 2003 – the Clerk said judging will take place in May and early June and everyone was particularly asked to keep an eye on any litter that may need clearing during this time. Sally Leigh will put a short item in the Newsletter.
 9. Royal Mint Coronation anniversary
 10. SPAN sports directory - circulate
 11. Wymondham Music Festival 2003 - circulate
 12. Mott Macdonald – Public Consultation for Road Access to the University Norfolk and Norwich Hospital and Research Park – circulate for information.
 13. NCC Education – Youth and Community Service – information on BLURB new website for young people – information passed to Rob Paddison
6. **Planning applications:** Public Entertainment Licence for Bergh Apton Village Hall for the hours 09.00 to 24.00 Monday to Saturday inclusive and 10.00 to 23.00 Sunday, after discussion this was recommended for approval.
7. **SNC Care and Repair:** there were three elements to the letter from Christine Davey, one to let more elderly people know of the Care and Repair grants that are available through South Norfolk Council, two to discover the existence of any parish charities that might be asked to assist in cases of need, and three to ask if any retired parishioners might be willing to offer a skill in such things as painting and decorating for the elderly. It was agreed that the Clerk will write with details of parish charities and Sally Leigh will publish the other details in the Newsletter.
8. **Vital Villages – Parish Plan:** Derek Blake said he was very glad the Parish Council had now fulfilled one of the most important criteria for recognition as a “Quality Council” namely that of a fully elected Council, the first time that this has ever happened. He outlined the other requirements for Quality status which the Council was well on the way to achieving. Turning to the Parish Plan he said, the present team of volunteers who will form the steering committee are: Will and Julie Gates, Ann Etta Mann, Michael Rolph, Maria Phillips, Suzanne Mewton, John Ling, Rob Paddison and Derek Blake. John Ling proposed that Derek Blake be asked to be the Parish Council representative on the Parish Plan steering committee, this was seconded by Sally Leigh and agreed unanimously. Derek said he would call a meeting of the above volunteers in the next ten days to elect a chairman, secretary and treasurer, and outline the milestones towards the production of the plan. He will report progress at the next meeting. The anticipated timescale is to get the survey out in July and to have the work completed by March 2004. The

cost of the necessary software has gone up to £75 but it may be possible to share the software with another local group.

9. **Bus shelter:** after examining the two types of shelter selected by the previous Council, it was agreed to erect the Petworth shelter at Hellington Corner at a cost of £2987.32, a concrete plinth will cost £586.72. It was agreed not to fit additional windows at this stage. The erection of the bus shelter will subject to receipt of a satisfactory grant from Norfolk County Council. The Clerk will apply for this. The previous Council had received both Highways and Planning agreement for the site and the Clerk confirmed that Alington with Yelverton Parish Council would expect Bergh Apton Parish Council to have full responsibility for its maintenance. Derek Blake made the point that this shelter will serve residents from three parishes, Hellington, Bergh Apton and Alington.
10. **Village Sign – location:** the Clerk said that the letter authorising Mr. Ivan Soanes to produce the pattern had been sent by Bob Kerry and Mr. Soanes had responded by phone. He anticipated being able to start the work in late summer. Derek Blake asked that a firm date be obtained from him for the pattern making, together with a schedule of the time the sign will be cast and ready for erection. The Clerk was asked to write. John Ling had asked the Council to revisit the proposed location of the village sign on the grass triangle at Dodgers Lane as Bob Debbage had phoned him with his concerns about the movement of large agricultural machinery and the possible danger of damage to the Village Sign. Considerable discussion followed included contributions from the public, additional suggestions for siting were by the Parish Council notice board at Church Road, on the opposite side of the road on that corner (Church Road/The Street) adjacent to the electricity sub-station, and the Village Hall site or by the entrance to the lobe leading to Veranda Cottage. It was agreed the matter could not be resolved at the meeting. A further chance for the residents of the village to express an opinion will be given via the Newsletter which John Ling will write, and a letter asking for the opinion of all the village organisations will be sent. It was recognised that with a time scale of expectancy of installation in early 2004 there was time for further consultation before the site was fixed. Chris Johnson said the previous Council had made a decision on the site, i.e. the grass triangle at Dodger's Lane, this had both planning and highways permission and that decision should be respected.
11. **Litter Warden:** Chris Johnson felt it would be helpful for residents in the village who were concerned about litter or fly tipping to have a first point of call in the village. The litter warden would build up a rapport with the department at South Norfolk Council and it might well mean that matters would be dealt with more swiftly than at present on the rather ad hoc basis. This suggestion will be raised in the Newsletter.
12. **Nomination for representative** on Village Hall Management Committee: Jean Bobbin volunteered for this role and was proposed by Derek Blake seconded by John Ling and elected unanimously. The first meeting of the Management Committee is on Monday, 19th May
13. **Other matters for consideration** for future agendas and items for information: Chris Johnson asked that the possible appointment of a village Hedge Warden be considered. This will be an agenda item for the next meeting. Derek Blake asked that a report on the Newsletter be included on the agenda of next year's Annual Parish Meeting. The Clerk was asked to note this.
14. **Dates of next meetings:** 9th June, 14th July, 1st September, 10th October, 12th November, 12th December, 14th January and 11th February.

The meeting closed at 9.40pm