

BERGH APTON PARISH COUNCIL

1. Matters arising:

- 3. a) EDP Village of the Year Competition: notice boards – it was noted that the Management Committee have removed the notice board from the front of the Village Hall. John Ling offered to paint the boards at Mill Road and Sunnyside.
- 3. b) Bridleway and footpath signs: the Clerk has contacted Sally Hunt of the Countryside Access Team at County Hall and she has agreed to ask the contractors to replace the missing signs. Kevin Parfitt telephoned on 9th June with information that he has a number of Bridleway signs in storage. It was agreed to ask Graham Harber to erect the Bridleway sign on Bridleway No.10 at the junction with Loddon Road. Chris Johnson reported that the Heavy Goods Vehicle restriction sign missing from the top of Bungay Lane has not been replaced. The Clerk will contact Adrian Gunson on this. Alison Freeman said a finger from a finger post had been deposited in her driveway and a reflector post, also a finger post uprooted in Whiteheath Road, she will tell the Clerk of the locations of the other missing or damaged signs. Derek Blake said it was important to report every incident to the police, including that of breaking telephone box windows. There has been one window in the Loddon Road telephone box broken for some months. The Clerk will contact PC Andy Norton.
- 3. c) Road Contractors Yard, Welbeck Road: Clerk has written asking for the details of the planning agreement. Derek Blake asked that the present new building be checked against the plans submitted to the Council for approval.
- 3. d) Change of bank signatories: the Clerk has asked for the necessary forms from Girobank and will get them signed when they arrive. A letter to the National Savings Bank to change the signatories on that account was signed after the meeting.
- 7. SNC Care and Repair: the Clerk has written to Christine Davey with details of the Parish Charities. The other details will be published in the Aug/Sept issue of the Newsletter.
- 11. Litter Warden: this item will be in the Aug/Sept issue of the Newsletter.

2. Finance:

- a) Statement of accounts: the Clerk presented copies of these to Councillors, the current Girobank account is £820.11 and the National Savings Bank is £2699.46, a list of cheques passed through the account since 1st April 2003 was also issued.
- b) Annual Insurance: Zurich Municipal £377.50 + VAT £18.88 = £396.38 proposed for payment by John Ling seconded by David Skedge and agreed unanimously (cheque no. 700343)
- c) Norton anti-virus PC protection (L. Lain-Rogers) £17.53 proposed for payment by Chris Johnson seconded by John Ling and agreed unanimously (cheque no. 700344)
- d) NCAPTC Initial Training for Councillors £45 for two (third Councillor free) after discussion Jean Bobbin and Derek Blake will attend the course at County Hall on 10th June and 17th June and John Ling and Alison Freeman will attend on 17th June. It was agreed to pay £45.00 (cheque no. 700345)
- e) Asset Register for annual audit: the Clerk presented copies of this to the meeting and after discussion on the values for insurance purposes, it was agreed that this was an accurate record of the Council's assets subject to a query on the new footpath map boards at the Church and Village Hall, these may need to be added to the register depending on ownership. The Clerk to contact Dr. Peter Barber.
- f) Statement of Assurance: copies of this were circulated to the Councillors who approved it and the Chairman and Clerk signed the form. Copies of the Council's Standing Orders adopted on 11th September 2002 to be given to all new Councillors.

6. Correspondence:

- 1. NCC Local Transport Plan – feedback from Transport Forums – information

2. NCC Broads and Rivers Leader+ open meeting in Brooke on Thursday, 19th June at 7pm. £2m of grants available in Norfolk to improve economic prosperity and quality of life. Councillors were asked to note the date and attend the meeting if possible.
 3. NCC Bus hotline for complaints about the service – poster on board – Derek Blake made the point that whilst this is a useful number for First Bus, that problems arising with Anglian buses are best phoned through to their office in Beccles. It was agreed that Anglian provide an excellent service that is valued by the community.
 4. NCC Waste Conference on 1st July at John Innes Centre, Colney 10am to 4pm. Book by 6th June – no one was free to attend this.
 5. NCC Norfolk Matters copy for each Councillor
 6. NHS information on PALS (Patient Advice and Liaison Service)
 7. NCC Transforming Youth Work
 8. SNC the Green Sheet information on environmental matters
 9. NCAPTC Initial Training for Clerks and Councillors – see agenda item 5. d) Finance
 10. NCAPTC Quality Parish Council Scheme – circulated for information – John Ling asked for details of what this enabled the Council to do. Derek Blake explained this was a new policy with some of the details still being worked out, this Council would qualify as it was fully elected. The Clerk will need to be trained or have a portfolio of work accepted for approval. Basically it will mean access to funding and more services provided through the Parish Council.
 11. NCAPTC resolutions for the AGM 2003 – none.
 12. NCAPTC Election of Executive Committee members – return by 27th June – no proposals.
 13. NCAPTC Norfolk Link 3/03 – circulated.
 14. NALC Audit Guidance - order form – Ashby St. Mary Parish Council has a copy of this.
 15. Our Common Land – order form
 16. Appeal on behalf of Winged Fellowship Trust
 17. Audit Commission – sample audit form - circulated
 18. National Training Strategy for Town and Parish Councils – the Good Councillors Guide. Copies will be obtained for each Councillor.
 19. South Norfolk Crime Reduction Partnership – Alcohol Campaign – article for Newsletter after discussion it was felt inappropriate to ask the editor to include this information in the Newsletter.
 20. SNC Home visits to Council Tenants – over the next six weeks – noted.
 21. SNC Electoral Register – copies can be applied for by Parish Councillors – Clerk has forms, copy given to John Ling and Chris Johnson.
 22. Royal Mail – re-site letter box in Church Road in next few months – this information was welcome news and the Clerk will write to express the Council's thanks also to Milton Harris for making this suggestion.
 23. SNC Consultation with Clerks – agenda 16th June – this consultation will include: Comprehensive Performance Assessment, IT for Parishes, New Management Structure of SNC, Parish Plans, Large Scale Voluntary Transfer, Design Awards 2003, Parish Council Training, Update on Local Plan.
 24. SNC Area Champions – information circulated.
 25. South Norfolk Alliance – Community Plan – copy for each Councillor
 26. Invitation to attend the Civic Service at Harleston from Cllr. and Mrs. Clive Hudson on 25th June - as Alison Freeman is unable to attend John Ling volunteered. It was noted that Olive Hudson (wife of the Chairman of South Norfolk Council) grew up in Bergh Apton.
7. **Planning applications:** SNC has given full planning permission for Holly Lodge, Sunnyside ref: E07/03/0637/CU for the conversion of part of the office unit and extension to annexe for occupation by applicant. One of the conditions placed on the permission is that the dwelling so created shall not be sold leased or occupied independently from the main dwelling, nor shall the common ownership or occupation of the annexe and main dwelling or office be severed.

8. **Vital Villages – Parish Plan:** Derek Blake said it had not been possible to arrange a meeting at which at least five of those who had offered their services to this committee could attend, but he anticipated that they would meet shortly.
9. **Bus shelter:** Adrian Gunson had sent a message to the meeting to say that the grant would be 90 to 95% of the costs of the shelter, this is likely to be confirmed by Mr. Peter Cudby in a letter shortly. This news was welcomed by the Council. A letter will be sent to Alington with Yelverton Parish Council, agreeing that Bergh Apton Parish Council will be responsible for the maintenance of the bus shelter. It was asked if a notice board had been included in the order and the Clerk will ask Bus Shelters Ltd. for the cost. If this is prohibitive a simple one will be made from plywood and the timetables laminated.
10. **Village sign:** Alison Freeman has received a letter from Ivan Soanes the designer and has followed this up by asking for a letter detailing the specification of the sign which will enable estimates to be obtained from other foundries. John Ling has drafted an article for the Newsletter on the siting of the sign with three options, Church Road by the notice board, the grass triangle at the top of Dodgers Lane and the Village Hall. After discussion it was agreed to delete the option in Church Road as this could cause a distraction to motorists. A further site at the junction of Threadneedle Street with Cookes Road and The Street was suggested and an investigation on feasibility of this will be conducted before a final decision is made on the details to put in the Newsletter, John Ling will email Councillors. It was noted that any change of site from the one in Dodgers Lane will need planning permission.
11. **Hedge warden:** Chris Johnson thought this position would be helpful to augment the work of the tree wardens and as Bob Kerry has worked extensively surveying and re-planting lengths of hedgerow in the village in the last five years he was suggested for the post. Bob Kerry had agreed to undertake this role and was proposed by Chris Johnson, seconded by Jean Bobbin and elected unanimously.
12. **Culture and Leisure activities:** this was an item asked for by Derek Blake as he has been elected to the Culture and Leisure Committee of South Norfolk Council which meets on Tuesday 10th June to set priorities. SNC is a catalyst that creates partnerships. He was keen to know of any items needed locally that might be raised at that meeting. BACAT and the Celestial Festival in September was mentioned as was the need for a trailer to transport people around the Sculpture Trail which might be available for other groups in the area when not in use for the Trail. The local history archive was also mentioned. Footpaths that link through to other villages and form part of a wider countryside trail.
13. **Village Hall 50 years celebrations on 21st June:** Councillors would like to support this event and the suggestion of planting a tree to commemorate the occasion was made. This was agreed subject to the Village Hall Management Committee liking the idea, Jean Bobbin will ask. Chris Johnson said the best time to plant a tree would be in November when he could sort out a good specimen. Christopher Meynell had asked for a Parish Council representative to attend the Church Service on 22nd June and to bring a item of significance to place on the altar during the service. Jean Bobbin was asked to do this and will bring the Minute book that contains the 1953 Minutes.
14. **Other matters for consideration** for future agendas and items for information:
Derek Blake said the sewage pumping station is still smelling strongly and Jean Bobbin agreed. The Clerk will write again to Mr. Leo Barnes of Anglian Water.
Chris Johnson would like to see the Conservation Area extended to include both sides of the Chet Valley. This will be an agenda item next time and the Clerk asked to obtain information from South Norfolk Council prior to the meeting.
Bob Debbage asked the Tree Warden about the possibility of obtaining a Black Poplar to replace one that was felled some years ago. The Clerk said Bob Kerry has some cuttings and is intending to give

some to Bob Debbage when they are well established.

The question of the safety of the oak tree that overhangs the road near the Red Lion was again raised and it was agreed that the Clerk contact the County Council to see if action can be taken on this.

County Councillor Adrian Gunson sent the following report: the problem of flooding on Threadneedle Street by the telephone box will be resolved by laying a pipe under the road to the ditch on the opposite side. This work is scheduled for action shortly as are the pot hole repairs on the road near the Village Hall which are being done again. The flood alleviation in Church Meadow will be tackled after the work on Threadneedle Street is completed. He would be visiting the village on Tuesday with the Road Engineer to review other problems including damage to the road near Town Farm. The HWRC has had a change of operative, Wilf has sought promotion and is dealing with hazardous waste on another site, his place taken by Danny Chamberlain. PFI for schools, the bid has been decided on but there is a problem in that inflation and the schools requests for more than was originally budgeted for leaves a gap in the available finance. New footpath maps are being installed in Claxton, Langley and Chedgrave. Hardley Flood the Broads Authority are using dredgings to back fill the areas of footpath most at risk of erosion and loss. Bessels contractors have deferred a decision on flooding areas of Chet water meadows for further investigation, they meet again in July. He continues to battle for more dualling on A47. The Broads Leader+ meeting in Brooke on Thursday, 19th June is important and he encouraged as many as possible to attend.

District Councillor: John Fuller is at the meeting on Broadband at South Norfolk Council this evening, he will be trying to get at least one of the six villages included in the EEDA funded scheme. He has put relevant information for the Parish Council on his web page – www.johnfuller.org.uk – this includes: publishing details of local events; an application for six houses in Wheelers Lane Seething; Fly-tipping and the action South Norfolk Council is taking; the Large Scale Voluntary Transfer of Housing; Agenda 21 Grants; the Leader+ meeting in Brooke and details of the committees at South Norfolk Council that he has been elected to serve on.

15. Date of next meeting 14th July 2003

The meeting closed at 9.45pm