

# Minutes of a meeting of Bergh Apton Parish Council held on Wednesday 10<sup>th</sup> November 2004 at Bergh Apton Parish Hall commencing at 7.30pm

## 1 Members

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Parish Members present:	Mrs Alison Freeman [Chair]; Mr John Ling; Mr Derek Blake; Mrs Jean Bobbin; Mr Chris Johnson; Mrs Sally Leigh;
In attendance	Cllr John Fuller South Norfolk District Council; Cllr Adrian Gunson, Norfolk County Council & 10 members of the public
Clerk	Mrs Philippa Fuller
Apologies for Absence	Mr David Skedge

## 2 Declaration of Interests

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There were no declarations of interest.

## 3 Minutes of Previous Meeting

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Minutes of the meeting held on 4<sup>th</sup> October 2004 were confirmed and signed by The Chairman.

### 3.1 Matters Arising

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John Ling reported that the manholes in Threadneedle Street were confirmed to be loose. He had written to Anglian Water and phoned twice but nothing had been done. Adrian Gunson said he would inform the County highways engineer.

## 4 Public Consultation

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### 4.1 Report from County Councillor Adrian Gunson

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Cllr Gunson reported that the 30mph speed limit in Church Meadow Lane has been confirmed and would shortly be implemented. He had asked the Police to do a speed check on Mill Road. The potholes on Cookes Road near the Thurton bend had been filled in. Drainage problems on the southern side of Mill Road had been reported but if soakaways were full, a drainage scheme may need to be considered.

Cllr Gunson reported on the recent problems with the £92m Norfolk Schools PFI project. Local schools affected were Hobart High School; Thurton & Seething Schools. Contractual problems between Jarvis PLC and RG Carter made worse by financial problems at Jarvis had caused the project to collapse. He said that the problems were outside the control of the County Council and that steps were being taken to ask the Government to restart the scheme under new terms. A response was awaited from Government.

The bus station in Norwich will re-open in the Spring. The new park and ride at Thickthorn Roundabout will open in March with double decker buses available to save queuing. The new access road to the hospital will also open in the Spring. A consultation on the Northern Distributor Road would shortly be released.

### 4.2 Report from District Councillor John Fuller

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The Wheelie bin service will start in Bergh Apton in January or early February, with grey bins for rubbish and green for recycling materials collected on alternate weeks. Glass must be recycled at the HWRC. A series of public meetings and leaflets will be held in December & January in Loddon and surrounding villages. If the large bins are too big it is possible to share bins with neighbours or have smaller bins. These should be asked for in advance to avoid costs of changing-over.

Broadband has arrived in this area on the 01508 55\*\*\*\* numbers via BT ADSL. There is also a wireless service from the Stoke transmitter via LinkNorfolk.

Cllr. Fuller also informed everyone that the District council would be taking over licensing in February and this change would add at least ½% to Council Tax.

## 5 Affordable Housing Survey

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Alison Freeman read the letter received from Paul Adams, Lead Officer for Affordable Housing Project at Norfolk County Council giving the reasons why the land at Threadneedle St had been selected for affordable housing purposes in preference to land at Church Road [distance from schools & A146 & Ribbon development]. He invited the Parish Council to support a housing survey once more.

There was much discussion as to how to carry out the Housing Needs Survey. John Ling said that it was important to maintain control of any Housing Needs Survey. It was important to give additional weight to those with roots in the village. Sally Leigh could publish a survey in the next newsletter.

An alternative approach would be for the Parish Council to conduct a survey itself using the new short-format questionnaire. John Fuller said a recent such survey in Seething had seen 15 families come forward needing affordable housing and, of those, only 5 were on the Council's waiting list.

Sally Leigh said that she had been approached by Martin Holl who has 1½ to 2 acres of land he would consider for an Affordable Housing project near the RMC brickworks.

**It was resolved that there should be an open meeting following the next Parish Meeting on December 15<sup>th</sup> so that everyone in the village can air their views and debate the issues.**

**It was resolved to ask Sally Leigh to tell Mr Holl to contact the district council directly.**

## 6 Planning

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### 6.1 Planning Applications

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1. 2004/2187/LB Barbara Marshall White Willows, The Street, Bergh Apton. Replacement of Dormer windows with Velux. **Approved**
2. 2004/2394/AG Prior Notification Permitted Development R Rout Esq, Cherrydene, Hellington Corner. Erection of straw storage barn. **No Objection**
3. 2004/2403/H Canon GJ & Mrs MV Phillips, Fieldside, Threadneedle Street, Bergh Apton. Single Storey Extension to side & rear of dwelling. **Approved**

### 6.2 Planning Decisions

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There were no decisions to be reported

## 7 HWRC

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Adrian Gunson reported that the planning consent for the HWRC expired in 2012. There was a lot of support for the HWRC in Bergh Apton and the surrounding villages. Alternative sites had been considered historically but there was little chance of the Bergh Apton HWRC closing earlier than 2012 despite recent speculation of a review. It was suggested that "The Slad" on the A146 might be a more suitable alternative.

John Ling reported that the HWRC is no longer 'a tip' but a *recycling* centre and that the operatives often asked people to open their black bags so they could be inspected to ensure that there were no items that should be recycled or to prevent the disposal of prohibited goods [e.g. asbestos]. There was confusion about whether the inspection of black sacks should be allowed.

**It was resolved that members of the Parish Council would be present at the next HWRC meeting at County Hall on 18<sup>th</sup> January to clarify the operating rules and also for the Parish Council to continue to campaign for its early closure.**

## 8 Clerk's Financial Report

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The Clerk presented a written financial report.

### 8.1 Financial Position

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The Clerk reported that year to date income was £4258 with expenditure of £3071. Projected expenditure of £1242 meant that the year-end position would be £52 overspent. However, there

would be an estimated £345 bank balance at year-end if anticipated expenditure was incurred. Therefore the Parish should not worry about liquidity.

## 8.2 VAT

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There had been no VAT refund claimed for at least 3 years. The Clerk had applied for a VAT number from Customs & Excise and was awaiting a response so a refund application can proceed; Likely refund items: Bus Shelter [£650]; Village Sign [£650]; Play Equipment [£2700] plus sundry items...it could be as much as £4250 if it can be back-dated to 2002. **Clerk to report at December meeting.**

## 8.3 Insurance

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A comparison of the Insurance Schedule with the asset register showed that only computer equipment and the Village Notice board [£251] were insured for damage or loss. Other assets including the Playpark [£19,000]; Village Sign [£3600]; Bus Shelter [£3600] & Waymarkers [£3,000] were uninsured. An indicated quotation from Zurich Municipal showed the additional premium for these items to be £735. This was considered to be expensive and alternative quotes should be obtained.

It was noted that public liability insurance for the play park *was* in force.

**It was resolved for John Ling to contact other insurance companies for alternative quotations based on a full replacement or 'first loss' basis. To be reported at December meeting.**

## 8.4 Precept

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The Clerk referred to a letter from South Norfolk stating that the precept must be set by 10<sup>th</sup> January 2005. A draft budget was circulated but with the uncertainty regarding the insurance premium and VAT refund it was **resolved to form a finance sub committee to meet on Tuesday 23<sup>rd</sup> November to recommend a budget to the next Parish Council meeting on 15<sup>th</sup> December at 6pm.**

## 8.5 Responsible Financial Officer

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**It was resolved that Philippa Fuller be the RFO for the Parish**

## 8.6 Internal Auditor

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**It was resolved that John Ling be the Parish's internal auditor.**

## 8.7 Bergh Apton No 2 Account

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The Clerk reported that a significant amount of expenditure had occurred but no accounts had been submitted. The Clerk felt that there was confusion as to the financial responsibility of the Parish Plan account. Derek Blake reported that he and Michael Rolfe had all the financial records and would provide detailed accounts by next meeting. **It was noted that Derek Blake and Michael Rolfe have financial responsibility for the Parish Plan No 2 A/c.**

## 8.8 Payments Authorised Bergh Apton Parish Council Account

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Kevin Parfitt	£383.89 re village sign
J & H Bunn Ltd	£11.75 re berghapton.org.uk [2 years]
Parish Plan	Transfer to Parish Plan Account £291.69

## 8.9 Payments Authorised Bergh Apton Parish Plan [No 2] Account

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John Chapman	£75 re photography. Cheque signed but awaiting invoice before issuing.
Michael Rolfe	Petty Cash £100

## 8.10 Vote of Thanks

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John Ling proposed a vote of thanks to the Clerk for her clear presentation of the parish accounts and extensive research over recent weeks.

## 9 Safety And Risk Assessment

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### 9.1 Village Play Area

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It was noted that a formal inspection & record keeping procedure was not in place for the play area. There was confusion of responsibilities between the Village Hall; The Parish Council and Playgroup in respect to inspection & maintenance. Derek Blake was aware of a local qualified insurance inspector who could undertake a formal annual check.

**It was resolved that the Clerk purchase a 5-year diary to act as an inspection record book. Karen Myhill, playgroup co-ordinator, would record her weekly inspections in the book. Derek Blake to make contact with his inspector acquaintance. The Clerk will circulate the insurance company inspection procedures and write to Village Hall Ctte & Playgroup making clear ownership, insurance & inspection responsibilities of the individual parties.**

## 10 Parish Clerk's Contract

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The Clerk's contract had been previously circulated to the Chairman and Vice Chairman. On the proposal of Alison Freeman, seconded by John Ling is was **resolved to sign the Clerk's contract.**

## 11 Correspondence

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<b>CORRESPONDENT</b>	<b>SUMMARY</b>
NCC	Letter from Norfolk County Council following-up Clerk's Letter regarding Affordable Housing Survey. County will now look at alternative sites apart from Threadneedle Street
SNDC	Proforma Letter reminding Parish Council to set Precept for next financial year. Deadline Monday 10 <sup>th</sup> January 2005
NCC	Formal notice regarding 30mph speed limit in Church Meadow Lane. Deadline for responses 16 <sup>th</sup> November 2004
Kevin Parfitt Standard Board of England via SNDC SNDC	Invoice for £383.89 regarding works associated with Village Sign construction Latest advice for declaring membership of freemasonry
DEFRA J & H Bunn Ltd	Letter inviting expressions of interest in a Health & Safety Course by 30 <sup>th</sup> November. <b>Action: Clerk to reply positively</b> Consultation document on Cleaner Neighbourhoods Invoice for £11.75 re www.berghapton.org.uk internet domain name registration
Electoral Commission	Letter confirming final electoral boundaries for County elections next Spring. No change for Bergh Apton
Norfolk Assoc of Parish/Town Councils Norfolk Parish Training Partnership SNDC	Flier & booklets on becoming a 'quality' parish council Update on progress towards objectives 2003/4
SNDC, Ken Barnes	Planning Application 2004/2187/LB Barbara Marshall White Willows, The Street, Bergh Apton. Replacement of Dormer windows with Velux Letter to Alison Freeman explaining South Norfolk's position on affordable housing noting that, if the Parish does not support affordable housing survey, it will be dropped.
SNDC, Keith Mitchell	Affordable Housing: Stating that the alternative sites identified by the Parish are not owned by NCC and that if these were to be bought forward, a local housing needs assessment would need to be done.
D Watson Contracting SNDC	Speculative Letter re Grounds Maintenance/ Grass Cutting Copy of "Beacon Council" application to Mr Prescott. Lots of pages available on request.
NCC	Letter from Norfolk County Council confirming that land near Tayler & Green houses is in County ownership and seeking approval to conduct a housing needs assessment.

## 12 Parish Plan Update

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Derek Blake had nothing to report

## **13 Police Report**

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PC Norton had sent a written report stating that an arrest had been made in relation to the burglary in Welbeck during September. He stated that if we ever wished for a Police officer to be present at our meetings we should let him know.

## **14 Forthcoming Meetings**

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December Meeting: Wednesday 15<sup>th</sup> December 2004 6.00pm at Village Hall. 19/01/2005; 23/02/2005; 30/03/2005; 04/05/2005 [AGM]; 08/06/2005; 13/07/2005; 21/09/2005

## **15 Suggestions for Future Discussion & Closing Remarks**

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The next meeting would be a short business meeting in advance of a Parish Debate on Affordable Housing. Items for subsequent meetings would include

1. Crime and Disorder Audit
2. Planting of more hedging around the HWRC.

There being no further business the meeting closed at 10.30pm

Philippa Fuller, Clerk, Tuesday, 23 November 2004