

Minutes of a meeting of Bergh Apton Parish Council held on Wednesday 19th January 2005 at Bergh Apton Parish Hall commencing at 7.30pm

1 Members

Parish Members present:	Mrs Alison Freeman [Chair]; Mr John Ling; Mr Derek Blake [arrived after item 7]; Mrs Jean Bobbin; Mr Chris Johnson; Mrs Sally Leigh; David Skedge
In attendance	Cllr John Fuller South Norfolk District Council; Cllr Adrian Gunson Norfolk County Council [arrived after item 7] and 9 members of the public
Clerk	Mrs Philippa Fuller
Apologies	None

2 Declaration of Interests

There were no declarations of interest.

3 Minutes of Previous Meeting

Minutes of the meeting held on 15th December 2004 were amended, confirmed and signed by The Chairman.

3.1 Chairman's Announcement on Conduct of Future Meetings

Alison Freeman made the following statement on the conduct of future Parish Council meetings: "Towards the end of the December Parish meeting, members of the public were given an opportunity to speak on the subject of the Precept. During the discussion one individual made inflammatory allegations, suggesting that the Council ran the parish finances improperly and for their own benefit. Three members of the Council felt they had to demonstrate the unjustness of the accusations by resigning, but on reflection have agreed to continue as councillors

As a result of this regrettable incident we have reluctantly agreed that Parish Council meetings, that have become rather informal in their conduct, must return to the prescribed format whereby the meeting is required to be conducted as a formal process.

In particular, we would like to make it clear that the purpose of the Public Consultation item on the agenda is for any member of the public to make a statement to the Parish Council. This is an opportunity for parishioners to draw any relevant matter to the attention of the Council which will then be taken into account when that matter is dealt with by the Council. This is not an opportunity for discussion as the purpose of the public being entitled to attend the Parish meeting is to witness the proceedings, not to participate in it.

The changes above, I can assure you, are not an attempt to gag members of the Parish who wish to make their views known to us. We welcome them. As your representatives, all of us are available by phone, email and letter or in person, at any reasonable time, to hear your concerns and suggestions. The four weeks between each of our parish meetings is the time for you to contact us so that we are able to take them forward for discussion at the next appropriate Parish meeting."

3.2 Matters Arising

The manholes in Threadneedle Street have been repaired thanks go to Adrian Gunson for his help in this matter.

4 Public Consultation

It was **resolved** that the Clerk would depart from the previous practice of recording in the minutes the key points raised during public consultation. In future, the Chairman of the meeting would record action points raised. There followed a public consultation during which parishioners made several comments and observations.

5 Planning

5.1 HWRC Site Inspection

Considerable correspondence had been received from the County Council that afternoon but as this had only been circulated at the meeting it was **resolved** to defer the discussion regarding recent tree felling at the Farrow site to the next meeting

5.2 Planning Applications

There were no applications to be considered

5.3 Planning Decisions

Cherrydene Farm, Hellington Corner, Hellington 2004/2394/AG
R Rout esq. Proposal : Proposed erection of straw storage barn
Decision : Prior Approval not Required Delegated 26/11/2004

White Willows, The Street, Bergh Apton 2004/2187/LB
Barbara Marshall Proposal : Proposed replacement of existing dormer with velux window with internal alterations
Decision : Approved with Conditions Delegated 06/12/2004

Fieldside, Threadneedle Street, Bergh Apton 2004/2403/H
Canon G J & Mrs M V Phillips Proposal : Proposed single storey extensions to side and rear of dwelling
Decision : Approved with Conditions Delegated 07/12/2004

6 Affordable Housing

Thanks were given to Bob Kerry for chairing the Public Meeting on Affordable Housing on 15th December and also to the Clerk for taking the notes.

Sally Leigh informed everyone that an article would appear in the next newsletter to invite any landowners who might wish to make land available for affordable housing to come forward.

A letter from Alison Smith Policy, Performance and Research Officer at County Council was read out informing the Parish Council that if they decided not to support the development of affordable housing on County Council land, then the Council would not wish to pursue it further. **On the proposal of John Ling and seconded by Chris Johnson it was resolved that the clerk write to Alison Smith and confirm that the Parish Council do not wish to pursue the matter further for affordable housing on Threadneedle Street or Church Road.**

Nevertheless, as a result of the outcome of the Public Meeting, a housing needs survey would be undertaken by the Parish Council itself and a sub-committee would be set up consisting of David Skedge, Alison Freeman and John Ling to work on the questions for this survey.

John Ling mentioned a resident in Seething who would like to be added to the affordable housing list.

7 Finance

7.1 Clerk's Financial Report

The clerk reported that the bank balance stands at £1,585.84 but cheques that need signing today amount to £641.25 which leaves £944.59 in the bank. There is a forecast £817.50 in expected expenditure before the year end which would leave an estimated year-end bank balance of £144.28.

It was noted that an unexpected bill for insurance was about to be paid so the year end balance may be less than £50. Councillors noted that the Parish Finances were tight and unbudgeted expenditure would be unwise.

The list of Standard Expenses for 2005 from SNDC were reviewed [eg for mileage, subsistence etc] and it was **resolved** that they be adopted.

7.2 Audit Commission Report

The Audit report for 2003/4 had been received back from the Audit Commission. The fee was £141. It was noted that there were no action points or recommendations for improvement. It is a statutory

requirement that Interested Parties can inspect the report at a reasonable time. John Ling agreed to make it available for inspection at his house for any interested parties.

7.3 Finalise Insurance Cover

An email from Zurich Municipal had been received detailing the cost of cover for the additional fixed assets of the parish that were currently uninsured.

It was resolved to insure the playground bark for £3,300, the village sign for £1,000 and the bus shelter for £3,900 at a premium cost of £99.20 to provide cover until the renewal in May.

7.4 VAT Refund

The refund is ready to be sent off, the amount to be reclaimed stands at £4,208.95 for the three years from January 1st 2002 to 31st December 2004.

The Clerk was formally thanked for her work in identifying a significant sum for the VAT refund.

7.5 Payments Authorised by Parish Council

Annual Christmas Lunch Contribution	£50
Extra Insurance Premium	£99.20
Alison Freeman: 5 year diary for Play Park inspection recording	£7.99
Clerk's Salary & Expenses September – December 2004 incl	£377.57
Audit Commission Expenses for 2003/4 [Clerk's note: This was more expensive than budgeted as the income last year was greater than £5,000 owing to the receipt of a grant for the bus shelter. This will be £50 next year]	£141.00
Playpark Inspection to South Norfolk Council	£64.63

7.6 Village Play Area Inspection

The previous Clerk had authorized an inspection, which had been conducted by South Norfolk Council in December.

Action Points: **A site visit is to be arranged to look at points raised in the inspection report for this year**

Clerk to write to Steve Allen at South Norfolk Council Leisure Services to confirm our next inspection in December.

8 District and County Councillors' Reports

8.1 Report from County Councillor Adrian Gunson

Cllr Gunson referred to the failed PFI project to refurbish 91 schools in the County. It was now hoped that money could be borrowed for rebuilding Hobart School more would be known in March. The project could be completed by 2007. A complication relates to the building plans, which are owned by Jarvis plc.

The Wherryman's Way would open shortly with good disabled access; The footpath at Hardley flood is now open; Northern Distributor Road recommendation to County Cabinet will happen at the beginning of March. A11 Attleborough bypass to be dualled, but Blofield to Cantley dualling is delayed; Westlegate in Norwich could be closed to aid pedestrianisation but could generate considerable traffic congestion; Loddon bypass would enter its second phase of resurfacing in the Spring.

8.2 Report from District Councillor John Fuller

Cllr Fuller reported that about a dozen South Norfolk Parish Councils had responded to an invitation to club together on their Parish insurance. The district council would be brokering a bulk-purchase deal for participating parishes that should see a reduction in insurance costs.

Cllr Fuller reported that Wheelie bins would be delivered in the next few weeks, the exact date determined by the speed at which neighbouring villages are delivered but in any event no later than Easter. Cllr Fuller reminded the Council that glass would continue to have to be recycled at the HWRC or mini-recycling centres.

9 Correspondence

	Correspondent	Summary
1	SNDC	Health and Safety Course, names required
2	SNDC	Inspection Report re Village Play Area & recommendations for further action site visit to be arranged
3	Norfolk CC	East of England Plan Consultation 15/2/05 at County Hall, Derek Bake, Sally Leigh, Jean Bobbin and Chris Johnson to attend
4	NAPTC	List of courses for Clerks & Councillors until May 2005
5	NRCC	Letter re Grants for Parish Projects: Organisations, notice boards, recreation, environmental projects etc
6	Norfolk CC	Letter re theft of road signs and assurance will be quickly replaced
7	Norfolk Police	Parish Police Report – One Burglary Threadneedle Street 15 th December. Nothing taken. Apologies for absence.

9.1 Correspondence Action Points

BYRUS Grant application The Vicar had written to ask for a grant to support the work of the BYRUS Youth project in the area, which costs over £20,000pa. The Parish Council indicated that they would support this but asked The Clerk to ask Alington how much grant they are considering.

Allotment Survey: John Ling to ask Village Historian, Lorie Lain-Rogers, for any information about any allotments that there may have been in Bergh Apton in the past.

Playground Inspection: A site Visit to be arranged

10 Appointment of Village Charity Trustees

The Vicar had written to the Council to ask that the list of Parish Charity Trustees be approved and to recommend a further Trustee. It was **resolved that the Clerk write to Rev'd Peter Knight to acknowledge his letter and to affirm those who have offered their services. The Parish Council would provide one nominee by the next meeting.**

11 Police Report

A faxed report had been received from PC Norton indicating that one burglary in Threadneedle Street had taken place since the last meeting.

12 Other Business

Bergh Apton Website: Sally Leigh wished to publicly acknowledge the time and effort that John Fuller had put into the village website which is now up and running and said she could not have done it without his help.

Annual Parish Meeting would be held on Monday 25th April at 7.30pm

13 Forthcoming Meetings

19/01/2005; 23/02/2005; 04/05/2005 [AGM]; 08/06/2005; 13/07/2005; 21/09/2005

Philippa Fuller, Clerk, Thursday, 27 January 2005