

Minutes of a Meeting of Bergh Apton Parish Council Wednesday 25th April 2018 at 7.30pm In The Village Hall

Members Present

Parish Members Present David Skedge (Chair), Janet Skedge, Richard Herring, John Ling

In attendance: Clerk Julie Gosling, no members of the public

Apologies Cllr Barry Stone, Renata Thornber, Hugh Porter, Paul Thornber

1 To receive apologies for absence and declarations of interest

Apologies as above. No declarations of interest.

2 To approve minutes of meeting held on 28th February 2018

The minutes of the meetings held on 28th February 2018 were approved and signed by the Chairman

3 To report progress on items not on Agenda arising from last meeting

- 3.1 Item 3.1 – Website - Clerk stated that method of payment had been changed to her own credit card as email/web provider not able to accept cheques. In due course Clerk to be reimbursed on presentation of invoices. Re-imburement to Chris Mewton still unresolved as incorrect sums had been claimed from 1and1 over the last 3 months, despite Clerk having informed 1and1 they had been incorrect in February. Clerk to discuss further with 1and1, obtain amended invoices so that reimbursement to herself and Chris Mewton can be made correctly.
- 3.2 Item 3.2 – Norfolk Association of Local Councils – Clerk had received invoice for subscription for 2018/19 - £127.27
- 3.3 Item 3.5 – Rowan Tree – Hugh Porter and John Ling had met with Charlie Wright from Norfolk County Council. Agreed that Rowan Tree should be re-sited adjacent to the sculpture and Norfolk County Council had since undertaken this. Charlie Wright also agreed to extend the cutting area around the site and provide a suitable mounting for the Plaque. Clerk to contact Charlie Wright to check progress on mounting.
- 3.4 Item 3.6 – BT Phone Boxes – Clerk reported she had found an organisation providing all accessories/parts for BT phone boxes. Agreed that phone boxes be inspected to ascertain works required. John Ling to check Mill Road, Clerk to check Church Road, David Skedge to check Cookes Road. Clerk to check ownership status of Mill Road phone box as uncertainty as to whether this had been adopted.
- 3.5 Item 3.8 – Footpath at Wrong Lane – Clerk reported Norfolk County Council had responded that the footpath was to be cut mid May unless there are nesting birds, in which case cut can only take place September/October. The contractor will be contacted to ensure the correct route is cut.

- 3.6 Item 9 – GNL – Clerk reported that the agreed Parish Council comments had been logged onto the consultation system. David Skedge said he was pleased to see the number of comments made by parishioners in regard to the sites proposed.
- 3.7 Item 14 – Parking on The Street – Clerk reported she had contacted Norfolk County Council re parking on the restricted access. Clerk had asked that the options be put in writing so that the Parish Council could consider, but as yet this had not been received. Clerk to chase.

4 Open forum for Public Participation: an opportunity to hear from members of the public

No members of the public were present.

5 County Councillor's Report – Barry Stone

An Annual Report had been emailed in advance to Councillors.

John Ling said he was aware from a parishioner that Birchway was still closed to traffic, albeit road closure only appeared at one end of the road. Clerk asked to contact Norfolk County Council to ascertain reason for closure and anticipated timescale for re-opening.

6 District Councillor's Report – John Fuller

None received

7 Planning

- 7.1 2018/0118 – Land at rear of The Harriers, Loddon Road – Application for new Winery - comments had been made to South Norfolk in line with last meeting minute (Item 7.1). An amended application had been made and the Parish Council had agreed that no further comment was necessary, South Norfolk had been informed accordingly.
- 7.2 2018/0508 – 2 Sunnyside – changes to proposed rear extension. Councillors had undertaken a site visit. Approved, no comments or objections.
- 7.3 2018/0556 – Greenway, Whiteheath Road – new cart shed garaging and one bedroom holiday let – Approved, no comments or objections.
- 7.4 2018/0758 – Land west of Washingford Barn, Cookes Road – outline planning permission for 2 detached dwellings. David Skedge had drafted a response to South Norfolk planners which was agreed by Councillors with an amendment proposed by John Ling. Clerk asked to contact South Norfolk in regard to obtaining an extension of the deadline of 4th May and also to query the criteria for taking the application to Committee rather than being an officer decision. Clerk also asked to obtain the view of CPRE in terms of the data on 5 year land supply and their view of the proposed development.

8 To consider Playground Working Party progress

The Playground Working Party had produced a report and rough costings for the re-furbishment of the Playground. Initial estimates indicated an overall cost of £18,239. The scheme to include repairs to the climbing wall, replacement of the play park surface and removal of tree stump and roots, a table tennis, play dome and swing.

Considering the costs involved the Clerk advised that it would be necessary to comply with Financial Regulations, where the value is over £3,000 3 quotes are required, or below £3,000 3

estimates. In terms of purchase of equipment this would not apply as only sold at a fixed price. John Ling to produce specification for quotes. Clerk to consider other possible sources of funding as well as using CIL monies. Agreed that the scheme would be affordable within the current CIL reserve.

9 To consider dog bin emptying regularity

Clerk reported that she had been contacted by South Norfolk Council offering a reduced rate for dog bin emptying from £104.00 to £70.00 pa if emptying was reduced from twice a week to once a week. Agreed that this was acceptable and Clerk to confirm reduced rate required to South Norfolk.

10 To consider updated Risk Assessments

Clerk had forwarded updated Risk Assessments to Councillors prior to the meeting. Councillors agreed to approve.

11 Finance

- 11.1 End of Year Accounts and Audit – End of Year accounts had been circulated to Councillors. Clerk reported that the Parish Council were exempt this year from External Audit as neither income or expenditure was in excess of £25,000. David Skedge as Chair would sign Certificate of Exemption certificate to be forwarded to External Auditor. Clerk confirmed that Richard Austin was happy to undertake the internal audit as in previous years.
- 11.2 Cheque was raised and approved for Clerk's training – Data Protection - £35.00
- 11.3 Cheque had been raised on 23rd March (to comply with HMRC regulations) for Clerk's salary for March and ½ back pay - £557.46 and a further cheque for income tax payable to HMRC for the quarter of £190.80. Approved.
- 11.4 Cheque was raised and approved for Clerk's salary for April - £168.48
- 11.5 Councillors agreed to make a contribution to the Bergh Apton Newsletter of £60.00. Cheque was raised and approved.
- 11.6 Cheque was raised and approved for Autela Payroll Services for the last quarter and outstanding HMRC submissions - £75.72 (£63.10 + £12.62 VAT). Clerk reported that she had queried the invoice and the position with HMRC. Autela had confirmed that they had only charged ½ costs on submission of outstanding HMRC documents and that year 2017/18 should now be resolved. Previous years were still under investigation.
- 11.7 Cheque was raised and approved to Alington and Bergh Apton School for £2,000 from CIL reserves as minuted in previous meeting for improvements to the school (Item 8).
- 11.8 Website re-imburement payment to Chris Mewton – outstanding (see Item 3.1)
- 11.9 Cheque was raised and approved for Norfolk Association of Local Councils for annual subscription of £127.27

12 To consider production of the Village Information Booklet and welcome new residents at 'Meet and Greet' – 27th June

John Ling had contacted several organisations asking whether they would like to take part in the event and had had positive responses.

Discussion was had in regard to the date and agreed that it should be moved to Sunday 8th July 2pm – 4pm. John Ling to book Village Hall.

Councillors agreed to the production of the Village Information booklet, to be given out at the event and all others to be delivered with the newsletter. John Ling to arrange.

13 To consider necessary measures to be taken in regard to new Data Protection Regulations

Clerk had provided a report from a recent training session outlining the requirements. A working party of Clerk and John Ling to meet prior to next meeting to prepare all necessary documentation for approval.

14 To consider Parish Partnership Bid memorandum with Norfolk County Council for provision of SAM2

Clerk had received documentation from Norfolk County Council in regard to agreeing to the funding and a memorandum of understanding between the Parish Council and Norfolk County Council. These documents had been forwarded to Councillors in advance of the meeting. Chair to sign documents, prior to forwarding to Norfolk County Council. The purchase of the SAM2 cannot be made until such time as Norfolk County Council have also signed off the documents.

15 Insurance

Clerk had received the insurance renewal from Zurich. Looking at the schedule of items the insurance included and the Asset Register the two did not seem to tie up. Clerk to circulate the Asset Register so Councillors can consider what they wish to insure going forward and Clerk to request updated renewal quote for next meeting.

16 Norfolk Accident Rescue Service

Clerk had contacted NARS to ascertain relevance of service to the village and been provided with evidence of their involvement in accidents within the locality. Councillors agreed to a contribution of £50 towards to the organisation. Clerk to draw up cheque for approval at the next meeting.

17 To consider progress on Village Sign

Nothing to report – to be on next Agenda.

18 To agree items for the next meeting

None.

Future Dates for Meetings: 23rd May (AGM), 18th July, 19th September, 21st November