

# Minutes of a Meeting of Bergh Apton Parish Council Wednesday 23<sup>rd</sup> May 2018 at 6.30pm In The Village Hall

## Members Present

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Parish Members Present  
 David Skedge (Chair), Janet Skedge, Richard Herring, John Ling, Hugh Porter, Renata Thornber, Paul Thornber

In attendance: Clerk Julie Gosling, 3 members of the public

Apologies: Cllr John Fuller

### **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 25<sup>th</sup> April 2018**

The minutes of the meetings held on 28<sup>th</sup> 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 – Issues re overpayment not resolved yet, Clerk to contact 1 and 1 provider.
- 3.2 Item 3.3 – Rowan Tree – Clerk reported that an email had been sent to Charlie Wright requesting a report on progress with the mounting for the plaque, no reply had been received as yet.
- 3.3 Item 3.7 – Parking on the Street – Clerk had chased information from Norfolk County Council as to options on what could be done re parking on the restricted access. Renata Thornber to obtain land registry search to ascertain ownership. Noted that vegetation along the restricted access had recently been cut back.
- 3.4 Item 5 – Birchway – road closure - Clerk reported that road had re-opened in the last day.
- 3.5 Item 14 – Parish Partnership bid and SAM2 – Clerk reported that the documents had been signed and sent to Norfolk County Council. The agreement would need to be signed off by NCC prior to SAM2 being ordered. Discussion was had regarding the operation of the SAM2 and siting of the machine. David Skedge suggested that John Burrage and Mike Rimmer and himself undertake this and Councillors agreed that they should be asked whether they would volunteer. David Skedge to make contact to ascertain.

Mention was also made of the Alington unit being used on one of the locations that Bergh Apton had put forward, Clerk asked to discuss with Alington Parish Council so that use of this location is co-ordinated.

Councillors further discussed the ongoing speeding problem in the village where 30 mph was not in effect. Clerk asked to investigate the possibility of the Parish Council instigating the legal procedure to have 30mph restrictions funded by CIL monies.

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

No comments from the public. All members of the public attending to discuss Item 7.4

#### **5 County Councillor's Report – Barry Stone**

None received

#### **6 District Councillor's Report – John Fuller**

None received

### **7 Planning**

- 7.1 2018/0758 – Land west of Washingford Barn, Cookes Road – outline planning for 2 detached dwellings. Clerk reported that the latest email from South Norfolk had indicated that a re-consultation would be necessary due to highways objections and that it would probably go to Committee on 20<sup>th</sup> June. Councillors pleased with CPRE objection and those of residents. Hugh Porter and Richard Herring reported that they had not been able to log their objections on the South Norfolk website, it would also seem that at least 1 parishoner had also not been able to lodge an objection on the system. Clerk asked to contact South Norfolk to ascertain whether it would still be possible to forward any objections. John Ling said that although he had emailed South Norfolk his objection was not on the planning application documentation list. Clerk to email Planning Officer on this point as well.
- 7.2 2018/0906 – Anteros Art Centre – Change of Use from Arts Centre to holiday let - Approved, no comments or objections.
- 7.3 2018/0953 – Bussey Bridge Farm – Change of Use of redundant farm building to form new 2 bed dwelling – Approved, no comments or objections.
- 7.4 2018/1048 – Land east of Wyke House, Mill Road – erection of detached dwelling and granny annexe. The applicant and his mother attended the meeting and explained the reasoning for the proposal. Councillors were sympathetic to the situation but felt in light of the Cookes Road application it may not be looked upon favourably by South Norfolk planners at the current time. The applicant said he would need to consider further whether to proceed with the application or at this stage withdraw. Clerk requested not to make any comments to South Norfolk on the application pending possible withdrawal.

### **8 To consider Playground Working Party progress**

John Ling had produced a quote specification for the groundwork and repairs to the Play Park and Councillors agreed to send this out to 3 contractors with a deadline date of 22<sup>nd</sup> June so that the quotes could be discussed at the next meeting.

As part of the refurbishment of the play park it was proposed that a table tennis table be erected on land currently outside of the agreed area of land allowed by the Village Hall. Clerk requested to draft a letter to the Village Hall Committee requesting that this land be included within the existing agreement.

Funding – Clerk reported that she had looked at various funding streams to contribute to the refurbishment. Councillors also suggested contacting Seething and Mundham and Mattishall Parish Councils as having recently formed new play areas.

## 9 To consider inspection progress on BT phone boxes

Clerk confirmed that the BT box at Hellington Corner had been adopted. David Skedge had inspected the BT box on Cookes Road and suggested no action currently be taken although several panes of glass were now missing and was in need of painting. Clerk reported that the BT box at Whiteheath Road was in a similar position. Councillors agreed this should be on the Agenda for next time.

## 10 To approve General Data Protection documentation

Clerk had circulated draft copies of the documentation regarding GDPR to Councillors prior to the meeting. This included the GDPR policy, terms of reference for the Data Protection Committee, the privacy notice and consent form. In addition insertions to the Standing Orders and Clerk's job description had been circulated. Councillors approved the documentation. Clerk to complete the Information Audit and send out consent forms and privacy notices as necessary.

Clerk had already registered the Parish Council with the Information Commission Office at a cost of £35.00.

The required Data Protection Committee had been elected at the AGM and would consist of David Skedge, Hugh Porter, Paul and Renata Thornber and John Ling (Chair).

## 11 Finance

- 11.1 Internal Audit – Clerk reported that unfortunately the Internal Auditor was unable to undertake the audit this year, a couple of alternative parishoners had been contacted but they were also unable to assist. Clerk had been able to source an Internal Auditor, a qualified Parish Clerk who had been recommended and is Parish Clerk for Poringland. Cost of the internal audit would be on the basis of £15 per hour plus VAT, with a minimum charge of £37.50 plus VAT. Councillors agreed to appoint on this basis.
- 11.2 Cheque was raised and approved for Clerk's salary for May - £168.48
- 11.3 Cheque was raised and approved to Janet Skedge as reimbursement for refreshments for Annual Parish Meeting - £48.87
- 11.4 Cheque was raised and approved to Clerk as reimbursement of registration fee for Information Commissioners Office - £35.00
- 11.5 Cheque was raised and approved for donation to Norfolk Accident and Rescue Services as per minute of last meeting - £50.00
- 11.6 Clerk reported income since last meeting of CIL payment of £6,105.95, Precept of £2,068.5 and Council Tax support grant of £32.00. Clerk had circulated income and expenditure accounts to Councillors prior to the meeting. CIL balance was currently £28,446.92.

## **12 To consider insurance renewal options and approve payment**

Clerk presented the options available in regard to the insurance renewal. Councillors discussed the various options and asked Clerk to request from insurers a revised quote based on insured sums as follows:

Village Sign	£3,000
War Memorial, Sculpture, Rowan Tree plaque, Waymarkers	£7,000
Bus Shelter	£500
Defibrillator	£1,200
Play Equipment	£3,300

Furthermore Clerk to request quotes based on long term agreements of 3 and 5 years. Clerk to report back to Councillors once revised premiums received for approval to proceed.

## **13 To discuss preparations for Meet and Greet event – 8<sup>th</sup> July**

Clerk requested to obtain electoral roll to identify new residents for invitations to Meet and Greet. John Ling had drafted an article for upcoming newsletter. Councillors discussed arrangements for the day including provision of tables for each organisations and refreshments to be provided.

## **14 To consider progress on Village Sign**

Nothing to report – to be on next Agenda

## **15 To agree items for the next meeting**

Future Dates for Meetings: 27<sup>th</sup> June, 19<sup>th</sup> September, 21<sup>st</sup> November