

Minutes of a Meeting of Bergh Apton Parish Council Wednesday 19th September 2018 at 7.00pm In The Village Hall

Members Present

Parish Members Present	David Skedge (Chair), Janet Skedge, Richard Herring, John Ling, Renata Thornber, Paul Thornber
In attendance:	Clerk Julie Gosling, Cllr Barry Stone, one member of the public
Apologies	Hugh Porter, 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 27th June 2018

The minutes of the meetings held on 27th June 2018 were approved and signed by the Chairman

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

- 3.1 Item 3.3 – Parking on the Street – Clerk reported she had received a response from NCC in regard to options to prevent parking on the byway. This had been forwarded to Councillors prior to the meeting. However, Councillors had become aware that the residents who had been parking in the area were looking to move shortly and therefore considered that the situation may resolve itself without any further intervention. John Ling confirmed that the Village Hall had also offered residents the opportunity to park on the Village Hall car park if necessary to prevent congestion on The Street.

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

No comments from the public. Member of the public attending to discuss Item 15.

5 County Councillor's Report – Barry Stone

Councillor Stone's report had been forwarded to Councillors prior to the meeting. Councillor Stone presented the report and in addition mentioned the recent developments in reorganisation of the Childrens Centres and progress on the Loddon roundabout. Councillor Stone had proposed that in future planning conditions should be applied allowing the local highways authority to control highway work rather the developer being relied upon to discharge the condition, thus preventing a situation similar to the Loddon roundabout.

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 no appeal had been lodged yet according to the South Norfolk website. A watching brief of the situation would be maintained. Applicants had until 6th January to appeal.
- 7.2 2018/1391 – 2 Sunnyside, Bergh Apton – change of roof height and addition of rooflight on proposed rear extension – approved, no comments or objections – application had been approved by South Norfolk
- 7.3 2018/0953 – Bussey Bridge Farm, Bussey Bridge, Bergh Apton – amended application to demolish farm building and construct new 2 bedroom dwelling – Councillors had approved the application and John Ling had attended the Planning Committee meeting on 12th September to express the Parish Council’s support and concerns re external design. Application subsequently approved by South Norfolk.

8 To consider Playground refurbishment progress and further actions to be undertaken

A revised budget had been forwarded to Councillors prior to the meeting. Reductions in the cost of the swing and the dome had reduced the budget figure from £18,481 to £17,018. Clerk reported that the bark and safety matting had been ordered and paid for, the swing was on order.

Additional costs would be incurred on the groundworks due to the discovery of large lumps of concrete found on removal of the bark, the necessity to remove more trees than originally intended and the omission in the original quote for re-locating of the “sprung rides” to accommodate the dome. John Ling to liaise with contractor on ‘extra over’ costs for submission to the Parish Council.

Swing Unit – The swing unit had been ordered but was not due for delivery until early November, Councillors therefore agreed that the remainder of the bark be installed so that the play area could be used in the period before the swing arrived. John Ling to confirm with contractor.

Swing Unit – location – Wicksteed had indicated that the swing unit should be located in the area where the ‘sprung rides’ were supposed to be relocated to due to safety reasons. John Ling had written to Wicksteed and Rospa requesting guidance on clearance distances and was awaiting a response from both parties. Councillors agreed that they wished to be able to accommodate both the swing and ‘sprung rides’.

Access Gate – John Ling suggested that the access gate ultimately be moved from its present position in order to facilitate access better when the Table Tennis table was installed. Councillors agreed to this.

Rospa Report – Clerk reported that the annual inspection had taken place and there were some items that needed to be attended to outside of the refurbishment works. Clerk to produce a report itemising the issues to be addressed for consideration of the Councillors.

Funding – Clerk reported that a bid for funding towards the Dome had been made to the Adnams Trust for £2,500. The Trust would be meeting in October to decide on bids. The Clerk had considered further sources of funding and felt that it was worth making a bid for monies towards the Table Tennis table from the Paul Bassham Charitable Trust. A bid would need to be made in November for the 4th December meeting. Councillors agreed that the Clerk should proceed with a bid.

9 To consider SAM2 unit progress and further actions to be undertaken

Clerk reported she had contacted NCC after the last meeting to confirm sites, they had revisited and agreed the post shared with Alington should be used. Furthermore, that the post on Church Meadow Lane be replaced and not just extended. The SAM2 unit had subsequently been ordered on this basis and is due to arrive at the end of September/beginning of October.

Westcotec will provide training on installing and use of the unit – Councillors agreed that a working party to undertake this should consist of John Burrage, Mike Rimmer, David Skedge and possibly Richard Crome. Clerk to liaise with team once Westcotec contact re delivery.

The invoice provided by Westcotec had been forwarded to NCC so that the Parish Council is reimbursed prior to having to pay for the unit.

Clerk had contacted Alington PC again to ascertain their use of the shared post on Mill Road so that Bergh Apton locations worked around their rota.

10 To consider possible bids for Parish Partnership Bid – 2018/19

Clerk reported that there was to be another round of bidding for next year – deadline of 7th December. Considering the criteria for bids Councillors agreed no bid would be made this year.

11 Finance

- 11.1 Cheque to Cannon Flooring Ltd – safety matting- £314.65 raised and issued prior to meeting (as per minute 8 – 27/6/18) Approved.
- 11.2 Cheque to tma bark for replacement bark - £3,433.25 raised and issued prior to meeting (as per minute 8 – 27/6/18) Approved.
- 11.3 Cheque to Playsafety Limited for play area inspection - £79.80 raised and issued prior to meeting. Approved.
- 11.4 Cheque to J Fuller for domain renewal for berghapton.org.uk for 5 years - £59.94 raised and issued prior to meeting. Approved.
- 11.5 Cheque raised and approved for Clerk's salary for September - £168.48. Councillors also approved salary payment for October (£168.48), cheque to be raised in due course when payroll issue payslips, in accordance with HMRC regulations.
- 11.6 Cheque raised and approved for Clerk's expenses for Jan – June 2018 - £130.29
- 11.7 Cheque raised and approved for Autela Payroll Services – Q2 - £46.80
- 11.8 Cheque raised and approved to John Ling for reimbursement of printing costs associated with 'Meet and Greet' event and information booklet - £130.00 (as per minute 12 – 25/4/18).
- 11.9 Update on issues identified for action from Internal Auditor

Clerk reported that a VAT return would be submitted shortly. The amounts for year 17/18 had been quite small (£72.56) so it had seemed sensible to wait until some of the play area items and SAM2 unit had been acquired in the current financial year. Councillors agreed.

Clerk reported she had since the last meeting acquired the template of the contract of employment provided by the National Association of Local Councils. As it was significantly different from the current contract of employment she would prepare a draft for the Councillors' approval.

Website – Clerk had uploaded all the documents to the website as per the Internal Auditors suggestion.

- 11.10 Clerk reported that as of 1st April under the Local Government salary scale the Clerk’s salary should be increased from £9.72 p/hr to £10.08 p/hr). Councillors agreed to the increase, Clerk to notify Autela Payroll Services of increase and back pay to 1st April 2018.

12 To discuss outcome of Meet and Greet event – 8th July

John Ling stated that the event had been very successful with in excess of 40 people attending, both newcomers to the village and people from outside the village. The participants from the groups providing information had also been pleased with the turnout. No costs had been incurred as the refreshments had been provided by the Village Hall. David Skedged thanked John Ling for organising the event.

13 To consider issues relating to the Greater Norwich Local Plan

- 13.1 Clerk reported a new timetable had been issued for the GNLP as follows:

Consultation on newly submitted sites	Oct – Dec 2018
Complete and publish draft plan for consultation	Sep – Oct 2019
Complete and publish pre-submission draft	Feb – March 2020
Formal submission of GNLP to Sec of State	June 2020
Public hearings	Jan 2021
Consultation on Proposed main modifications	Mar – April 2021
Publication of Inspector’s report	July 2021
Adoption of GNLP	Sept 2021

- 13.2 New Site Proposals – Clerk had circulated to Councillors the email from the GNLP Board together with the further sites that had been proposed for the new local plan. Once the consultation is open in October and the planning views known the Parish Council would need to consider whether it would be supporting or objecting sites and the reasons for this. Clerk to contact Councillors with details of consultation when informed by GNLP.

Councillors were particularly concerned at the introduction of site GNLP 2117 on Cookes Road. It had transpired that the site had been submitted by the Harris Trust’s agent Savills. John Ling had drafted an email to the Chairman of the Trust which was discussed and amended by Councillors to the effect that the Parish Council would be opposing any development north of Cookes Road.

- 13.3 CPRE Update – Clerk had circulated the latest CPRE update to Councillors prior to the meeting. Clerk to check that figures re evidence for the next round of consultation had been forwarded to CPRE.

14 To consider progress on Village Sign

Councillors agreed that this item in terms of the story board be removed from the Agenda until after the current round of spending on the play area concluded. John Ling reported that he was aware that the sign may need repainting and he would ascertain the extent of this and report back to the next meeting.

15. To consider recent accident at Mill Road crossroads

A member of the public recounted the recent accident that had occurred at the Mill Road/Threadneedle Street junction which had left one party with considerable injuries and both vehicles being written off. In essence the vehicle coming from Mill Road had not stopped at the Give Way sign and had proceeded across the junction hitting the vehicle as it passed the crossroads.

Although NCC Highways had carried out a re-active survey Councillors felt this had not gone far enough. Councillor Barry Stone said he would contact Highways requesting a traffic survey/speed test. Councillors agreed that what was needed was the Give Way marking on the road be refreshed and relocation of the Give Way sign on Mill Road to further back from the junction as currently obscured by a hedge thus not giving enough time to slow down. Furthermore, given this junction is not particularly good to consider that the signing on Church Meadow Lane be refreshed as well. Councillor Stone said that if NCC were not prepared to make improvements from their own budget he would look to use his own Councillor budget. Councillor Stone to respond back to Parish Council in due course.

16. To agree items for the next meeting

None

Future Dates for Meetings: 21st November, 16th January (Pre-cept), 6th March, 3rd April (APM), 24th April (AGM/Data Protection Committee)