

Minutes of a Meeting of Bergh Apton Parish Council Wednesday 21st November 2018 at 7.00pm In The Village Hall

Members Present

Parish Members Present	David Skedge (Chair), Janet Skedge, Richard Herring, John Ling, Hugh Porter
In attendance:	Clerk Julie Gosling and one member of the public
Apologies	Cllr John Fuller, Cllr Barry Stone, Renata Thornber, 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 19th September 2018

The minutes of the meetings held on 19th September 2018 were approved and signed by the Chairman

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

- 3.1 Item 3.2 – 23/5/18 meeting – Rowan Tree Plaque – Clerk reported that Charlie Wright from Norfolk County Council had sourced appropriate timber for the plaque mountings and they were currently being seasoned. Clerk had enquired of a likely date for installation and was awaiting a response.
- 3.2 Item 14 – Village Sign – John Ling reported that he had inspected the Village Sign and considered that it needed to have the posts recoated in teak oil which he was prepared to do. He also reported that the gold lettering on both sides was now in disrepair and needed attention. John Ling to source signwriters able to undertake such work and report back to the next meeting. Clerk reminded Councillors that if the value of the work was above £200 there was a requirement to obtain 3 estimates. Clerk to check whether able to use CIL monies for maintenance of the Village Sign, given it is considered to be ‘infrastructure’.
- 3.3 Item 15 – To consider recent accident at Mill Road crossroads – Clerk confirmed re-marking of the junction had been undertaken. On contacting Barry Stone for an update on progress on the other elements discussed at the last meeting Cllr Stone responded that he would like the Parish Council to put forward what they consider would improve the junction and then he will fund from his Councillor Highways Budget. Councillors therefore agreed the following to be communicated to him by the Clerk:
1. Request from NCC to occupier of Thimble Cottage to cut back hedge currently obscuring the Give Way sign.
 2. A SLOW sign to be marked on the road prior to the junction.
 3. Retain the existing Give Way sign in it’s position but also to erect a sign prior to this giving a warning indicating the distance to the Give Way junction.

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

No comments from the public.

5 County Councillor's Report – Barry Stone

None

6 District Councillor's Report – John Fuller

John Fuller had brought to the Parish Council's attention the need to spend CIL monies within the required 5 years from being received. Clerk and Chairman had emailed him to confirm that the CIL funding acquired by the Parish Council was being spent on the refurbishment of the play area, the SAM2 unit and a donation made to the local school for building works. Clerk had forwarded to Councillors a timetable of CIL income and expiry dates for use.

John Fuller had been concerned that there was to be no headstone for the former Chairman Derek Blake who had greatly contributed to the village. After discussion amongst Councillors and suggested by David Skedge it was agreed that within the storyboards to be created to be placed around the Village Sign mention should be made to commemorate his involvement and commitment to the village.

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 2018/2379/2380 – Hall Farm Barns, Gravel Pit Lane – new attic bedrooms and covered walkway. Councillors approved of the application with no comments and objections. Clerk to inform South Norfolk Council.
- 7.3 2018/2449 – Land East of Millers Cottage, Mill Road – erection of 2 storey dwelling – Councillors were opposed to the application. They considered that nothing had changed since the appeal decision not to grant permission had been made in 2014, apart from greater traffic flow due to the increased popularity of Green Pastures. Clerk to inform South Norfolk Council.
- 7.4 Bergh Apton Recycling Centre – change of use to a mixed development. Councillors approved of the application and considered it would improve the facility for the community. Clerk to inform NCC.

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

Clerk reported that the play area is now complete in the sense that the groundworks/repairs are finished, the swing installed and the sprung rides relocated.

Unfortunately the bid for the Climbing Dome had not been successful. Councillors agreed that the Climbing Dome should be purchased as sufficient CIL monies were available. Janet Skedge suggested that if there were enough space then the larger dome at a cost of £5,671.95 should be purchased instead of the smaller dome at £4,425.45. Councillors were in agreement with this. The Working Party to investigate whether larger dome able to be accommodated within the play area.

Clerk instructed to place a purchase order once decision made as to which of the two more suitable.

Table Tennis Table – Clerk reported that she was preparing a bid for the Paul Bassham Charity Trust – Councillors considered the table tennis table options agreeing that the ConcreteSports table was the preferred option at a cost of £2,245 including carriage and installation. Clerk to submit bid on this basis.

Clerk reported that the Village Hall Committee wished to be informed of the area needed to accommodate the table tennis table outside of the play area. Councillors agreed that an area of 5mx10m should be sufficient given the dimensions of the equipment. Clerk to inform Village Hall Committee. Further discussion was had as to the surface to be provided under and around the table. The Working Party to investigate options and bring information back to next meeting, being mindful of the financial regulations re estimates for work.

Councillors discussed the need to provide a number of paving slabs to the entrance of the play area as quite muddy due to use. J Ling to liaise with groundworks contractor to provide. As cost unlikely to be above £200 would not require 3 estimates.

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

Clerk reported that the SAM2 unit was ready for delivery and a meeting with Wescotec and volunteers had been scheduled for Wednesday 28th November for installation and instruction on use. Clerk to acquire two padlocks for security purposes as advised by Westcotec.

Clerk to draw up rota for SAM2 movement and instruct Insurers to add to the current insurance policy.

Clerk reported that the Parish Partnership funding of £1,669.50 had been received from NCC and once the unit was installed the Westcotec invoice of £3,339.00 + £667.80(VAT) = £4,006.80 could be paid. Agreed that cheque could be raised and signed after delivery date.

10 To approve Clerk's revised contract of employment

Councillors agreed the revised contract of employment. Duly signed and dated.

11 Finance

- 11.1 Cheque raised and approved for Clerk's salary for November - £218.40 including back pay. Councillors also approved salary payment for December (£174.72), cheque to be raised in due course when payroll issue payslips, in accordance with HMRC regulations.
- 11.2 Cheque raised and approved for Clerk's expenses for website/email provider - £33.46
- 11.3 Cheque raised and approved for donation to NARS - £50 (previous cheque lost and stopped).
- 11.4 Cheque raised and approved to Norfolk Parish Training and Support for Clerk training on upcoming Parish Council elections - £35.00
- 11.5 Cheque raised and approved to Wicksteed for supply and installation of swing unit - £2,914.98
- 11.6 Cheque raised and approved to Kevin Parfitt for play area refurbishment groundworks as per quote and extra over items undertaken at request of Councillors £2,485.00 + £910.00 = £3,395
- 11.7 Cheque raised and approved to Alington and Bergh Apton School for bus hire for WWI project tour of the village - £130.00

- 11.8 Clerk reported receipt of CIL payment of £9,520.63 and pre-cept of £2,068.50 since the last meeting.
- 11.9 Clerk reported income/expenditure figures for the last month. A proposed budget for discussion prior to the pre-cept meeting in January had been forwarded to Councillors prior to the meeting. Some sums were provisional as final figures not available but as and when confirmed by suppliers Clerk would amend. Clerk to check with PCC re their requirements for the next financial year. J Ling confirmed that the Parish Newsletter request for donation would be £100.

12 To discuss and approve the Parish Council's response to the Greater Norwich Local Plan consultation on new sites.

Councillors discussed the additional sites proposed and agreed that David Skedge would put together draft comments for circulation and agreement so that they could be forwarded to GNLP and put onto website.

David Skedge had prepared an article for the newsletter bringing to villager's attention the consultation on the new proposed sites. Clerk had also put up posters on the noticeboards.

Discussion was had on sites GNLP2015 and GNLP0007 as it was unclear as to what the sites referred to, Clerk to clarify with GNLP.

13 To discuss procedure for upcoming Parish Council election 2019

Clerk brought to the Councillors' attention the upcoming Parish Council elections in May 2019. Clerk to attend training course on 9th January and to update Councillors at next meeting. South Norfolk had commenced providing information on their website, Clerk to forward any relevant postings to Councillors as and when received.

14 To agree items for the next meeting

- To discuss the Parish Council noticeboard
- To discuss purchase of a laminator for notices

Future Dates for Meetings: 10th January (Thursday) – Precept meeting, 27th February (Wednesday), 4th April (Thursday) – APM, 24th April (Wednesday) - AGM/Data Protection Committee