

Minutes of a Meeting of Bergh Apton Parish Council Wednesday 27th February 2019 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, two members of the public, Cllr John Fuller (after item 7)
Apologies	Renata Thornber, Paul Thornber, Cllr Barry Stone

1 To receive apologies for absence and declarations of interest

Apologies as above and no declarations of interest.

2 To approve minutes of meeting held on 10th January 2019

The minutes of the meetings held on 10th January 2019 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 – Rowan Tree Plaque – Clerk had again chased NCC re installation date and had received no response as yet.
- 3.2 Item 3.2 – To consider recent accident at Mill Road crossroads – Councillor Stone had responded confirming that he would inform the Parish Council when he has clarification of the completion date.
- 3.3 Item 3.4 – Land east of Millers Cottage, Mill Road – Clerk reported that the building plot was now on the market with a guide of £150,000.
- 3.4 Item 4 – Post box on Threadneedle Street – Clerk stated that the member of the public who reported the damaged post box at the last meeting had forwarded to her the relevant correspondence with Royal Mail. Clerk had taken photographs to illustrate the problem better and emailed Royal Mail for a response.
- 3.5 Item 7.3 – Bergh Apton Recycling Centre – Clerk had contacted NCC after the last meeting with regard to the revised planning application. Responses from NCC officers had clarified the application detail. Councillors had been satisfied with the responses and agreed that the application should still be approved. Clerk had informed NCC in line with this.
- 3.6 Item 9.7 – To discuss purchase of new projector for the Village – John Ling had obtained 3 quotes for the new projector, the cheapest being £414 (inc VAT) + shipping and handling. Councillors agreed the purchase of the Acer Projector. As payment would need to be by credit card, and therefore could not be in line with usual financial guidelines, Councillors agreed that John Ling should process the order, make payment on his credit card and be reimbursed in due course. John Ling to forward all ordering paperwork to Clerk. Councillors also agreed that John Ling should be the custodian of the projector and to co-ordinate the use of the equipment for the village groups.

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

No comments from the members of the public.

Member of the public attending to discuss item 13.

5 County Councillor's Report – Barry Stone

None

6 District Councillor's Report – John Fuller

John Fuller updated Councillors on the GNLP - no further information would be available until the Autumn when the draft plan would be released for consultation. He further stated that there had been recent developments in terms of the 5 year land supply being oversubscribed and the likelihood that new development would be geared to primary school catchment areas and in particular in locations around Norwich and other centres such as Diss. Mention was also made of the upcoming district and parish elections, the recycling figures attaining better than ever before figures and the termination of the Connect bus between Norwich and Bungay. Cllr Fuller stated that Broadband had been improved with funding by South Norfolk Council and Councillors made him aware that there were still black spots in Bergh Apton, he agreed to request that contact be made with residents to ascertain difficulties.

7 Planning

- 7.1 2018/0139 – Land east of Wyke House, Mill Road – new 'self-build' dwelling and attached single storey annexe – Councillors agreed this was of benefit to the community in utilising an infill site to be developed for the purpose of allowing a long-standing resident to remain in the village together with her extended family. Councillors approved with no comments or objections.
- 7.2 2018/0095 – 16 Church Road – replacement of windows and doors and internal alterations – Councillors approved with no comments or objections.
- 7.3 2018/0758 – Land West of Washingford Barn, Cookes Road – Appeal. David Skedge had drafted a response to the Appeal statements and this had been circulated to Councillors prior to the meeting. Councillors agreed to the wording and requested that the Clerk forward to the Planning Inspectorate. Councillors congratulated David Skedge for researching and producing a draft given the complexities of the case.

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

Clerk reported that the play dome had been ordered and was awaiting timescale for delivery and installation. John Ling to act as contact for Wicksteed in regard to installation.

Councillors agreed to the purchase of the table tennis table at a cost of £2,245 (net of VAT), however Clerk was asked to contact the supplier in regard to the requirement of size and material for the standing surface which would have to be provided prior to installation as the original dimensions considered at 5m x 10m seemed extremely large. Hugh Porter to contact contractors to ascertain possible costs and relay back to next meeting. Clerk to request permission from Village Hall Management Committee once hard standing area size confirmed.

9 Finance

- 9.1 Councillors approved salary payment for March - £174.72, cheque to be raised in due course when payroll issue payslips, in accordance with HMRC regulations
- 9.2 Cheque raised and approved to BYRUS as donation towards youth group activities - £75.
- 9.3 Cheque raised and approved to Bergh Apton Village Hall for hire of premises for Parish Council meetings - £120.
- 9.4 Cheque raised and approved to Clerk's expenses July to Dec 2018 - £83.94
- 9.5 Clerk had been contacted by last year's internal auditor. The auditor is prepared to undertake the Parish Council's internal audit at the same cost as last year £40 + £8 vat. Councillors agreed to appointment.

10 To discuss procedure for upcoming Parish Council election 2nd May 2019

Clerk had provided a briefing paper for Councillors having been on a training day in regard to Election procedure. The briefing paper contained all necessary dates and issues to be dealt with.

11 To discuss preparations for the Annual Parish Meeting – 4th April

The minutes of the last meeting on 18th April 2018 had been circulated last year by the Clerk and uploaded onto the website. Clerk to prepare invites to various organisations as per previous years, prepare Agenda and Accounts commentary. Janet Skedge to provide refreshments.

12 To discuss the Chet Valley B Line and Parish Council supporting role

Tony Davy had prepared a paper on the Chet B Line – a pollinator corridor along the Chet Valley. Clerk had circulated this to Councillors prior to the meeting. Councillors discussed the proposals and agreed that an item in the newsletter promoting the B line to encourage landowners to take part should be undertaken. Furthermore the Parish Council would support in principle the scheme and a presentation to be made at the Annual Parish Meeting to encourage support.

Hugh Porter made the meeting aware that there was the possibility of grants to provide wildflower planting on areas of land. Councillors agreed that the Clerk would approach the highways authority to ascertain if there were any possibility of this being undertaken on their land. John Ling to provide a map with areas considered suitable for such treatment.

13 To discuss SAM2 unit progress and information obtained.

Mike Rimmer made a presentation of the information provided by the SAM2 database. Councillors discussed how they wished the information to be presented and felt this needed further consideration. Councillors agreed that a presentation of the material should be made at the APM.

14 To review the condition of the bus shelter and discuss any further action

Richard Herring reported that he had repaired the bus shelter. Councillors agreed that where appropriate the Rangers could be asked to do further maintenance. Clerk to check whether this would be in their remit.

15 To discuss and approve the following revised documents:

15.1 Risk Assessments – Councillors agreed to the updated document.

15.2 Financial Regulations – Councillors agreed to the updated document.

15.3 Standing Orders – Councillors discussed the new Standing Orders and asked the Clerk to clarify the position in terms of registration of interests as the document did not seem to make this clear. Clerk to take advice on this amend the document accordingly and bring back to the next meeting.

15.4 Code of Conduct – Councillors agreed to the updated document.

16 To agree items for the next meeting

No new items put forward at the meeting

Future Dates for Meetings: 4th April – APM, 24th April, 8th May (AGM), 22nd May, 17th July