

Minutes of a Meeting of Bergh Apton Parish Council Wednesday 22nd November 2017 at 7.30pm In The Village Hall

Members Present

Parish Members Present	David Skedge (Chair), Janet Skedge, Hugh Porter, Richard Herring, John Ling
In attendance:	Clerk Julie Gosling, 2 members of the public,
Apologies	Cllr Barry Stone, Cllr John Fuller, Renata Thornber, Paul Thornber

1 To receive apologies for absence and declarations of interest

As above

2 To approve minutes of meeting held on 20th September 2017

The minutes of the meetings held on 20th September were approved and signed by the Chair.

3 Conduct of Parish Council business

The Chair requested that all Parish Council business be passed through the Clerk in the first instance.

4 To report progress on items not on the Agenda arising from last meeting

- 4.1 Item 5 – Councillor Stone had responded to the request for further information as to how Broadband proposals were relevant to Bergh Apton. It was agreed that the email had not clarified the situation and when he next attended a meeting an update be provided.
- 4.2 Item 9 – Community Governance Review(CGR) – Clerk reported that the second consultation had ended. As Bergh Apton was to remain unchanged in the proposals no Councillors wished to attend the next CGR meeting on 29th November.
- 4.3 Item 11 – CPRE - no further communication had been received from the organisation in respect of the GNLP. The latest newsletter had been forwarded to Councillors.
- 4.4 Item 14 – Plaque for Rowan – Plaque had been purchased. It was agreed that the existing concrete setting at the site would need to be removed prior to the positioning of the plaque. Clerk to contact Norfolk County Council to ascertain whether they would be prepared to remove.
- 4.5 Item 15 – Telephone Box – David Skedge had prepared an article for the December newsletter requesting suggestions for it's future use.
- 4.6 Item 20.2 – Street Name Plates – John Ling had photographed/recorded all street name plates in the Village – Clerk currently working on completing forms for repairs/replacements.

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

No comments from the public

6 Presentation of County Councillor's Report – Barry Stone

Reports for October and November had been emailed in advance to Councillors.

7 Presentation of District Councillor's Report – John Fuller

No report.

8 To consider options available for the future of the website

Councillors agreed to the formation of a working party to consider the future of the website. The Chair had had discussions with the Webmaster and would organise a meeting with him to resolve issues that had arisen and allow continuance of Parish Council's access to the facility. The working party would consist of David Skedge, Clerk and Martin Lovatt (co-opted for the purposes of this issue if technical knowledge required).

9 To consider Playground Working Party report

The working party (Janet Skedge, Hugh Porter and John Ling) had met on site and discussed various options to improve the area. Quotes were currently being obtained for replacement of the surface. The working party to report back findings at next meeting once 3 quotes had been obtained and any further works identified for improvement and/or replacement of equipment.

A member of the public had contacted Janet Skedge with the suggestion of having adult equipment on the site as well. It was agreed that this might not be appropriate in terms of safe-guarding issues but consideration could perhaps be given to adult equipment being provided in another area. Councillors to consider further.

10 Finance

10.1 Cheque was raised and approved for Clerk's training - £45.00

10.2 Cheque was raised and approved for the plaque - £137.65

10.3 Clerk presented current financial position, South Norfolk had recently transferred a CIL payment of £18,407.21 into the account. Clerk had considered proposed 2018/19 budget and felt there were some items that needed to be amended in light of previous and possible future expenditure. Clerk to amend budget for Councillors' approval at next meeting in order to finalise precept. It was agreed that the £575 recently paid to repair play equipment should be categorised as CIL.

10.4 Clerk reported that having now undertaken 5 months in the role the contracted hours of 2.5 per week were insufficient to cover the level of work required. The proposal of 4 hours (to include training and website maintenance) as from 1 December was made by Hugh Porter and seconded by Janet Skedge.

PAYE – Clerk reported that she had set up PAYE for the Parish Council in order to get paid and in discussion with HMRC had been informed that some submissions were missing from the previous employment. Clerk had requested former Clerk to submit as required. Furthermore Clerk had no previous experience of payroll and would like the Parish Council to consider outsourcing. Councillors agreed that the outstanding HMRC submissions should be made (David Skedge to contact former Clerk) and Clerk to investigate outsourcing payroll as possibly more cost effective and would ensure compliance with payroll legislation.

11 Planning

- 11.1 2 Sunnyside – amendments to approved application – new first floor extension – approved, no comments or objections
- 11.2 Land South of Cookes Road – amendments to approved application – repositioning of plots not in accordance with approved drawing – approved, no comments or objections to the amendments but representations made to South Norfolk regarding an additional access being created on to Cookes Road not on the original application. Clerk to contact South Norfolk for a response to this issue.
- 11.3 The Manor, Threadneedle Street – replacement of single storey rear extension with Orangery and Entrance Hall – approved, no comments or objections
- 11.4 Giant’s Wood, Cookes Road – application for Certificate of Lawfulness – the applicant attended the meeting and answered Councillors’ questions regarding the application. Clerk to check planning portal and respond to South Norfolk on the basis that Councillors could not add any further information to the applicant’s supporting evidence and were also not in a position to contradict the evidence provided. Parish Council members were aware of some level of occupancy but unaware of it’s extent.
- 11.5 Mill Road, Bergh Apton – David Skedge had spoken to applicant and informed him that the Parish Council could only comment when an application was made and South Norfolk requested comments as part of the planning process.

12 To receive update from Clerk on Greater Norwich Local Plan draft

Clerk reported that the document will be out for consultation from 8th January 2018 until 15th March 2018. On briefly looking at the draft it would appear that Bergh Apton is no longer a ‘Service Village’ however a full read through and interpretation of the 153 page document is required to ascertain the effect of it’s categorisation as an ‘Other Village’. Clerk to investigate further for the next meeting.

13 To consider progress on Speed Management restrictions, purchase of SAM2 sign and possible bid for Parish Partnership funding

Clerk reported that the NCC officer Gary Overland was due to meet with David Skedge on 23rd November to further discuss whether 30mph restrictions could be extended. The cost of a SAM2 sign had been acquired and locations for placement considered and forwarded to NCC for approval. It was agreed that in order to purchase the SAM2 sign a bid should be made for Parish Partnership funding on the basis of 50/50, the Parish Council contribution to come from CIL payment. Clerk to make bid to NCC by 11th December deadline.

14 To consider production of the Village Information Booklet

Awaiting printing costs. Agenda item for next meeting.

15 To consider production of the Village Sign Storyboard

Awaiting designs and costs. Agenda item for next meeting.

16 Events and Correspondence

Voluntary Help – Request from Voluntary Norfolk to publicise need for volunteers to visit people in their own homes. John Ling agreed to prepare a piece for the next Parish newsletter.

17 To agree items for the next meeting

- Financial Regulations
- Rowan Plaque
- BT box

Future Dates for Meetings: 11th January (Precept), 28th February, 18th April (APM), 2nd May (AGM)