

Minutes of a Meeting of Bergh Apton Parish Council Thursday 11th January 2018 at 7.30pm In The Village Hall

Members Present

Parish Members Present
David Skedge (Chair), Janet Skedge, Hugh Porter,
Renata Thornber, Richard Herring, Paul Thornber
In attendance: Clerk Julie Gosling, 3 members of the public
Apologies: Cllr Barry Stone, John Ling

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 22nd November 2017

The minutes of the meetings held on 22nd November 2017 were approved and signed by the Chairman

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

- 3.1 Item 4.2 Community Governance Review – Clerk reported that the proposals for the CGR would be agreed at Full Council on 19th February.
- 3.2 Item 11.2 Land South of Cookes Road – Clerk had written to South Norfolk requesting clarification on the secondary access to the site. South Norfolk had responded and Clerk had forwarded this to Councillors. Agreed no further action could be taken in regard to the site, but greater scrutiny of any further applications would be made.
- 3.3 Item 11.4 Giants Wood, Cookes Road – Clerk had written to South Norfolk stating the Parish Council position. Certificate of Lawfulness had subsequently been granted.
- 3.4 Item 13 Bid for Parish Partnership funding – Clerk had submitted bid for 50% cost of SAM2 sign. Bid confirmation would be March 2018.

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

December and January reports had been emailed in advance to Councillors.

6 District Councillor's Report – John Fuller

None received

7 To report progress regarding the website

Clerk reported that she and David had met with Chris Mewton and were now able to upload documents to the website. In order to regulate the website and clerk email Chris had also set up a new service provider. The initial cost of the service is £.99p + VAT (£1.19) per month for the first 12 months and £4.99 + VAT (£5.99) thereafter. Councillors agreed that Chris Mewton be reimbursed for the expenditure and an item inserted into the budget for 2018/19 to cover the cost. David and Clerk had been most appreciative of the time and effort Chris Mewton had put into training and back up advice. Clerk reported that all the documents as required by the Transparency Code had been uploaded and will continue to maintain.

8 To consider Playground Working Party feedback

A third quote from a contractor was still to be obtained for re-surfacing. Discussion was further had in regard to the usage of the playground as quotes for re-surfacing so far were considerable even for a small area under the swings and climbing frame. Councillors felt they needed to consider usage in justifying expenditure with the possibility of looking for cheaper alternatives and other sources of funding. Item to be placed on Agenda for update on progress at next meeting.

9 Finance

- 9.1 Cheque was raised and approved for Village Hall Hire - £105.00
- 9.2 Cheque was raised and approved for Clerk's expenses June – December 2017 - £89.45
- 9.3 Cheque was raised and approved for Dog Bin emptying - £60.00
- 9.4 Cheque was raised and approved for replacement hard disk for Parish Council computer to John Fuller - £57.00
- 9.5 Clerk reported she had written to HMRC to clarify whether submissions for PAYE were now correct as former Clerk had made submissions in regard to her own employment. A response was still awaited.
 Clerk had also contacted Autela Payroll Services providers of payroll and pension services in regard to outsourcing in order that Parish Council obligations are complied with. Autela offer a service for £15.36 (£12.80 + VAT) per month currently rising to £15.60 (£13.66 + VAT) in the new financial year. Furthermore they could offer a service to make sure that all PAYE information submitted was correct, therefore enabling the current Clerk to be paid and year end returns etc to be accurate. The cost of this would be between £50 and £150 depending on the complexity of the issue. Councillors agreed that Autela should be employed to provide payroll and pension service and in addition to regularise current HMRC situation. Budget provision to be made for 2018/19 accordingly. Clerk to action.
- 9.6 Norfolk Association of Local Councils – Clerk reported that subscription to this organisation had been budgeted for but not progressed. Clerk stated there were benefits of joining NALC in terms of provision of information to keep up to date with new issues, training and standard documentation which the Parish Council were required to produce. The Clerk had negotiated with NALC for no payment for the remainder of 2017/18 financial year, thus creating a saving. The subscription fee for 2018/19 would be £126.63. Councillors agreed to subscribing to NALC and budget accordingly for the next financial year. Clerk to action.
- 9.7 Budget and Pre-cept – Clerk presented the draft budget and Councillors considered the contents. Councillors agreed that a number of categories should be reduced as the budget for this year had not been expended and was unlikely to be. The Bergh Apton Parochial Church Council had

submitted a request for £200 for maintenance of the churchyard to be included in next year's budget. Councillors agreed the budget and the pre-cept to be increased from £20 per Band D charge to £21, largely in response to the increased obligations of the Parish Council in regulatory respects. This would leave a potential deficit of £198 which would be serviced by the existing reserves. Clerk to forward revised budget to Councillors and complete Precept form for Chairman's signature.

10 Planning

- 10.1 4 Church Road – demolition of outbuilding and erection of single storey extension – approved, no comments or objections
- 10.2 Site north of Cookes Road – tree felling issue. The Parish Council had emailed South Norfolk planners requesting clarification of the status of the site as a significant number of trees had been felled and ponds filled in as if in preparation for development. South Norfolk had subsequently responded that the site had been proposed for development in the forthcoming local plan but that its status was as yet undecided. Furthermore an enforcement officer had visited and works had stopped. South Norfolk stated they would be looking at the remaining trees to consider if suitable for TPO. Councillors were unhappy that the response did not fully explain why the landowners had been allowed to undertake such works particularly as previous attempts of tree felling had required intervention by South Norfolk. David Skedge to contact South Norfolk to discuss further.

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

Clerk reported that the GNLP draft was now out for public consultation until 15th March, David Skedge was to attend a briefing at South Norfolk on 16th January. Further roadshows were being held on 22nd February at South Norfolk House, Long Stratton and 26th February at Poringland Community Centre if any Councillors wished to attend. A hard copy of the consultation document had been obtained. Agreed Clerk should obtain a response booklet to be filled in at the next meeting on behalf of the Parish Council once Councillors had had time to digest the contents of the GNLP draft.

12 To consider production of the Village Information Booklet

Postponed until next meeting.

13 To consider production of the Village Signboard

Postponed until next meeting.

14 To consider CIL allocation request from Alington and Bergh Apton school

The Head from the school outlined the request for £4,000 for updating/improving the school to be able to increase the number of pupils. Currently the school had 17/18 children from Bergh Apton out of a total of 125, this was expected to increase given new development in the area. Current pupils had had to be taken outside of catchment area in order to keep the school going but it was considered that an increasing percentage would come from Bergh Apton. The school were obliged to find 10% of the cost of works and the government would fund the other 90%. The school had also requested funding from Alington and Yelverton Parish Council but this had yet to be confirmed.

Agreed that Councillors needed to consider all the calls on the current CIL money before being in a position to approve any allocation to the school. Clerk asked to write to the school stating that the bid will be considered at the next meeting in February

15 To receive update on progress with Rowan Plaque

Clerk had contacted Norfolk County Council. They had concerns that the tree would become a maintenance problem in future given it's location within the Dance sculpture and were prepared to move the tree to another location to be agreed. Councillors did not feel entirely comfortable with this proposal and agreed that a meeting with Charles Wright, Hugh Porter and John Ling on site would be useful to discuss further. Clerk to arrange.

16 To consider suggestions for the future use of the BT Phone Box

Clerk reported that no suggestions for the future use of the BT Phone Box had been forthcoming. Councillors suggested that it should be made weatherproof and investigation made into non-breakable panels to replace the missing glass panels. Clerk to source material and report back to next meeting.

17 To consider proposal to bid for funding for compliance to the Transparency Code

Clerk had obtained information regarding funding for compliance to the Transparency Code – ie providing information to the general public by website.

Clerk suggested that having read the application guidelines a bid might be acceptable for the cost of the Clerk uploading the documents and any training required. Councillors agreed that Clerk should make a bid accordingly.

18 To consider works required from Ranger visits

Councillors considered the offer from Norfolk County Council 'Rangers' to visit the area. The following items were suggested:

Dodgers Loke – strim back and remove vegetation from the footpath

BT Phone Box – Cookes Road – strim around and remove vegetation

Cookes Road – drains rod and flush out

Clerk to forward list to Rangers.

19 Events and Correspondence

An email had been received from a parishioner regarding the condition of the Noticeboard on Mill Road. Councillors agreed that as the noticeboard was not owned by the Parish Council they would not consider doing any works to repair/improve. Clerk to inform parishioner accordingly.

20 To agree items for the meeting

Data Protection

External Auditor position

Parochial Church Council request for contribution towards maintenance of churchyard

Future Dates for Meetings: 28th February, 18th April (APM), 23rd May (AGM)