

# Minutes of a Meeting of Bergh Apton Parish Council Wednesday 28<sup>th</sup> February 2018 at 7.30pm In The Village Hall

## Members Present

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Parish Members Present  
David Skedge (Chair), Janet Skedge, Hugh Porter,  
Renata Thornber, Richard Herring, Paul Thornber, John Ling  
In attendance: Clerk Julie Gosling, 8 members of the public  
Apologies: Cllr Barry Stone, 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 11<sup>th</sup> January 2018**

The minutes of the meetings held on 11<sup>th</sup> January 2018 were approved and signed by the Chairman

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

- 3.1 Item 7 – Website - Clerk had discussed direct debiting progress with Barclays and now needs to contact email company to ascertain how this can be taken further in order to alleviate Chris Mewton having to pay and then being reimbursed by the Parish Council.
- 3.2 Item 9.6 – Norfolk Association of Local Councils – Clerk confirmed subscription with NALC. Membership had already been beneficial in providing the Financial Regulations template and information regarding General Data Protection Regulations.
- 3.3 Item 9.7 – Pre-cept – Clerk reported Pre-cept form had been submitted to South Norfolk and acknowledged.
- 3.4 Item 10.2 – Site North of Cookes Road – David Skedge had spoken to Robin Taylor at South Norfolk. The response was that as an officer he regarded he had no powers other than to make the remaining trees subject to Tree Preservation Orders.
- 3.5 Item 15 – Rowan Tree – A site meeting had been arranged for 2<sup>nd</sup> March with Norfolk County Council to discuss further.
- 3.6 Item 16 – BT Phone Box – information to come back to next meeting regarding safety glass.
- 3.7 Item 17 – Transparency Code bid for funding – Clerk reported this had been submitted and awaiting confirmation.
- 3.8 Item 18 – Ranger Work – Clerk reported that a list of work had been submitted and awaiting response. Further discussion was had regarding the footpath off Whiteheath Road which was so overgrown that walkers now had to leave the footpath and resort to walking along the edge of the field. Clerk requested to forward this to Rangers as well.

- 3.9 Item 19 –Noticeboard on Mill Road – Clerk confirmed she had informed the parishioner that no further action would be taken by the Parish Council to repair the noticeboard.

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

No comments from the public. All members of the public attending to discuss Item 7.1

#### **5 County Councillor’s Report – Barry Stone**

February Report and a report on Council Tax had been emailed in advance to Councillors.

#### **6 District Councillor’s Report – John Fuller**

None received

#### **7 Planning**

- 7.1 Both objectors and the applicant attended the meeting. Objectors had concerns in regard to over-development of the site, increased traffic, lorry deliveries and opening hours which they considered would diminish enjoyment of their properties. The applicant confirmed that a meeting had been held with the objectors and where possible issues raised accommodated in amendments.

Councillors explained the Parish Council’s role in the planning process. The Parish Council had no powers to determine an application and were only allowed to make comments that would be considered by South Norfolk as part of the process. The Chair summarised the Council’s views as follows:

- a) The current use is agricultural and therefore the application is in essence not a change of use to which the Council can object . There is furthermore an awareness that the Winery needs to develop in order to be sustainable.
- b) The Parish Council have concerns regarding vehicular access and deliveries and suggests that the new access and space off road for delivery lorries is as far away as possible from the adjacent properties. Additionally vehicles should approach from the west as opposed to the east due to road conditions.
- c) The Parish Council wish South Norfolk to pay particular attention to opening hours in view of the proximity of residences and in line with other vineyards.

Chair asked Clerk to prepare a draft response to South Norfolk in accordance with the above and circulate to members for approval prior to sending.

#### **8 To consider CIL allocation request from Alington and Bergh Apton School**

Clerk reported that since the last meeting she had obtained information that Alington Parish Council had awarded the school £2,750 for the project in November but this was only on the basis of a smaller project figure. The school had subsequently gone back and requested more.

Councillors agreed that a contribution of £2,000 should be made to the school in recognition of the connection with it and the resource it provided for village children. On a pro-rata basis of children currently using the school living in Bergh Apton the amount agreed was above this limit.

Clerk requested to inform school of contribution offered.

## **9 To discuss and approve the Parish Council's response to the Greater Norwich Local Plan consultation including Sites Proposals**

David Skedge had recently spoken to John Fuller who had expressed his views on the GNLP Growth Options, in essence he favours Option 4 – Dispersal with an amalgamation of villages providing residential units (SH2) This option would give the largest amount of homes, some 3,100 throughout villages in the Greater Norwich area.

Councillors agreed that the Parish Council's favoured option was Option 1 – Concentration close to Norwich – thus minimising the impact of further dwellings on rural areas, only some 1,200 throughout villages in the Greater Norwich area.

Councillors agreed that the Parish Council's favoured option in terms of proposed settlement hierarchy should be SH1, which did not allow the amalgamation of villages into groups to facilitate residential development.

Councillors discussed each proposed site in detail.

Clerk requested to draft comments for Councillor's approval prior to submitting comments on both the Growth Options and Sites Proposals.

Councillors agreed that John Ling should prepare an email directing villagers to the GNLP website so that they might make comments.

Clerk reported that the deadline for comments was now 22 March instead of 15 March.

## **10 To consider Playground Working Party feedback**

The Working Party had been looking at the legal requirements for safety surfaces and had contacted RoSPA for clarification. Alternative surface materials had been sourced which could perhaps be used in blocks as opposed to the whole area. Working Party to feedback at next meeting.

Clerk asked to contact Kevin Parfitt in regard to re-instating the baby swing.

## **11 Finance**

11.1 Councillors agreed to making a contribution of £300 to the Parochial Church Council as per the budget. Cheque was raised and approved.

11.2 Cheque was raised and approved for Clerk's training - £48.00

11.3 Cheque was raised and approved for Clerk's salary - £557.46 (February and half back dated pay). A similar amount would be payable next month for March salary and remainder of back dated pay. Clerk reported that Autela had been working on the payroll and PAYE regularising the HMRC requirements. In order to be compliant the Clerk would need to be paid monthly by cheque signed by 2 signatories. HMRC would also need to be paid tax in June, September, December and March again requiring a cheque signed by 2 signatories.

11.4 Financial Regulations – Clerk had circulated the draft Financial Regulations to Councillors prior to the meeting. Members approved the document. Clerk to finalise and upload to website.

## **12 To consider production of the Village Information Booklet and welcome new residents at 'Meet and Greet' – 25<sup>th</sup> April**

Councillors approved the production of the Village Information Booklet at a cost of £98 (no VAT). John Ling to proceed with ordering from printers.

Councillors discussed the holding of a 'Meet and Greet' evening to welcome newcomers to the village giving them an opportunity to meet organisations within Bergh Apton that they may wish to participate in. Agreed that the evening should be 27<sup>th</sup> June, John Ling to liaise with community groups inviting their participation. John Ling to provide feedback to next meeting.

### **13 To consider necessary measures to be taken in regard to new Data Protection Regulations**

Clerk reported that the GDPR will take effect from 25<sup>th</sup> May 2018. Parish Councils must comply with it's requirements because they are public authorities.

Norfolk Association of Local Councils have produced a free toolkit for members to assist Parish Councils with compliance. Clerk had obtained a copy of this the previous day as it had just been published.

The Action Plan/Next Steps had been forwarded to Councillors illustrating what steps are necessary for the Parish Council to be compliant.

In essence the Parish Council will need to:

1. Write a Data Protection Policy which identifies the Data Protection Officer (DPO) role
2. Identify who will carry out the DPO role (eg the Clerk)
3. Appoint a committee to manage the process
4. Approve the Data Protection Policy at a council meeting and publish it on the Council's website

There will also be a fee payable to the Information Commissioners Office (ICO) as a Data Protection Fee which Data Controllers (the Council) are legally required to pay, unfortunately this is not finalised yet but will depend on size of organisation, annual turnover and amount of personal data it processes.

Clerk proposed that she commenced looking at the processes required to comply with the GDPR and produce the necessary documentation, however given it's complexity and the need for Councillors to be part of the process felt it would be beneficial to have a working party formed. Councillors agreed to this, Clerk to feedback to next meeting.

### **14 To discuss parking issues in regard to The Street**

Renata Thornber reported that parking was occurring in the Bridleway adjacent to their property. Although sympathetic to the lack of parking along the Street Councillors felt that this should not continue.

Clerk requested to contact Norfolk County Council informing them that this situation had arisen.

### **15 Events and Correspondence – Norfolk Accident Rescue Service**

Clerk had forwarded the correspondence from Norfolk Accident Rescue Service to Councillors prior to the meeting. Councillors felt in principle a contribution should be made but Clerk was asked to liaise with the organisation to ascertain relevance to the village. Clerk to report back to next meeting on findings.

### **16 To discuss preparations for Annual Parish Meeting – 18<sup>th</sup> April**

Clerk reported that Philippa would be providing the minutes from the last meeting. Clerk to prepare invites to various organisations as per previous years, prepare Agenda and Accounts Commentary. Janet Skedge to provide refreshments.

**17 To agree items for next meeting**

External Audit

Village Sign

Outcome of Parish Partnership Bid and SAM2

Future Dates for Meetings: 18<sup>th</sup> April (APM), 25<sup>th</sup> April, 23<sup>rd</sup> May (AGM), 18<sup>th</sup> July, 19<sup>th</sup> September, 21<sup>st</sup> November