

# Minutes of a Meeting of Bergh Apton Parish Council Wednesday 27<sup>th</sup> June 2018 at 7.00pm In The Village Hall

## Members Present

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Parish Members Present	David Skedge (Chair), Janet Skedge, Richard Herring, John Ling, Hugh Porter
In attendance:	Clerk Julie Gosling
Apologies	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 23<sup>rd</sup> May 2018

The minutes of the meetings held on 23<sup>rd</sup> May 2018 were approved and signed by the Chairman

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

3.1 Item 3.3 – Parking on the Street – Renata Thornber had undertaken a land registry search and found land was unregistered and owner unknown. Clerk had received a response from Norfolk County Council regarding options to prevent parking:

- a) change the designation of the byway to a bridleway and then a bollard could be installed, but this would have to be applied for, there would be cost implications and a possibility of the application being rejected. It could also take a considerable amount of time to process
- b) a letter could be placed on the vehicle explaining the laws were being broken.

Clerk had asked Norfolk County Council to clarify who could apply for the re-designation of the land and costs, and in terms of the letter option who would be able to do this ie County or Parish Council and the contents of the letter. Clerk awaiting a response.

3.2 Item 3.5 – Clerk had been requested to re-visit the possibility of the Parish Council instigating legal proceedings to have a 30mph restriction funded by CIL monies. Norfolk County Council had responded that as the Highway Authority they are responsible for implementation of speed limits and no other body can implement speed limits. No further action required.

3.3 Item 9 – BT Phoneboxes – Councillors agreed that this item should be temporarily taken off the Agenda.

3.4 Item 11.6 – CIL payments – Clerk confirmed that she had checked CIL payments and could confirm that the property on Threadneedle Street was not subject to CIL as a 'self-build'.

3.5 Item 12 – Clerk reported Councillors had agreed to the revised insurance renewal premium on the basis set out at the last meeting minutes on a 5 year long term agreement at £375.33. Insurance had commenced on 1<sup>st</sup> June.

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

No members of the public present.

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

None received

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

None received

#### **7 Planning**

- 7.1 2018/0758 – Land west of Washingford Barn, Cookes Road – outline planning for 2 detached dwellings. Clerk reported the application had not gone to Committee in June as anticipated. The planning officer had commented that the Ward Member had said that it could be delegated if refused by the planning officer, so it may not necessarily go to committee. Further submissions addressing highways concerns had been made by the Agent. Clerk to undertake a watching brief so that Parish Council in a position to speak if application goes to Committee and had already requested that planning officer inform her when progress made.
- 7.2 2018/1048 – Land east of Wyke House, Mill Road – erection of detached dwelling and granny annexe – application withdrawn
- 7.3 2018/1140 – Greenway, Whiteheath Road – revised application for new cart shed and one bedroom holiday let – approved, no comments or objections

#### **8 To consider Playground Working Party progress**

John Ling had produced a proposed budget covering the works as agreed and this had been circulated to Councillors. Councillors discussed, amended the budget and agreed in principle to a sum of £16,800 + 10% contingencies (not including VAT as recoverable). John Ling awaiting confirmation on bark supply figures and a revised budget to be circulated with minutes.

Councillors discussed and agreed phasing of the project to optimise possible alternative funding in addition to the CIL monies to be used.

Phase 1 – Groundworks, repairs to existing play equipment, replacement of bark and installation of new swing unit and safety matting – estimated cost - £8,179

Phase 2 – Purchase and installation of play dome – estimated cost - £5,674

Phase 3 – Purchase and installation of table tennis table and matting - £2,947

Clerk reported that tenders had been sent out to 3 local contractors for the groundworks, repairs, and bark removal and reinstatement. Only 1 quote had been returned at a cost of £2,545, Councillors considered this quote acceptable and requested Clerk to make the order to the contractor.

Councillors agreed that the Clerk should also purchase the following:

- Bark at a cost of £2,860 + VAT (subject to final confirmation of suppliers)
- Wicksteed Swing Unit – purchase and installation at a cost of £2,511 + VAT
- Cannon interlocking playground tiles – supply only at a cost of £263 + VAT

John Ling to forward to Clerk all quotes from suppliers to enable ordering and drawing up of cheques for signature.

As the play equipment to be purchased was at a fixed price and no alternative suppliers possible the Clerk reported that there could be no requirement to seek 3 quotes/estimates as the Financial Regulations generally dictate.

Clerk reported that she had undertaken extensive search for match funding, the likely contenders would appear to be Adnams and the Norfolk Playing Fields Association. Councillors agreed that given phasing Clerk should make a bid to Adnams towards the Play Dome as bid end date 5<sup>th</sup> September, prior to next meeting. Further consideration would be given to making bids for the table tennis equipment at the next meeting.

John Ling to forward to Clerk further potential funding sources that had previously been used for the Village Hall restoration.

## **9 To approve ordering of SAM2 unit and discuss further arrangements for siting**

Clerk reported that all the documentation had now been signed by the Parish Council and Norfolk County Council and therefore in a position to order the SAM2 unit. Councillors agreed that the SAM2 be ordered on the basis of the quote from Westcotec at £3,433 + VAT. Half of the purchase cost being reimbursed by the Parish Partnership funding. Clerk instructed to proceed with ordering, subject to Norfolk County Council advice re extra post (see next paragraph).

Clerk had made contact with Alington & Yelverton PC re the post on Mill Road which it would appear that they have already had erected on a Bergh Apton location. Alington Clerk to provide rota from their Councillors to be able to co-ordinate use of this post. Clerk to also contact Gary Overland at Norfolk County Council to seek advice as to how to proceed as this post had been quoted for and would not now be required and was stated in all the documentation so far.

## **10 To consider possible bids for Parish Partnership Bid – 2018/19**

Clerk reported that there was to be another round of bidding for next year – deadline of 7<sup>th</sup> December. Agreed to put on next Agenda for consideration.

## **11 Finance**

- 11.1 To consider the Internal Audit report and recommendations – Clerk reported internal audit was complete and had circulated copies prior to the meeting. Clerk to address issues raised in the report and feedback at next meeting. Councillors thanked the Clerk for having prepared the accounts and congratulated her on the feedback from the Internal Auditor. Councillors agreed to the fee account for the Auditor of £48.00 (£40 + £8.00 VAT) and a cheque was raised and approved.
- 11.2 To approve and sign off 2017/18 financial accounts – Chair and Clerk signed and dated the Annual Governance Statement and Accounting Statements. Clerk to upload all required accounts documentation to the website in accordance with the Transparency Code.
- 11.3 Cheque was raised and approved for Clerk's salary for June - £168.48. Councillors also approved salary payments for July and August (£168.48 per month), cheques to be raised in due course when payroll issue payslips, in accordance with HMRC regulations.
- 11.4 Cheque was raised and approved for Autela Payroll Services – Q1 - £46.80 (£39.00 + £7.80 VAT)
- 11.5 Cheque was raised and approved as reimbursement payment to Chris Mewton for website/email provider - £16.72 (£13.92 + £2.80 VAT).

11.6 Cheque had been raised prior to meeting in order to comply with insurance renewal deadline – approved - £375.33

**12 To discuss preparations for Meet and Greet event – 8<sup>th</sup> July**

John Ling reported there had been a positive response from organisations willing to support the day. Agreed that the Village Hall Committee would provide refreshments in general as the Parish Council had undertaken the organisation of the event. Tables were allocated to the different groups. Councillors confirmed that the leaflet drops advertising the event were nearly complete.

**13 To consider progress on Village Sign**

Nothing to report – to be on next Agenda

**14 To agree items for the next meeting**

Future Dates for Meetings: 19<sup>th</sup> September, 21<sup>st</sup> November