

Minutes of a Meeting of Bergh Apton Parish Council Wednesday 24th April 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
Apologies	Cllr Barry Stone, Cllr John Fuller

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 27th February 2019

The minutes of the meetings held on 27th February 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 – NCC had installed the mounting. Hugh Porter confirmed that the plaque itself would need some modification to fit the mounting.
- 3.2 Item 3.2 – To consider recent accident at Mill Road crossroads – Councillor Stone had responded to Clerk’s latest email stating that he asked for an update from NCC officers and would pass on information when he had received any.
- 3.3 Item 3.4 – Post box on Threadneedle Street – Clerk stated that there had been a response from Royal Mail in regard to the condition of the post box. They stated that there was a 12 week window for them to inspect and carry out works if they think necessary. If not it will be repaired under their 5 year refurbishment contract. Unfortunately this was the same standard reply received in 2017. Clerk will chase if no action after 12 weeks to ascertain outcome.
- 3.4 Item 6 – Councillor Fuller’s report on Broadband – Clerk had had a response from Councillor Fuller to the effect that a resident from Sunnyside was looking into the possibility of broadband from the Intouch (Wi-Spire) provider. Clerk had spoken to resident and would be discussing further once the survey had been undertaken. John Ling also to have a survey. Councillors asked that Clerk write again to John Fuller to seek further clarification of provision of broadband services to other ‘blackspots’ in the village.
- The meeting was also told that there was a possibility of broadband being provided at the Village Hall in the future.
- 3.5 Item 7.3 – Planning Appeal – Cookes Road – David Skedge had visited the Planning Inspectorate website recently noting that the appellant’s statement was incorrect. A draft response had been circulated amongst Councillors and approved for forwarding to the Planning Inspectorate. Clerk had forwarded accordingly.

- 3.6 Item 12 – Chet Valley B Line – John Ling had prepared a map of the highways land for possible use as wildflower areas as per the last meeting to be forwarded to Clerk. Clerk to write to highways authority seeking permission to use for this purpose.

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

6 District Councillor’s Report – John Fuller

None

7 Planning

- 7.1 2019/0945 – Holm Oak, The Street, Bergh Apton, NR15 1BN – Erection of double garage and store. Councillors had visited the site and had approved the application with no comments or objections.
- 7.2 2018/0845 – 16 Church Road, Bergh Apton, NR15 1BP – Demolition of existing conservatory and erection of single storey rear extension and internal alterations. Councillors approved the application with no comments or objections.

8 To discuss and agree on phone box re-location proposals

A request had been made from the proposed purchasers of the Mill Road site that permission be given by the Parish Council to relocate the phone box as per the planning application conditions. The prospective purchasers offering to pay the cost of the relocation. Councillors had attended a site visit with the proposed and current owners and a NCC highways officer on 12th April. All parties agreed to the position as per the plan provided. Clerk had contacted BT to inform them of the possibility of relocation. BT confirmed an electricity supply was connected and they would request UKPN to disconnect at no cost. Any new supply would have to be paid for. Clerk forwarded information to proposed owners and had requested that they contact the planning officer to ascertain if position was satisfactory to resolve planning condition, that they contact their solicitor for appropriate draft legal agreement and relocation costs to be forwarded to the Parish Council. The proposed purchasers had also indicated the possibility of them providing a defibrillator within the newly positioned phone box.

Councillors agreed to the relocation position of the phone box and Clerk instructed to contact proposed owners informing them:

1. Parish Council will instruct BT to disconnect the electricity supply.
2. Proposed owners to relocate phone box in agreed position, subject to planning authority’s approval, and pay for new electricity supply for defibrillator.
3. Parish Council, in principle, to contribute towards cost of the defibrillator from CIL monies, subject to having costs forwarded for relocation works from proposed owner. Councillors agreed that the defibrillator would be of value to the whole community particularly it’s location adjacent to Green Pastures.

9 Finance

- 9.1 Cheque raised and approved for Clerk's salary for April - £174.72
- 9.2 Cheque raised and approved to John Ling for reimbursement of cost of projector - £423.60
- 9.3 Cheque raised and approved to Autela Group Limited for payroll/pension services – Q4 - £47.00
- 9.4 Cheque raised and approved to Norfolk Parish Training and Support for 2019 subscription - £41.58
- 9.5 Cheque raised and approved to Janet Skedge for Annual Parish Meeting refreshments - £52.67
- 9.6 Clerk had circulated end of year accounts to Councillors prior to meeting and these were duly approved. Clerk reported that the Parish Council were exempt from external audit again this year as neither income or expenditure was in excess of £25,000. David Skedge as Chair would sign the Certificate of Exemption certificate to be forwarded to the External Auditor. The internal auditor had already been appointed.

10 To discuss outcome of Parish Council election 2nd May 2019

Clerk confirmed that the Parish Council was an uncontested election so those nominated will become Councillors on 7th May. Notice of the AGM will go out on 1st May for the meeting to be held on the 7th May.

Clerk confirmed there will be two forms to be filled in, a Declaration of Acceptance of Office to be completed at the AGM and the Register of Interest which must be completed within 28 days of the election. Clerk suggested that the Register of Interest be filled in for the AGM so that she could photocopy all forms and forward to South Norfolk.

Clerk confirmed that all Councillors need to fill in their expenses form.

As the required number of Councillors had not been elected the Clerk stated that co-option could take place. Councillors agreed that a notice of co-option be prepared by the Clerk so that candidates could attend the 22nd May meeting.

11 To consider playground refurbishment progress and further actions to be taken

Clerk had had confirmation that the climbing dome would be installed in week commencing 13th May. John Ling confirmed that there was no necessity to relocate the springy animals.

Clerk had spoken to table tennis table supplier in regard to surface under table. Concretesports had confirmed that no hard stand was necessary and they could provide matting for either end at a cost of £100. Councillors discussed the need for hardstanding, conscious that the area was prone to being wet and muddy and felt that a hardstanding was necessary. Furthermore that some form of anti-slip surface be applied to the hardstanding. Play area Working Party to source materials and quotes and bring back to the next meeting. Councillors agreed that the area required for the table would be 7 x 5m and to be located adjacent to the play area long sides parallel with the fence. Clerk to request permission from Village Hall.

Clerk reported that ROSPA had emailed her to confirm that the annual inspection would be carried out in June.

12 To discuss and approve the Standing Orders

Councillors agreed that this be postponed until the next meeting.

13 To discuss nomination of Councillor to Village Hall Committee

The Village Hall Management Committee had contacted the Clerk requesting a Councillor as representative on the Committee. Councillors agreed Hugh Porter should continue in this role.

14 To consider donation request from Norfolk Accident Rescue Service

Councillors agreed that this be postponed until the next meeting

15 To agree items for the next meeting

No new items put forward at the meeting

Future Dates for Meetings: 7th May (AGM) to be held in the Church, 22nd May, 17th July