

# **Minutes of a Meeting of Bergh Apton Parish Council**

## **Tuesday 7<sup>th</sup> September 2021 at 7pm in the Village Hall**

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**Members Present: David Skedge (chair), Hugh Porter (vice-chair), Janet Skedge, Ian Ratcliffe, Steve Whitby**

**In Attendance: Clerk Angela Tregear**

1. To receive apologies for absence & declarations of interest

**Apologies received from Sheridan Winn**

2. To approve the minutes of Parish Council meeting held on 22<sup>nd</sup> June 2021

**Minutes approved by all and signed by the Chair**

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

**The Clerk reported that the invitation to bid (Parish Partnership Scheme - for funding towards a second bridge over the Chet in the nature reserve) has been received and that we are awaiting further information from BACT before sending off our application. The closing date is in December and we will be notified in March as to whether or not we have been successful. The Clerk will contact our NCC councillor, Kay Mason Billig to confirm that she is willing to provide the extra funding needed to enable the bridge to be constructed.**

4. Presentation of County Councillor's Report – Kay Mason Billig - none
5. Presentation of District Councillor's Report – John Fuller – none
6. An update on the South Norfolk Clusters Allocation Plan

**The Parish Council submitted their comments in favour of the preferred site on Church Road and the consultation has now closed.**

7. An update on the Community Speedwatch application and training  
**Sheri reported via the Clerk that she and another volunteer have had a meeting with the police to agree two sites for the watch, one on Threadneedle St and one on Mill Road. The police would not agree to a site on Church Meadow, as the warning signs have to be erected a certain distance away from the watch and there was not sufficient room. The volunteers will need to do a watch at least once a week or they will lose it. The next stage is to watch a video, fill in more forms and then the training can be arranged. The speedwatch team are hoping to get started in late October.**

8. Open forum for Public Participation: an opportunity to hear from members of the public – none present

9. To discuss the RoSPA Playsafety report on the play park.

**There are a number of items in the RoSPA report that are being addressed by the Parish Council Play Area Working Party. The house is quite wobbly, so it will be closed off with orange netting placed around it until it can be repaired or removed. The overflowing bins have been removed and we are also planning to top up the bark levels in the play area.**

10. To discuss the condition of village footpaths and bridleways

**The Clerk will report a couple of overgrown pathways/bridleways to NCC. (Wrong Lane and the footpath by the side of the nature reserve.)**

11. An update on the Cooke's Road ancient hedge replanting

The Clerk will email SNC to ensure that the whole hedge is being replanted.

12. An update on research for an outdoor gym at the Village Hall

We are hoping to purchase four items of outdoor gym equipment from Action Play and Leisure at Carlton Rode. The Councillors will make an appointment to meet a representative to discuss our requirements and get a quote.

13. An update on the quotes for new benches

We are in the process of obtaining a quote for the bench around the Burghers and an additional two benches to be placed close to footpaths in the village.

14. An update on the new Parish noticeboard

The new Parish noticeboard has been delivered and installed in place of the old one in Church Road. The right-hand side of the board is accessible for parishioners to post notices.

15. To review the Parish Council's Standing Orders

The councillors agreed that it would be a good idea to adopt the standing orders obtained from the Norfolk Parish Training Service as these are based on the national model but have been adapted to suit a smaller council. The Clerk will review them and then email them to Steve to check, with a view to adopting them at the next PC meeting in November.

16. Planning:

- 16.1. 2021/1203 – Application for erection of a wooden Iglu sauna hut at Washingford Barn, Cookes Road Bergh Apton NR15 1AA – The Council noted that this has been approved with conditions.
- 16.2. 2021/1692 - The Old Coach House Barras Hill, Sunnyside Bergh Apton NR15 1DD - Conversion of part office space into residential annex – The Councillors had no objections to this proposal as the building is not visible from the road.

17. Finance – clerk's report

The Clerk reported that we currently have £10,013 in the General Reserve and £8,638 in the CIL reserve.

All the recommendations from the internal audit have been/are being addressed:

We are in the process of reviewing and adopting new Standing Orders

The Clerk's backdated pay increase of 31p per hour is being dealt with by the payroll services.

The notes accompanying the Notice of Elector's rights have been published on the website.

The Clerk has stated on the Asset Register that the PC does not own any land or building assets and uploaded this to the website.

- 17.1 Cheque approved to BACT for bridge in nature reserve - £3480
- 17.2 Cheque approved to Greenbarnes Ltd for Parish noticeboard - £2452.15 (We will be able to claim back £408 VAT on this)
- 17.3 Cheque approved to Playsafety Ltd for play park inspection - £86.40
- 17.4 Cheque approved to J Ling for village newsletter - £48
- 17.5 Cheque approved to Autela Payroll Services - £52.20
- 17.6 Cheque approved for Clerk's salary for July - £179.23
- 17.7 Cheque approved to R Phillips for stump grinding at village hall - £300
- 17.8 Cheque raised and approved to K Parfitt for installation of noticeboard - £132
- 17.9 Cheque raised and approved for Clerk's salary for August - £206.09 (includes pay rise backdated to April 2021)

18.To agree items for next meeting

To approve an internal auditor for next year, to adopt the revised standing orders.

19.To agree dates for future meetings

Suggested dates are: 2<sup>nd</sup> November, 11<sup>th</sup> January, 1<sup>st</sup> March, April 26<sup>th</sup> (APM) – The Clerk will check with the village hall booking secretary to see if the hall is available.