

# **Bergh Apton Parish Council**

## **Minutes for a Parish Council Meeting on**

### **Wednesday 22<sup>nd</sup> June at 7.00 pm in the Village Hall**

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**Members present: David Skedge, Hugh Porter, Steve Whitby, Sheri Winn, Ian Ratcliffe**

**In attendance: Clerk Angela Tregear, 10 members of the public**

1. To receive apologies for absence & declarations of interest  
**Apologies from Janet Skedge and Steve Mitchell. No declarations of interest.**
2. To approve the minutes of the AGM and Parish Council meeting held on 4<sup>th</sup> May 2022  
**Minutes approved and signed by the Chair.**
3. To report progress on items not on the Agenda arising from last meeting  
**We are still awaiting a decision on the Cooke's Road planning application and have asked John Fuller if he would consider asking for it to go to Committee.**  
**Hugh has liaised with the Village Hall Committee regarding the Lord Lieutenant's plaque and they are happy for it to be attached to the front of the village hall.**  
**The village Platinum Jubilee Picnic in the Park was a success. We have received a £200 grant towards costs and have sent photos off to SNC.**  
**We are waiting for a date for the Mill Road meeting with the NCC highways engineer to discuss village gateway signs and other traffic/speeding issues.**  
**E Reynolds has agreed to build a bench around the Burghers statue on Church Road and is awaiting delivery of the wood order.**  
**Clerk to proceed with order of two 2 metre benches with anchor kits from TDP. SW agreed to have them delivered to his address.**
4. Presentation of County Councillor's report – Kay Mason Billig - none
5. Presentation of District Councillor's Report – John Fuller - none
6. Open forum for Public Participation: an opportunity to hear from members of the public  
**10 members of the public were present and expressed views on the proposed changes to opening hours and broadening of activities at the vineyard. There were concerns raised regarding the potential noise and increase in volume of traffic that might be caused by events, such as weddings, being held at the winery. This could go on until late at night and would mean dangerous situations might occur on the narrow roads especially with strangers not being used to them.**
7. Planning:  
**2022/0875: Land To The Rear Of The Harriers Loddon Road Bergh Apton.**  
**Proposal: Variation of conditions 8 and 9 of 2018/0118 - (8) changes to opening hours and (9) to broaden the activities undertaken in the wine tasting area. Application Type: Removal/Variation of Condition (S73 / S19)**  
**The Chairman advised that in 2018 the application to build a new winery and tasting room had received Parish Council support, realising it was necessary for the**

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development of the vineyard. The Chairman then confirmed with the applicant that his (the Chairman's) understanding of the proposed changes to Condition 8 - opening hours - was correct, as potentially the vineyard could be open until 11pm for over 200 days per annum, if passed. The extent of the additional permitted activities sought under Condition 9 was also clarified with the applicant. After discussion and careful consideration, the Councillors decided that, although they are keen to support local business, they could not support this application as it stands. Their concerns were the same as those expressed by the planning officer in the conclusion of the pre-application.

2022/1070: Corner Cottage, Dodgers Lane, Bergh Apton Norfolk NR15 1BN  
Proposal: Two storey and single storey extensions with new side entrance and porch

**There were no objections to this proposal.**

8. To consider request to replace map opposite church

Clerk to contact our Norfolk County Councillor, Kay Mason Billig, to ask how to go about replacing this map (and perhaps also the one at the village hall?) as we believe it was originally funded by a previous Norfolk County Councillor.

9. Finance: Clerk's Report on the Internal Audit

The following recommendations have been made by the internal auditor:

- The Clerk's pay scale SCP8 should be increased from £10.65p/h to £10.86p/h as from 1<sup>st</sup> April 2021 (this was only agreed in March 2022). The Clerk's pay rise should be backdated to 1<sup>st</sup> April 2022.  
(If Councillors agree, the Clerk will contact Autela Payroll and ask them to implement this.)
- The Financial Regulations were last reviewed in February 2019 and are therefore due for review. (The Clerk will add to the agenda for next meeting on 31.8.22)
- The Council's Risk Assessments should be reviewed annually – this was last done in September 2020, and is therefore due for review. (The Clerk will add to the agenda for next meeting 31.8.22)
- The Council should agree a Statement of Internal Controls, which sits alongside the Risk Assessment and is reviewed annually, setting out the practical measures the Council takes to detect and prevent fraud. (The Clerk will prepare this for review at the next meeting on 31.8.22)
- The website is mostly compliant with accessibility standards, although there were a couple of errors. We are required to test the website regularly and note in the accessibility statement when last tested. SW will do this – Clerk to include in agenda at least once a year.

9.1 Clerk's pay rise from £10.65 to £10.86 backdated to 1<sup>st</sup> April 2021 approved.

(proposed by Steve, seconded by Ian)

9.2 The 2021/22 financial accounts including AGAR certificate of exemption, annual governance statement, accounting statements were approved by all and signed by the Chair.

9.3 Cheques raised and approved for payment of Clerk's salary for May/ June £184.60pcm

9.4 Cheque raised and approved for payment of Clerk's expenses (mileage, ink) - £56.20

9.5 Cheque raised and approved for payment of Internal Audit Fee to C Moore - £50

9.6 Cheque raised and approved for payment of £200 to C Thurtell for Jubilee expenses

10. To agree items for next meeting – none as yet

Next meeting – Wednesday 31<sup>st</sup> August 2022

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