

Bergh Apton Parish Council

Minutes for a Parish Council Meeting on

Wednesday 31st August at 7.00 pm in the Village Hall

Members present: David Skedge, Hugh Porter, Steve Whitby, Janet Skedge, Sheri Winn, Steven Mitchell

In attendance: Clerk Angela Tregear, SNC Heritage Officer: Philip Whitehead, 1 member of the public

1. To receive apologies for absence & declarations of interest
Apologies from Ian Ratcliffe. No declarations of interest.
2. To approve the minutes of the AGM and Parish Council meeting held on 22nd June 2022
Minutes approved and signed by the Chair.
3. To report progress on items not on the Agenda arising from last meeting
The new bench around the Burgher's statue is now complete.
The Clerk enquired about replacement maps (opposite church and at village hall) – Kay Mason Billig advised asking Loddon Clerk as they have just purchased some – as yet, we've had no reply, so we may have to source these ourselves.
Steve is going to check the website for accessibility as per the Internal Audit Report and note in the accessibility statement when it was last tested. He also reported that the new benches will be delivered on 6th September.
4. Bergh Apton Conservation Area Review Update and questions – Philip Whitehead (SNC Heritage Officer)
Philip reported that SNC were coming to the end of the South Norfolk Conservation Reviews which were started 10 years ago. He has taken some text out of the draft review to make it more concise and included a section on management plans for the Conservation area to help protect it in the long-term e.g. encouraging gravel drives rather than concrete. There is more public consultation this time, but no changes to the boundary are proposed at present. The public raised a few questions and these will all be addressed before the document is finalised. The Sunnyside area of Bergh Apton was designated a conservation area in 1994, but wouldn't necessarily qualify now. Philip answered a few questions from the Councillors and informed them that the consultation ends on 8th September.
5. Presentation of County Councillor's report – Kay Mason Billig - none
6. Presentation of District Councillor's Report – John Fuller - none
7. Open forum for Public Participation: an opportunity to hear from members of the public
1 member of the public was present and asked whether any progress had been made on the 50mph speed limit at Hellington Corner. Kay Mason Billig was going to continue to work on this – the Clerk will check with her to see if any progress has been made, especially in light of some nasty accidents recently.

Clerk: Angela Tregear

Telephone 07429 233109 clerk@berghapton.org.uk

8. Discussion of Mill Road flooding/drainage issues
The Clerk reported the flooding and drainage issues in Mill Road to Norfolk County Council who responded quickly, confirming that action is required. Works have been programmed to jet and clear all drainage along the length of Mill Road, across the junction onto Church Meadow Lane and to investigate any potential blockages as necessary.
9. An update on the outcome of the meeting with highways engineer
A meeting with Gary Overland, the highways engineer, took place in Mill Road on 3rd August to discuss a potential joint Parish Partnership bid (with Alington PC) for 2 village gateway signs in Mill Road to raise awareness of the 30mph speed limit and help slow down traffic on entry to the village. Gary is going to get back to us with a quote for these and then we will decide whether to proceed. The Councillors also enquired about the possibility of extending the 30mph speed limit to the top of Mill Road, but Gary said that the road was still not built up enough to warrant this.
10. Discussion of the RoSPA Playsafety report and any actions to be taken
The RoSPA Playsafety report was discussed in detail – it was noted that there were no high risk issues. It was decided that Steve would fill the bolt hole in the dome and chamfer the edges of the rower. The Play area working party will continue to inspect the playpark regularly (see updated risk assessment), ensure that the bark is kept level and report back to each Parish Council meeting. The state of the timber in the play shelter was given due consideration and it was decided that this is an acceptable risk as the shelter was repaired and strengthened last year, is now quite sturdy and not solely reliant on the main timber for support. This will be reviewed again next year.
11. To consider a request for more dog bins
As there are already 2 dog bins in the village and 2 more close to the village boundary, it was decided that we are currently well enough served for dog bins at present. We will look at ways of encouraging more dog owners to use these bins or at least ensure that their dogs do not foul footpaths. (e.g. an article in 11 Says) David will email the parishioner who requested more bins to explain the decision.
12. To discuss the appointment of a new Parish Clerk
David and Steve met the two applicants for the Clerk's job last week and proposed offering the post to Amy Gallant, who has been Clerk to Potter Heigham Parish Council for the last 6 months, and therefore has quite a bit of experience already. This appointment was proposed by Steve, seconded by Sheri with all in favour. The Clerk will draw up a job description and contract for Amy.
13. Planning:
2022/1453 Land north of Mill Road, Alington. Development for four residential bungalows and detached garages together with a new access road and biodiversity area
The Councillors considered this to be a professional planning application for a reasonable development of low density housing, keeping the surrounding trees intact. There were no objections. Clerk to report back to Alington Clerk as this proposed development is on the Alington side of Mill Road.
14. Finance:

The Clerk reported that there is a total of £17,845.17 in the bank account, of which £10,189.79 is General reserve and £7655.38 is CIL reserve.

- 14.1 New Statement of Internal Controls – discussed and approved (Proposed by Steve, seconded by Janet)
- 14.2 Updated Financial Regulations - reviewed and approved (Proposed by Steve, seconded by Sheri)
- 14.3 Council’s risk assessments – reviewed and approved (Proposed by Steven, seconded by Janet)
- 14.4 Discussion of the amount of General Reserve held by the PC
The Councillors discussed the very healthy General Reserve and decided to review this before the next precept request in January and adjust the precept request accordingly.
- 14.5 **Payment of £595 to E. Reynolds for Burgher’s bench approved.**
- 14.6 **Payment of Clerk’s salary for July (£184.60) and August (£246.48 including backdated payrise) approved.**
- 14.7 **Payment of £66.32 to Autela for payroll services approved.**
- 14.8 **Payment of £105 to RoSPA Playsafety for playpark inspection approved.**
- 14.9 **Payment of £1328.02 to TDP for 2 new benches approved (cheque to be sent off after safe delivery of benches on 6.9.22)**
15. To agree items for next meeting
To go on the agenda: bank signatories, tree and hedge warden vacancy, newsletter item to ask parishioners opinion on council spending, payment of £47.94 for new defibrillator pads
- 16 To agree future meeting dates
Next meeting on Wednesday 2nd November providing this is agreeable with the new Clerk.