

**Bergh Apton Parish Council**  
**Agenda for a Parish Council Meeting**  
**Wednesday 2<sup>nd</sup> November 2022**  
**7:00pm in the Village Hall**

Councillors are summoned to attend the above meeting and all members of the press and public are welcome to attend.

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**Members Present:** David Skedge, Steve Whitby, Janet Skedge, Sheri Winn, Steven Mitchell, Ian Ratcliffe.

**In attendance:** Clerk Amy Gallant, 3 members of the public.

**1. To receive apologies for absence & declarations of interest**

(1) Apologies from Hugh Porter. No declarations of interest.

**2. To approve the minutes of the Parish Council meeting held on 31<sup>st</sup> August 2022**

(1) Minutes approved and signed by the Chair.

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

- (1) Under item (3) the Trails Officer at Norfolk County Council had been contacted and a response was pending.
- (2) Under item (3) the website accessibility check was ongoing and the accessibility statement would be updated once complete.
- (3) Under item (3) it was confirmed that the 2 new benches had been delivered and that installation was required. It was agreed that the benches would require concrete slabs for installation on Lion Lane and Wrong Lane and that a contractor would be required to install. **ACTION:** Cllr. Whitby to liaise with Kevin and Johnny Parfitt regarding specifications.
- (4) Under item (7) the enforcement officer at South Norfolk council has issued the garden centre with a 28 day notice to put in their road traffic order to extend the 50 mile an hour speed limit for the Hellington Corner.
- (5) Under item (8) a work order was raised to jet and clean all the gullies on Mill Road and the work was completed by the 06/09.
- (6) Under item (9) Council agreed not to pursue Village Gateway signs at this time.
- (7) Under item (10) works on the playground including filling the bolt hole in the dome and chamfering the edges of the rowers was ongoing and outstanding works had been taped in the interim.
- (8) Under item (14) following approval of the Financial Regulations, Internal Controls and Risk Assessment's Council agreed for the Clerk to review and publish documents on the website per the ICO Model Publication Scheme. Council considered the transition to Cloud based storage for Council documentation and agreed in principal to proceed. **ACTION:** Cllr Whitby to present options for cloud based storage at the next meeting of the Council.
- (9) In considering Cloud based storage it was noted that a Record Retention Policy would be required to determine which records would be archived, uploaded to the cloud or destroyed. **ACTION:** Clerk to draft a Record Retention Policy for review and approval by Council.

**4. Presentation of County Councillor's Report: Kay Mason Billig**

None.

**5. Presentation of District Councillor's Report: John Fuller**

None.

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**6. Open Forum for public participation**

None.

**7. Discussion on the vacancy for the Tree and Hedge Warden**

Council agreed to publish the vacancy in the newsletter.

**8. Discussion on parking on Church Road**

Safety concerns of parking near the junction of Church Road and the Street had been raised and Council questioned if Saffron Housing would consider creating parking spaces to alleviate the safety concerns raised. **ACTION:** Clerk to raise with Saffron Housing Trust.

**9. Discussion on bench for Scop Hill**

A request for an additional bench to be installed at the opening into Scop Hill before the Farrows had been received. Council agreed that the location wasn't considered a viewing point and should be for the benefit of the parish. It was noted there were other benches in close proximity and a further two being installed. It was agreed to revisit should further demand arise.

**10. Discussion on Village Sign cleaning**

See item 14.3.

**11. Discussion on publication of SAM2 data**

It was confirmed that SAM2 Data (graph only) was published on the Village Notice Boards and Council agreed not to publish the data on the website at this time.

**12. To consider a newsletter item to ask parishioners opinion on Council spending**

Council agreed not to consider a newsletter item on Council spending (see item 14.1).

**13. Planning:**

**13.1. Application Ref: 2022/1815**

Council noted the parking provision did not appear to reflect the size of the property and highway concerns were raised regarding turning and parking on the street.

Council noted concerns that the scale and appearance of the property was not in keeping with existing properties on the street and the resulting impact on the character of the area and the effect on the adjacent listed building

**13.2. Application Ref: 2022/1898**

No objections.

**13.3. Application Ref: 2022/1899**

No objections.

**13.4. Application Ref: 2022/1941**

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No objections.

**14. Finance:**

**14.1. To consider Financial Report and the draft 2023/24 budget**

It was noted that the General Reserve held was high and Council agreed to adopt a Reserves Policy outlining its approach to reserves held and detailing how the precept would be calculated to improve transparency for parishioners. **ACTION:** Clerk to draft a Reserves Policy for review and approval at the next meeting.

**14.2. To review and approve bank signatories**

Council agreed to remove Angela Tregear from the Barclays Bank Mandate and add Amy Gallant as the new Parish Clerk. It was noted that Amy Gallant would not have authority to sign cheques on behalf of Council.

**14.3. To consider bids received for signwriters to restore the Village Sign**

Four quotations had been received by local providers to include the removal, delivery, painting and reinstallation of the Village Sign and it was estimated that this would be required every 15-20 years. It had been confirmed that funding for the project could be claimed through the Community Infrastructure Level (CIL).

It was noted that the quotes received had not been reviewed for the quality of work and the next stage would be to shortlist 2 quotes for further inspection.

A motion to approve the Village Sign Cleaning project was proposed by Cllr. Whitby, seconded by Cllr. Winn with all in favour. **ACTION:** It was agreed to shortlist Mike Amis and the Signsmith for further inspection by John Ling and Cllr. Winn.

**14.2 To approve payment of £145.46 to A Tregear for September salary**

Approved.

**14.4. To approve payment of £185.48 to A Gallant for October salary**

Approved.

**14.5. To approve payment of £53.28 to Autela Payroll Services for Q2**

Approved.

**14.6. To approve payment of £54.00 to Bergh Apton Village Hall for Hall Hire (3 sessions)**

Approved.

**14.7. To approve payment of £47.94 to Bergh Apton Village Hall for an electronic pad for the defibrillator**

Approved.

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- 14.8. To approve payment of £50 to J. Lovatt for half yearly contribution to the Bergh Apton Newsletter**

Approved.

**15. Correspondence:**

- 15.1. To consider signing the Civility & Respect Pledge**

Council agreed to sign the Civility & Respect Pledge.

- 15.2. To consider application to the Warm Spaces Grant**

Council agreed to refer the item to the Chair of the Village Hall Committee.

- 15.3. To note the Code of Conduct Consultation**

The consultation had been circulated to Councillors for response and an update on South Norfolk Council's adoption of the Code of Conduct would be circulated once a decision had been made.

**16. To agree items for next meeting**

No items for the next meeting were agreed.

**17. To agree future meeting dates**

Council proposed the following dates subject to availability of the Village Hall; Wednesday 11<sup>th</sup> January, Wednesday 15<sup>th</sup> March, Wednesday 19<sup>th</sup> April (Annual Parish Meeting).

It was noted that the Annual General Meeting of the Council must take place within a specified timeframe of the elections and Wednesday 24<sup>th</sup> May was suggested until confirmation was received. **ACTION:** Clerk to confirm timeframes and agree dates with Council.