

Bergh Apton Parish Council
Meeting of the Parish Council Meeting
Wednesday 18th January 2023
7:00pm in the Village Hall

Member Present: David Skedge, Steven Whitby, Janet Skedge, Sheri Winn, Ian Ratcliffe, Hugh Porter.

In attendance: Clerk Amy Gallant, no members of the public

1. To receive apologies for absence & declaration of interest

(1) Apologies from Steven Mitchell. No declarations of interest.

2. To approve the minutes of the Parish Council meeting held on 2nd November 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 (2) the website accessibility check had been completed with no issues raised.

(2) Under item (3) Cllr. Whitby had been unable to liaise with Kevin and Johnny Parfitt and it was agreed Cllr. Whitby and Cllr. Porter would install the benches in the Spring.

(3) Under item (4) no further update had been received regarding the 50 mile an hour speed limit for the Hellington Corner and the Clerk would follow up with SNDC Cllr, kay for the next meeting. **ACTION:** Clerk.

(4) Under item (7) works on the playground were ongoing and it was anticipated these would be completed in the Spring.

(5) Under item 7 the vacancy for the Tree and Hedge Warden had been included in the Parish Newsletter.

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

None.

7. To consider recommendations for Cloud based storage for Council records

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Council considered Google Workspace, Microsoft OneDrive and IONOS for Cloud based storage. It was agreed to proceed with a contracted service with IONOS as the preferred option as the existing service provider for webhosting and email. Four packages were presented including a choice of 1 user, 3 users, 5 users and 10 users at a cost of £1 per license. Council agreed to purchase 3 users from IONOS at a total cost of £3 per calendar month for access by the Clerk, the Chair and the Deputy Chair. **ACTION:** Clerk

8. To consider Record Management Policy for approval

Council agreed to adopt the Record Management Policy as presented. It was noted that items for archiving should be considered by the Parish History Group before archiving with the Norfolk Records Office. **ACTION:** Clerk to bring hard copies of records for archiving to the next meeting of the Parish Council for consideration.

9. To consider EV Charging points for the Parish

Council agreed the matter was for consideration by the Village Hall Management Committee (VHMC). **ACTION:** Cllr. Porter to raise at the next VHMC for consideration.

10. To consider GNLP Village Clusters re sites in Bergh Apton

It was reported that South Norfolk Council would shortly be publishing its proposed Village Clusters Housing Allocations Plan and inviting representations from the public. The publication period was intended to commence on Monday 23rd January and would last until Monday 6th March 2023. Parish and Town Councils in South Norfolk would receive a formal notification once the publication period commences. Council agreed to include on the March Agenda and to move the date of the meeting forward to 1st March to accommodate the response deadline subject to availability of the Village Hall.

11. Planning Applications:

11.1. Application Ref: 2022/1815 (Amended plans)

Council reviewed the revised plans and agreed that they did not address concerns raised regarding adequacy of parking and Council reiterated concerns for turning and parking on a road with a 60mph speed limit.

12. Planning Decisions:

12.1. Application Ref: 2022/0480 (Approved with conditions)

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Cllr. D. Skedge contested claims that there would be no harm to the designated heritage asset on the basis that the site did not lie approximately 190 meters from the Historic Park. Council agreed Cllr. D. Skedge would raise with the case officer on the Council's behalf to discuss further.

It was agreed that a report on the status of all planning applications including responses from Council would be helpful for each meeting. **ACTION:** Clerk to draft report.

13. Finance:

13.1. To consider Financial Report

The Clerk reported that there was a total of £17,440.63 in the bank account, of which £10,891.93 was General reserve and £6548.70 was CIL reserve. It was noted that a CIL report would be useful to determine when funds would need to be spent. **ACTION:** Clerk to provide a CIL statement to each meeting.

13.2. To consider Reserves Statement

A 5 year plan was proposed to allocate £1,000 per year from General reserves towards annual Council expenditure. This amount would bring the current reserve of approximately £10,000 down to a typical 12 months precept for the Parish with enough remaining to gradually return band D payments back to normal levels. Council agreed to the proposal. Council agreed that the Reserves Statement would not be published but that a brief piece could be included in the Parish Newsletter explaining the precept change and the need to use reserves. **ACTION:** Clerk to send details to the Newsletter for publication.

13.3. To approve the 2023/24 Budget

Council agreed to approve the 2023-24 budget as presented, subject to the removal of the King's Coronation, including a precept of £3,836.15.

13.4. To approve payment of £150.64 to A Gallant for November salary

Approved.

13.5. To approve payment of £150.44 to A Gallant for December salary

Approved.

13.6. To approve payment of £68.40 to Autela Payroll Services for Q3

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Approved.

13.7. To note Direct Debit payment of £11.99 to IONOS for web services

Noted.

13.8. To note appointment of Internal Auditor for 2022/23 financial year end

Council agreed by email to appoint Catherine Moore as internal auditor with formal ratification at the January meeting to ensure deadlines could be met.

14. To agree items for next meeting

None.

15. To agree future meeting dates

Bookings had been confirmed for the 19th April and Council agreed to hold the annual meeting of the Parish Council on 17th May subject to availability of the Village Hall.

16. Items for the exclusion of the public

It was noted that the National Joint Council for Local Government Services pay agreement has been confirmed for 2022/23 with effect from 1 April 2022 and that Council would need to resolve the Payscale and hourly rate for the Clerks role at the next meeting.