

# Bergh Apton Parish Council Minutes of the Parish Council Meeting Wednesday 17<sup>th</sup> May 2023 7:00pm in the Village Hall

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**Members Present:** Cllr. Steven Whitby (Vice-Chair), Cllr. Janet Skedge, Cllr. Ian Ratcliffe, Cllr. Hugh Porter.

**In Attendance:** Parish Clerk Amy Gallant, 1 member of the public

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

Council received apologies for Cllr. Steven Mitchell. No declarations of interest received.

**2. To elect the Chairman of the Council**

Vice Chairman, Cllr. Whitby presided the meeting and was appointed as Chairman of the Council.

**3. To elect the Vice-Chairman of the Council**

The item was deferred to the next meeting of the Parish Council.

**4. To approve the minutes of the Parish Council meeting held on 1<sup>st</sup> March 2023**

The minutes were approved as an accurate record of the meeting and signed by the Chair.

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

(1) Under item 3(1) Council agreed to request an update from County Councillor Kay Mason-Billig regarding the speed reduction at Green Pastures Plant Centre and Farm Shop.

**ACTION:** Clerk

(2) Under item 6 the Parish History Group agreed to retain records presented.

(3) Under item 15.1 the action was ongoing and a further update would be reported at the next meeting of the Council.

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

None.

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

None.

**8. To consider applications received for co-option to the Office of Councillor**

Council agreed to appoint Susan Price to the Office of Councillor for Bergh Apton Parish Council.

**9. To review committees and working groups of the Council and appoint members**

Council agreed to disband the Data Protection Committee. Matters under the aims and objectives of the Committee would continue to be considered at meetings of the Council as required.

**10. To consider appointment of council member representatives to Outside Bodies**

Council agreed to appoint Cllr. Porter as representative for the Village Hall Management Committee.

**11. To review banking arrangements and appoint signatories**

Council agreed to appoint Cllr. Whitby, Cllr. Skedge and Cllr. Porter as signatories for the Council bank account. It was confirmed that the Parish Clerk, Amy Gallant, was now added to the Barclays bank mandate and that the previous Parish Clerk, Angela Tregear had been removed. Action could now be taken to remove David Skedge from the Council bank mandate. Council agreed to proceed with online banking arrangements should this be available through Barclays bank. **ACTION:** Clerk

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## 12. To consider list of regular payments for approval, including Direct Debits and Standing Orders

Council agreed to approve regular payments for 2023-24 including a Direct Debit with IONOS and Standing Order for ROSPSA Play Safety annual inspection.

## 13. To review Asset Register and consider quotes for insurance renewal

Council agreed to renew a long term agreement with Zurich for a period of 3 years at a premium of £670.31. It was agreed that the premises address listed under Part A of the current policy could be removed at the point of renewal. **ACTION:** Clerk. It was noted that it could be useful to confirm if the Parish Council was listed in the constitution for the Village Hall Management Committee as a Custodian Trustee as this would require reference in the Council's Asset Register. **ACTION:** Cllr. Porter.

## 14. To consider recommendation for Signwriters

Council agreed to proceed with the recommendation to procure Mike Amiss Signs to restore the village sign. It was agreed expenditure would be allocated to CIL funds. Cllr. Whitby to liaise with John Ling to confirm next steps. **ACTION:** Cllr. Whitby.

## 15. To consider proposals for CIL monies

Council agreed to consider the following proposals at the next meeting of the Council:

- (1) Church car park resurfacing **ACTION:** Clerk
- (2) Wild flowers on the village hall verge **ACTION:** Cllr. Porter
- (3) Proposals from the Conservation Trust **ACTION:** Cllr. Whitby.
- (4) Installation of a new bench by Scop Hill **ACTION:** Cllr. Skedge
- (5) Proposals from the Community Speed Watch Team **ACTION:** Sue Price.
- (6) Replacement of play equipment and potential grants **ACTION:** Clerk.

A note of thanks was shared with Cllr Whitby for his use of equipment and materials for the latest bench installation in the village.

## 16. To consider participation in the Big South Norfolk Litter Pick 2023

It was noted the Conservation Trust completed a litter pick in March for the village and Council agreed not to participate in the Big South Norfolk Litter Pick 2023.

## 17. To consider reporting arrangements for SAM2 Data

It was confirmed that David and Janet Skedge would continue to publish graph data on the Parish noticeboards and that reports would be forwarded to Jenny Lovatt for consideration for publication in the local newsletter.

## 18. Planning Applications:

- 18.1. None

## 19. Finance:

- 19.1. **To approve payment of £150.64 to A Gallant for March Salary**  
Approved,
- 19.2. **To approve payment of £150.64 to A Gallant for April Salary**  
Approved.
- 19.3. **To approve payment of £112.80 to HMRC for PAYE Q4**

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It was agreed on advice from Autela Payroll Services, that the amount owed to HMRC of £112.80 could be paid by credit held on the account and no further payment was required.

**19.4. To approve payment of £55.00 to NPTS for 2023/24 Annual Subscription**

Approved.

**19.5. To approve payment of £71.58 to Autela for Payroll Services Q4**

Approved.

**19.6. To approve payment of £178.56 to South Norfolk Council for annual dog bin charge.**

Approved.

**19.7. To approve payment of £42.39 to Bergh Apton Parochial Church Council for Churchyard Maintenance**

Approved.

**19.8. To approve payment of £192.40 to Bergh Apton Parochial Church Council for drainage project**

Approved. It was noted that the drainage project was an open space and a community asset to the general public and was agreed expenditure would be allocated to CIL funds.

**19.9. To approve payment of £40.00 to ICO for Data Protection Fee Renewal**

Approved.

**19.10. To approve payment of £100 to Jenny Lovatt for the Bergh Apton Newsletter**

Approved. It was agreed that £50.00 would be allocated from the General Reserve following underpayment from 2022-23. The remaining £50.00 would be allocated as the first instalment of the budgeted funds for the newsletter for 2023-24.

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

Council agreed to include the following items at the next meeting of the Parish Council; expenses for annual parish meeting, expenses for bench installation, CIL proposals, AGAR Submission and Internal Audit, grant for BYRUS Youth Group. It was noted that the ROSPA Annual Play inspection was scheduled for June and the report would be presented pending receipt.

**21. To agree future meeting dates**

Thursday 29<sup>th</sup> June 2023.

**22. Items for the exclusion of the public and press**

None.