

Bergh Apton Parish Council Minutes of the Parish Council Meeting Thursday 29th June 2023 7:00pm in St Peter & St Paul's Church

Members Present: Cllr. Steven Whitby (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

Apologies received for Cllrs. S. Price and S. Mitchell. No declaration of interest.

2. To elect the Vice-Chairman of the Council

Council agreed to defer the item to the next meeting.

3. To approve the minutes of the Parish Council meeting held on 17th May 2023

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

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

(1) Under item 5(1) it was noted Council was awaiting an update from Cllr. Mason-Billig regarding the speed reduction at Green Pastures. **ACTION:** Clerk to liaise directly with Norfolk County Council for the latest update.

(2) Under item 5(3) the salary arrangements were pending action by Autela.

(3) Under item 11, the necessary forms would be signed at the June meeting and returned to Barclays.

(4) Under item 13, the Clerk would contact the Village Hall Secretary to confirm if the Parish Council was listed as a Custodian Trustee on the Village Hall Constitution.

ACTION: Clerk.

(5) Other items that had arisen since the last meeting included the identification of Japanese Knot Weed in the village. **ACTION:** Cllr. Porter to confirm with Ivan the location and threat, if any, to surrounding buildings.

(6) In addition, the Council had been contacted regarding a meeting to discuss the speed limit on the A146. **ACTION:** Cllr. Whitby to follow up.

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

None.

6. Presentation of District Councillor's Report: John Fuller

None.

7. To note progress on the Village Sign restoration

It was reported that the works for the Village Sign restoration had been completed and that the sign was scheduled to be reinstalled week commencing 3rd July 2023. It was noted that an invoice would be received for payment in due course and approximately £900.00 was earmarked from the CIL Reserve.

8. To note concerns regarding parking on Church Road

Bergh Apton Parish Council Minutes of the Parish Council Meeting Thursday 29th June 2023 7:00pm in St Peter & St Paul's Church

The Clerk had contacted Saffron's Neighbourhood Officer, Debs Johnson, to raise concerns on behalf of the community and a response would be provided at the next meeting. It was noted that the Police Liaison Officer for the area could also be contacted for advice and Council agreed in principle to place leaflets under windscreen wipers pending response from the police. **ACTION:** Clerk.

9. To consider proposals for CIL expenditure

It was noted that all proposals would be considered prior to any resolutions in order to consider total costs against the CIL Reserve and prioritise those for action before the October deadline.

9.1. Church Field Re-surfacing

Council approved a motion to discuss item 9.1 after item 1.

Council considered Bergh Apton Parochial Church Council's drainage project and request for funds for shingle. It was confirmed the costs sought would cover the aggregate only and that there was no guarantee that further works may be required to finish the project. It was noted that due to varying factors, there was no guarantee that works could be completed by the October CIL deadline.

Council agreed to approve payment for up to 12 tonnes of shingle, as quoted at £547.56 exc. VAT, subject to confirmation that approved CIL expenditure could be made after the October deadline if required. **ACTION:** Clerk

9.2. Replacement Play Equipment and potential grants

The Clerk reported a site visit took place on 29th June at 2pm and that a quote would be circulated to Council in due course. It was noted that there were no current grant opportunities available and that any quotes received would likely exceed any expenditure required before October 2023.

9.3. Wild Flowers on the Village Hall Verge

Council agreed wild flowers were a low expenditure item and would not be considered as CIL Expenditure before the October deadline.

9.4. Proposals from the Conservation Trust

No requests received.

9.5. Proposals from the Community Speedwatch

It was reported on behalf of Cllr. Price that there were no proposals at this time and the group passed on a note of thanks to Council for their consideration for CIL expenditure.

9.6. Proposals from members of the public

Bergh Apton Parish Council Minutes of the Parish Council Meeting Thursday 29th June 2023 7:00pm in St Peter & St Paul's Church

Proposal 1: Council approved a payment of £699.00 for a marquee from Norwich Camping & Leisure for donation to the Village Hall for village events. **ACTION:** Clerk.

Proposal 2: Council considered the purchase and installation of a dog bin on Church Meadow Lane and agreed a bin should be placed on the grass verge away from neighbouring houses. Given the location, Council agreed to seek agreement from Alington with Yelverton Parish Council before moving forward. **ACTION:** Clerk. It was estimated a single dog bin and installation would cost approximately £250.00.

Proposal 3: Council considered a proposal for additional benches to be installed in the Village. Some suggested locations such as outside the Village Hall were either in close proximity to existing benches and/or in a location that may not see frequent use. Council agreed in principle to the installation of a bench on the way down from Scop Hill but noted permission to install would be required before moving forward. **ACTION:** Clerk. It was estimated a bench and installation would cost approximately £800.00

Proposal 4: Council considered a proposal to alleviate parking concerns at the junction of Church Road and The Street. It was noted that further information was required before further action could be taken and an update would be provided at the next meeting. **ACTION:** Clerk

10. To receive ROSPA Play Safety Annual Inspection Report and consider any remedial tasks

Council considered the report and agreed the following actions. A progress update would be made available at the next meeting:

The Overall Site: To purchase a metal sign to adhere to the gate to notify users of dog ban and stipulate park ownership. It was noted a postcode or what3words reference would be helpful should anyone be injured in the area. **ACTION:** Cllr. Ratcliffe to draft wording and send to Clerk.

Shelter: Council agreed the shelter posed no immediate risk and agreed to monitor timber decay. The use of bark chip near the shelter installation was noted by Council and agreed no further action was required.

Climber Igloo: Council agreed to fill the hole on the blue frame. **ACTION:** Cllr. Whitby

Swing: Council agreed to consider quotes for surfacing repairs at the next meeting.

ACTION: Clerk

Toddler Seat: Council agreed the Toddler Seat posed no immediate risk and agreed to monitor the seat nuts for corrosion.

Bergh Apton Parish Council Minutes of the Parish Council Meeting Thursday 29th June 2023 7:00pm in St Peter & St Paul's Church

Multiplay: Council agreed to replace the bridge slat that had started to decay and splinter. **ACTION:** Cllr. Skedge to contact Ed Reynolds.

11. To note the Internal Audit Report and recommendations for action

The report was received by Council and it was noted that there were no recommendations for action.

12. To consider the Certificate of Exemption for approval

The Certificate of Exemption was approved by Council and signed by the Chair.

13. To consider section 1 and 2 of the Annual Governance and Accountability Return (AGAR) for approval

Section 1 and section 2 of the Annual Governance and Accountability Return was approved by Council and signed by the Chair.

14. To consider the explanation of significant variances for approval

The explanation of significant variances was approved by Council.

15. To note the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return (AGAR) commencing Monday 3rd July – Friday 11th August

Council noted the dates for the Notice of Public Rights.

16. Planning Applications:

16.1. To note the status of all planning applications in the Parish from 1st April 2023

Council noted the report.

16.2. To note response to application Ref: 2023/1290 Mill Road

Council noted the response with no objections.

16.3. To consider application Ref: 2023/1147 May Cottage

Council agreed to submit no comment.

16.4. To consider application Ref: 2023/1396 Endene Cottage

Council agreed to submit no comment.

16.5. To consider update on retrospective planning application Ref: 2022/0480/F Cookes Road

Council considered the report by former Council Chair David Skedge and agreed to request an update on the planning history. **ACTION:** Clerk

Bergh Apton Parish Council Minutes of the Parish Council Meeting Thursday 29th June 2023 7:00pm in St Peter & St Paul's Church

17. Finance:

17.1. To note Financial Report & Annual CIL Statement

The Clerk reported that there was a total of £17,448.80 in the bank account, of which £10,900.10 was General reserve and £6,548.70 was CIL Reserve. It was noted that £3,835.71 of the CIL Balance must be spent by 26th October 2023. Council approved the Annual CIL Statement for submission to South Norfolk District Council.

17.2. To note grant application of £200.00 for the King's Coronation

The payment was noted by Council.

17.3. To note regular payment of £150.64 to A Gallant for May Salary

The payment was noted by Council.

17.4. To note regular payment of £150.64 to A Gallant for June Salary

The payment was noted by Council.

17.5. To note regular payment of £670.31 to Zurich for insurance renewal

The payment was noted by Council.

17.6. To note regular payment of £60.00 to C. Moore for Internal Audit

The payment was noted by Council.

17.7. To note regular payments by Direct Debit of £3.60 and £11.99 to IONOS for cloud storage and web provision

The payment was noted by Council.

17.8. To approve payment of £ 57.98 to Autela for Payroll Services Q1

Approved.

17.9. To approve payment of £15.00 to J. Lovatt for newsletter

Approved.

17.10. To approve payment of £31.74 to J. Skedge for Annual Parish Meeting expenses

Approved.

17.11. To approve payment of £78.54 to S. Whitby for bench installation

Approved.

17.12. To consider BYRUS Youth Work Grant application

Council approved a payment of £75.00 for donation to the BYRUS Youth Work.

17.13. To consider invitation to bid for Parish Partnership 2024/25

Council agreed to engage with members of the public through the Community Newsletter for suggestions for potential bids and volunteers to support bid writing.

ACTION: Cllr. Whitby to contact Jenny Lovatt.

Bergh Apton Parish Council Minutes of the Parish Council Meeting Thursday 29th June 2023 7:00pm in St Peter & St Paul's Church

18. To note changes to Mobile Library Services

Council noted the changes to the Mobile Library Service.

19. To note thanks from former Parish Council Chairman D. Skedge

The note of thanks was received by Council.

20. To agree items for next meeting

Council agreed to include the following items at the next meeting of the Parish Council; Japanese Knot Weed, update on concerns regarding parking on Church Road, Bid proposals for Parish Partnership Scheme 2024/25, Progress update for Play Area, 2024 Meeting schedule.

21. To agree meeting dates for 2023/24

Council agreed in principal to meet every other month on the 4th Wednesday starting from January 2024 pending confirmation of availability of the Village Hall. Proposed dates for the year included: Wednesday 23rd August, Wednesday 18th October, Wednesday 6th December and Wednesday 17th January. **ACTION:** Clerk to draft a 2024 schedule.

22. Items for the exclusion of the public and press

None.