

Bergh Apton Parish Council Minutes of the Parish Council Meeting Wednesday 23rd August 2023 7:00pm in Village Hall

Members Present: Cllr. Steven Whitby (Chair), Cllr. Janet Skedge, Cllr. Hugh Porter, Cllr Sue Price

In attendance: Parish Clerk Amy Gallant, 2 members of the public

1. To receive apologies for absence & declarations of interest

Apologies received and accepted for Cllr. S. Mitchell due to personal circumstances and apologies received for Cllr. I. Ratcliffe. No declarations 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 29th June 2023

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

4. To consider applications received for co-option to the Office of Councillor for Bergh Apton Parish Council

Council **AGREED** to co-opt Guy Warde-Aldam.

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

(1) Under item 4(1) it was noted that an update on speed reduction at Green pastures had been requested from NCC Highways and was awaiting a response.

(2) Under item 4(4) it was confirmed that Bergh Apton Parish Council was not a Custodian Trustee for the Village Hall and that the asset register remained accurate and up to date.

(3) Under item 4(5) concerning action to be taken for Japanese Knotweed, it was noted that multiple applications of commercial quality weed killer could be used or a third party could clear the area at cost to the Council. Council agreed to seek quotes for removal by a third party and to propose action on the agenda for the next meeting.

ACTION: Cllr. Whitby & Cllr. Porter

(4) Under item 4(6) meeting dates were pending to discuss the speed limit on the A146.

(5) Under item 7 it was noted that the Village Sign had been reinstalled following completion of restoration works.

(6) Under item 9, proposal 2, Alington with Yelverton Parish Council confirmed there were no objections to the positioning of a dog bin on the Alington side of the road in Church Meadow Lane. It was noted that bin placement must not be where any potential convex mirror may be installed (see proposal under agenda item 15).

ACTION: Clerk to provide quotes for dog bin at the next meeting. Cllr. Whitby to confirm suitable location for installation.

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- (7) Under item 9.1 it was confirmed that CIL expenditure could be retained after the deadline for expenditure if earmarked for a specific item.
- (8) Under item 10 it was noted in respect of remedial tasks for the playground that works to fill the hole in the Climber Igloo were ongoing, the bridge slat on the multi-play had been replaced and quotes for surfacing repairs to the swing would be presented at the next meeting.
- (9) Under items 12-15 it was noted that confirmation of receipt of Bergh Apton Parish Council's AGAR submission had been received by the External Auditor and no further action was required.
- (10) Under item 17.1 it was confirmed that Bergh Apton Parish Council's Annual CIL report had been submitted to South Norfolk Council.
- (11) Under item 16.5 a request for an update on planning history for application ref: 2022/0480/F has been sent for consideration by the Case Officer.
- (12) It was noted for information that superficial damage to the SAM2 device had occurred since the last meeting. The device was in good working order and no further action was required.

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

None.

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

That application 2023/1290 would be considered at the meeting of the Development Management Committee on 30 August 2023, starting at 10.00am and Council members were invited to make representation as necessary.

An update on the status of the South Norfolk Village Clusters Housing Allocations Plan noted that a site at Rockland St. Mary had fallen through and another site was being considered in its place.

It was noted that there was an expected change in recycling arrangements to further split recycling for collection. Examples of not crushing cans, not bagging recycling and not disposing of nappies in recycling were given and Council requested more details of how residents could better process their recycling to help efficiency at the processing centre for inclusion in the Bergh Apton newsletter.

8. To note update regarding parking concerns on Church Road and consider response

The Clerk met with Saffron's Neighbourhood Officer, Debs Johnson, regarding parking concerns. It was reported that a covenant agreement was held between Saffron Housing Trust and Tayler & Green preventing any changes to the green spaces, including the railings, outside the properties. Council **AGREED** to approach Tayler & Green to determine if changes could be permitted and, in the meantime, would provide leaflets

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through letterboxes encouraging resident to park a good distance from the corner.

ACTION: Clerk

9. To consider response to report of dangerous trees on Church Road

The matter was raised to Saffron Housing Trust who confirmed that the land and trees were their responsibility. The matter had been reported to Saffron Housing Trust's Ground's Maintenance Services Team for investigation and an update would be provided at the next meeting. Council **AGREED** to request a copy of the tree survey. **ACTION:** Clerk.

It was noted that the pavements in the area were in a state of disrepair and presented a trip hazard for local residents. Council **AGREED** to report pavements to Saffron Housing Trust. **ACTION:** Clerk

10. To consider promotion of gym equipment and table tennis table

Council **AGREED** to defer the item to the next meeting.

11. To consider storage of archive data for the Bergh Apton Local History Group

It was noted the storage of data was not substantial and would provide a back-up only. No access to the shared drive was required. Council **AGREED** to store archive data on behalf of the Bergh Apton Local History Group. **ACTION:** Clerk

12. To consider response to Proposed Public Space Protection Order (PSPO) under the Anti-Social Behaviour, Crime and Policing Act 2014.

Council **AGREED** with the proposed PSPO being applied across the district, the proposed regulatory controls in the draft and the proposed period of operation of the draft PSPO.

13. To consider bid proposals for the Parish Partnership Scheme

It was noted that the Parish Partnership Scheme had been advertised on the website and in the village newsletter and that no proposals had been received to date. Council **AGREED** not to submit a bid for the 2023/24 Parish Partnership Scheme.

14. To consider request to sign the Armed Forces Covenant Pledge

Council **AGREED** to sign the Armed Forces Covenant Pledge noting support would be commensurate to the size of Bergh Apton Parish Council.

15. To consider response to reports of overgrown hedging

Council **AGREED** for Cllr. Price to speak with the owner of the two overgrown hedges reported on behalf of Council in the first instance and report back at the next Council meeting. **ACTION:** Cllr. Price. It was noted that a piece in the Bergh Apton newsletter reminding residents of their obligations for the upkeep of hedging could be helpful if reports of overgrown hedging continued.

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Council **AGREED** not to pursue contribution for a convex mirror to improve visibility on advice from Norfolk County Council who did not recommend their use. **ACTION:** Clerk to report back to Aplington with Yelverton Parish Council.

Council **AGREED** to request the SAM2 post on Mill Road is not used until further notice
ACTION: Clerk.

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 consider application Ref: 2023/2188 Mill Road, variation of condition for application 2019/1153

Council **AGREED** to submit no comment on the application.

17. Finance:

17.1. To note Financial Report

The Clerk reported that there was a total of £14,668.77 in the bank account, of which £9,654.97 was General Reserve and £5,013.80 was CIL Reserve following recent CIL expenditure. It was noted that £2,300.81 of the CIL balance must be spent by 26th October 2023 and Council **AGREED** to purchase the bench proposed at the June meeting at no more than £800.00 for storage until a location was decided. **ACTION:** Clerk.

17.2. To consider quotes for play park signage

It was noted that the what3words required a brief explanation and that final wording should be circulated to Council prior to ordering. Council **AGREED** a budget of £50 for play park signage and that Vista Print offered aluminium signs within this budget. **ACTION:** Clerk.

17.3. To consider request for financial support towards the Bergh Apton Newsletter

Council **AGREED** to pay contribute £115.00 towards the Bergh Apton Newsletter.

17.4. To consider estimate of archival work for Parish Council records

Council **AGREED** to two additional hours work per week at the discretion of the Clerk to complete archival work and to review progress in 6 months.

17.5. To note regular payment of £289.60 to A Gallant for July Salary & backpay

The payment was noted by Council.

17.6. To note regular payment of £164.23 to A Gallant for August Salary

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The payment was noted by Council.

- 17.7. To note regular payment of £200.40 to South Norfolk Council for annual dog bin charge**

The payment was noted by Council.

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

The payments were noted by Council.

- 17.9. To note payment of £760.00 to Mike Amiss Signs for Village Sign restoration**

The payment was noted by Council.

- 17.10. To note payment of £699.00 to Norwich Camping and Leisure for Marquee**

The payment was noted by Council.

- 17.11. To approve payment of £18.00 to Bergh Apton PCC for church hire**

Approved.

- 17.12. To approve payment of £111.00 to Playsafety Limited for annual inspection**

Approved.

- 17.13. To approve payment of £77.00 to Reynolds Furniture and Joinery for play park bridge repairs**

Approved.

18. To note domain transfer to IONOS from 123-reg

It was noted that the transfer was a result of limited payment options and that the switch to IONOS enabled Direct Debit payments at no additional cost to the Parish Council.

19. To agree items for next meeting

None.

20. To note meeting schedule

Council noted the meeting schedule for 2023/24 with no amendments. **ACTION:** Clerk to confirm provisional dates booked with the Village Hall.

21. Items for the exclusion of the public and press

- 21.1. To consider weekly hours for the Parish Clerk**

Council **AGREED** to increase working hours up to 6 hours per week as needed at the discretion of the Clerk.