

# Bergh Apton Parish Council Minutes for a Parish Council Meeting Thursday 19<sup>th</sup> October 2023 7:00pm in Village Hall

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**Members Present:** Cllr. Steven Whitby (Chair), Cllr. Janet Skedge, Cllr. Hugh Porter, Cllr Sue Price, Cllr. Ian Ratcliffe, Cllr. Steven Mitchell, Cllr. Guy Warde-Aldam

**In attendance:** Parish Clerk Amy Gallant, 0 members of the public

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

No apologies or declaration received.

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

Council **AGREED** to appoint Cllr. Steven Mitchell as Vice-Chairman of the Parish Council.

**3. To approve the minutes of the Parish Council meeting held on 23<sup>rd</sup> August 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(3) the matter concerning Japanese Knotweed was ongoing and Cllr.

Guy Warde-Aldam provided a contact to the Clerk to seek a quote. Cllr. Whitby and Cllr. Porter to look at the area. **ACTION:** Clerk, Cllr Whitby and Cllr. Porter.

(2) Under item 5(1) a Traffic Regulation Order to implement a 50mph speed limit on A146 at Bergh Apton had been issued and a reply slip for comments had been circulated to Councillors for response.

(3) Under item 5 (8) remedial task for climber igloo was ongoing.

(4) Under item 8, HM Land Registry was contacted to determine if changes could be permitted to the existing covenant agreement. Council was advised that this was rare and would require legal advice to take further. It was noted the item would not be taken further at this stage and Council **AGREED** to issue leaflets requesting residents to be considerate with parking. **ACTION:** Cllr. Whitby.

(5) Under item 9, the maintenance team at Saffron Housing Trust confirmed an onsite assessment of the trees outside property 2 Church Road had been completed and that no significant issues were reported. Moderate remedial works were required and were expected to be completed within the next 4 – 8 weeks. The timeframe was noted by Council and would be reviewed once the works were completed to consider any further action if required.

(6) Under item 9, concerns on the pavement had been reported to Saffron Housing Trust and the Clerk was awaiting a response.

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(7) Under item 15, it was reported that the hedge on Mill Road would be trimmed back in the new year and that the hedge on Threadneedle street would be discussed ahead of the next meeting.

(8) Under item 17.1 the bench had been ordered and was scheduled for delivery to Gravel Pit Farm on Monday 22<sup>nd</sup> October. It was noted that a fitting kit for aggregate was required and that permission from the landowner would be required prior to installation. **ACTION:** Cllr. Skedge.

(9) Under item 20, the meeting bookings for 2023/24 had been confirmed with the Village Hall.

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

None.

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

None.

### **7. To note temporary closure of School Road from 16<sup>th</sup> to 24<sup>th</sup> October to facilitate Anglian Water refurbishment of TPS pumping station works**

Noted.

### **8. To note update on playground swing resurfacing.**

It was reported that replacement pads were not recommended and an alternative option was to install wet pour surfacing. It was noted that wet pour surfacing would require edging to stop overspill into the bark and that this couldn't be achieved because the minimum size requirements fall into fall zone of other equipment in the play area. The Council considered knocking out the concrete and filling with bark and **AGREED** to take no further action at this time.

### **9. To consider village sign lectern detailing the history of the Bergh Apton Village Sign**

Council **AGREED** to earmark £400.00 CIL funds for one village sign lectern approximately A1 Sized. Installation beside the footbridge by the Village Sign was proposed in the first instance and it was noted that installation would require permission from the landowner. **ACTION:** Clerk to provide quotes at the next meeting and determine required permissions. Cllr. Mitchell to liaise with John Ling on wording for the lectern.

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

Council **AGREED** to defer the item in the spring.

### **11. To consider actions arising, if any, from the meeting held by Thurton Parish Council to discuss speeding concerns on the A146**

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The meeting considered how to improve safety for pedestrians in the dip at Thurton. Suggestions ranged from a change in speed limit, village gate signs, zebra crossing or similar or a pedestrian island. Council **AGREED** to include an item in the Bergh Apton Newsletter inviting views of the local community to submit to the Parish Clerk on potential options to increase pedestrian safety. The response would be shared with Thurton Parish Council. **ACTION:** Cllr. Whitby.

The meeting also considered a draft letter to request a well-considered strategy for traffic management in the event of future A146 closures between Thurton and Hellington and Council **AGREED** to support the letter. **ACTION:** Clerk

### 12. To consider invitation to participate in the D-Day 80<sup>th</sup> Anniversary

Council considered purchasing a permanent beacon on a post. The church was suggested as a possible location and Council **AGREED** to approach the PCC in the first instance. On behalf of the village not run by the Council.

### 13. Planning Applications:

#### 13.1. To note the status of all planning applications in the Parish from 1<sup>st</sup> April 2023

Council noted the report.

#### 13.2. To note update regarding requested amendment to the planning history For application ref: 2022/0480/F

Council **AGREED** not to take the matter further but to monitor any future applications to ensure the accuracy of the history is maintained.

### 14. Finance:

#### 14.1. To note Financial Report

The Clerk reported that there was a total of £13,857.95 in the bank account, of which £8,844.15 was General Reserve and £5,013.80 was CIL Reserve. It was noted that £2,300.81 of the CIL balance must be spent by 26<sup>th</sup> October 2023 of which £1,299.57 was earmarked for a bench, church field re-surfacing and a dog bin as agreed at the June meeting of the Council. Leaving a remaining balance of £1,001.24 to be spent by 26<sup>th</sup> October 2023.

#### 14.2. To consider quote for dog bin

Council **AGREED** to order a Fido 25 Dog Waste Bin from Glasdon in red with a moulded plastic liner and suitable post. It was noted the location of the bin would need to be assessed by the South Norfolk Street Team prior to installation. **ACTION:** Clerk

#### 14.3. To consider CIL expenditure for Village Clubs

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A request for funds to support promotion and encourage involvement with local clubs had been received. Council **AGREED** to refer to the Broadland and South Norfolk CIL team for further advice and guidance. **ACTION:** Clerk.

**14.4. To consider appointment of Internal Auditor, Catherine Moore, for 2023/24.**

Council **AGREED** to appoint Catherine Moore as internal Auditor for 2023-24 at a rate of £100.

**14.5. To note regular payment of £164.03 to A Gallant for September Salary**

It was noted that the Clerks surname had changed to Pinkham.

**14.6. To note regular payment of £266.91 to HMRC for PAYE**

The payment was noted by Council.

**14.7. 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.

**14.8. To note payment by Direct Debit of £12.00 to IONOS for 12 month domain registration**

The payment was noted by Council.

**14.9. To approve payment of £57.98 to Autela Payroll Services for Q2**

Approved.

**14.10. To approve payment of £52.00 to NPTS for Councillor Induction Training**

Approved.

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

None.