

# Bergh Apton Parish Council Minutes for Parish Council Meeting Wednesday 27<sup>th</sup> March 2024 7:00pm in Village Hall

---

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

**In attendance:** Parish Clerk, Amy Gallant and 9 members of the public.

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

Apologies received and accepted for Cllr. Steve Mitchel and Cllr. Ian Ratcliffe.

**2. To receive any questions or comments from members of the Public on matters on the agenda**

In response to item 11 of the agenda, concerns were raised that the proposed location for the dog bin would ruin the scene of the road and catered to a minority of dog walkers who had access to alternative dog bins. It was suggested by a member of the public that dog fouling hadn't been observed on Church Meadow Lane and it was unclear why a dog bin in this location had been proposed. The Council responded that the siting was currently under review following a complaint about the location and that further consideration would be given. See also item 12 below.

In response to item 19.2 of the agenda, Council noted the following comments to planning application 2024/0499. Concerns were raised regarding noise disturbance and the ability of neighbouring residents to enjoy their properties. It was suggested that the application lacked clarity on the type of events and how the events would be managed to reassure those affected that appropriate controls would be applied and adhered to.

Questions around how many events, the types of events, how many visitors and whether take away food was planned were asked. It was suggested that support for small events into the early evening were acceptable but that the lack of event management and clarity on what the planning application could allow was concerning.

Further concerns were raised regarding road safety on a single track road and designated cycle route from increased traffic movement. It was noted that this was not referenced in the application and would compound already increased traffic from the nearby waste recycling centre.

Examples of various disturbances and incidents from the past year were provided from events held including; fireworks, bouncy castles, sold out food, overflowing car park, road blockages caused by coaches and stranded cars on road banks.

Lastly, it was suggested that the application was out of character for a winery and vineyard in comparison to other vineyards in the region that were not near residential properties.

In response to concerns raised the applicant confirmed that events were ticketed, that sold out food was as a result of under-catering and not a result of unexpected numbers, and that a purpose-built turning circle had been provided for coaches. It was noted that the venue did not play music and that there were no aspirations to cater for large events but rather target small community/family events into the early evening for families and adults. Overall feedback from local residents and those further afield was reported as having been positive.

It was noted by SNDC Councillor Fuller that diversification within the agricultural sector was increasingly used as a means to support sustainability and that the winery and vineyard had a period of years of established use. It was reasonable to expect noise during the summer months and that expectations needed to be realistic with an emphasis on appropriate controls, not to object to activity.

It was noted by the Council that the four members of the public commenting on this planning application also represented two other households who had not been able to attend this meeting. The Council's agreed position on this planning application is noted under paragraph 20.2 below.

In response to item 8 of the agenda, support for further action to reduce the speed limit on the Street was noted. The Council's agreed position on this is noted under paragraph 9 below.

**3. To approve the minutes of the Parish Council meeting held on 17<sup>th</sup> January 2024**

The minutes were **AGREED** 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 10.8 it was noted the item was outstanding and to be actioned by the Clerk.

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

Council noted the report with no further comments or questions.

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

It was reported that the Norwich Local Plan was adopted in March 2024; the South Norfolk Village Clusters Housing Allocations Plan was behind schedule and would likely be a further 10 months before consideration of adoption; the South Norfolk Council element of Council Tax had increased by 3%, equating to approximately £5.00 for a Band D property and; a £1,000 grant had been awarded by District Councillor John Fuller to the Bergh Apton Conservation Trust for railway sleepers.

It was noted that John Fuller would be stepping down as Council Leader in May 2024, following announcement from Buckingham Palace that he had been elevated to the House of Lords. John Fuller would continue to be Councillor for the ward.

**7. To note the A146 Norwich/Loddon Road 50 mph Speed Limit Amendment Order 2024**

Council noted the amendment order with no further comments or questions.

**8. To receive updates on road safety in the village including Church Road, Speedwatch, hedge trimming, SAM2 and A146 petition**

Regarding Church Road parking concerns it was noted that an update had been submitted in the newsletter noting the Council's thanks to Saffron Housing Trust for their support in the matter and encouraging residents to continue to park safely away from the junction.

Regarding Speedwatch it was noted that an update had been submitted in the newsletter confirming the group would suspend activity until the end of 2024 when it was hoped further volunteers could be recruited to continue the scheme.

Regarding hedge trimming, it was noted that the matter had been referred to Norfolk County Council.

Regarding SAM2 it was noted that the use of station 4 and 5 on Mill Road would be suspended pending a review of the SAM2 locations by local Highways Engineer to ensure they remain suitable for road users and residents. The Local Highways Engineer, Gary Overland, had confirmed receipt of request and would be in contact when he had an opportunity to consider and agree a way forward.

Regarding the A146 it was noted that an update had been submitted in the newsletter confirming that the petition to Norfolk County Council (NCC) to improve road safety on the A146 (Hellington to Thurton) was live. The Leader of NCC was aware of the concerns raised and the group was awaiting a formal response to the petition.

**9. To consider correspondence received regarding support for speed limit reduction in the village**

Council recalled a previous site visit with the local Highways Engineer to assess speed limit reduction on The Street and noted the road did not meet the minimum requirements. While no additional planning had been approved since the last meeting Council noted that the number of road users and pedestrians had increased, compounded by the nearby Waste Recycling Centre and lorries, and would increase further should the blockworks site be approved for development. Council **AGREED** to request an on-site meeting with the local Highways Engineer to review the need for reduced speed limit on the Street.

**10. To consider correspondence received from Stop Wensum Link Campaign Group**

Council **AGREED** that this was not a matter for Bergh Apton PC.

**11. To consider correspondence received regarding request to purchase BT Kiosk**

Item deferred to the next meeting of the Council.

**12. To consider correspondence received regarding agreed site for new dog bin on Church Meadow Lane**

Council noted that in response to suggestions for CIL expenditure in 2023, 2 members of the parish had noted the lack of dog bin provision in the village compared with other locations and requested a dog bin on Church Meadow Lane. At the August 2023 meeting, the Council considered a suitable location that would cause the least disruption to residents while also serving those walking their dogs. The location was supported by Alington with Yelverton Parish Council and approved by South Norfolk Council, who collect dog waste on behalf of the Parish Council and the dog bin was purchased.

Council **AGREED** to postpone installation pending further consideration to ascertain views on the proposed site of the new dog bin.

**13. To consider draft plans for lectern artwork and wording**

Item deferred to the next meeting of the Council.

**14. To review and approve privacy statements**

Council reviewed amendments and **AGREED** to adopt the privacy statements as presented.

**15. To review and approve Financial Regulations**

Council noted the statutory amendments and **AGREED** to adopt the Financial Regulations as presented. It was noted that a full review of the Council's adopted Financial Regulations would take place following the outcome of the review by the National Association of Local Councils (NALC) of the 2019 Model Financial Regulations for England and Wales.

**16. To review and approve statement of internal controls including Financial Risk Assessment**

Council reviewed amendments and **AGREED** to adopt the statement of internal controls including the Financial Risk Assessment as presented.

**17. To approve Direct Debit Mandate for Annual Registration Fee to the Information Commissioners Office**

Council **AGREED** to pay the Annual Registration Fee to the Information Commissioners Office by Direct Debit and signed the mandate accordingly.

**18. To consider participation in the Big South Norfolk Litter Pick 2024**

Council agreed not to participate in the litter pick for 2024 due to a lack of volunteers but **AGREED** to organise a litter pick in 2025 and to include an item on the January 2025 agenda for consideration.

**19. To consider arrangements for the Annual Parish Meeting**

Council **AGREED** to host the Annual Parish Meeting in May, pending confirmation of availability of the Village Hall. Wednesday 15<sup>th</sup> May was recommended as the preferred date.

**20. Planning Applications:**

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

In response to planning application 2024/0100 the Council noted that the speed limit for Cookes Road was 60mph and that the response by Norfolk County Council Highways referenced requirements for vision splays for vehicle speeds of 30mph. Council **AGREED** to bring to the attention of the Case Officer for the application.

**20.2. Planning Application Ref 2024/0499:** Council was mindful to balance consideration of the business and the neighbouring residents and, taking all views into consideration, **AGREED** to submit the following comments; *"Bergh Apton Parish Council could support the retrospective application if the following changes/conditions were made: The hours of opening for any outdoor event were reduced to end before 9pm on any given day; the 12 events detailed in the application were inclusive within the number events already permitted and not additional to; all current planning constraints (numbers of attendees, noise control etc) were to apply equally to outdoor events; and that sufficient event management systems were required to be in place to ensure controls are appropriately applied."*

It was noted that any existing breach of planning conditions was a matter for enforcement by South Norfolk Council.

**20.3. Planning Application Ref 2024/0440:** Council **AGREED** to submit no comment.

**20.4. Planning Application Ref 2024/0836:** Council **AGREED** to submit no comment.

**21. Finance:**

**21.1. To note Financial Report**

The Clerk reported there was a total of £13,732.24 in the bank account, of which £9,108.26 was General Reserve and £4,623.98 was CIL Reserve.

**21.2. To note regular payment of £178.16 to A Gallant for February Salary**

The payment was noted by Council.

**21.3. To note regular payment of £177.96 to A Gallant for March Salary**

The payment was noted by Council.

**21.4. To note regular payment of £154.20 (Q3) and £133.60 (Q4) to HMRC for PAYE**

The payments were noted by Council.

**21.5. To note regular payments by Direct Debit of £3.60 and £15.59 to IONOS for cloud storage and web provision**

The payments were noted by Council.

**21.6 To consider contribution to PCC towards tree works**

The Council **AGREED** to contribute 50% of the total cost of tree works in the amount of £305.00.

**21.7 To approve payment of £85.02 to PCC for Churchyard Maintenance**

The payment was approved by Council.

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

None.

**23. Date of next meeting: Wednesday 29<sup>th</sup> May 2024**

**Meeting adjourned: 9:16pm**