

Bergh Apton Parish Council Minutes for a Parish Council Meeting Wednesday 29th May 2024 7:00pm in Village Hall

There were 1 small correction to item 2 on the minutes and after that was agreed, It was agreed these were a true record of the meeting held on the 27th of March 2024 and a such the chair signed the minutes.

9. To report progress on items not on the agenda arising from the last meeting
The provision of a parish bench has been held over till the new clerk in place.
Councillors Whitby and Warde-Aldem were actioned to review further potential site[s] for a dog waste bin further down Church Meadow Lane.
10. Presentation of County Councillor's Report: Kay Mason-Billig
No Report
11. Presentation of District Councillor's Report: John Fuller
No report
12. To review Committees and Working Groups of the Council and appoint members
It was noted that no such committees or groups are in place at present.
13. To consider appointment of Council member representatives to outside bodies
Hugh Porter: VHMC Representative
Steven Mitchell: plus one other to be confirmed for Parish Charities
14. To review banking arrangements and appoint/remove signatories as required
The Barclays mandate change form presented for signing includes removal of Amy Gallant and change of correspondence address to Steve Whitby. Remaining signatories are confirmed as Steven Whitby, Hugh Porter, and Janet Skedge.
15. To consider list of regular payments for approval, including Direct Debits and Standing Orders
The list was reviewed and approved. A possible upgrade to IONOS cloud to allow editing in the cloud app was agreed at £2.50 pcm
Proposed Cllr Whitby Seconded Cllr Price
16. To review asset register and consider quotes for insurance renewal
The Insurance renewal was approved.
Proposed Cllr Warde-Aldam Seconded Cllr Price
17. To review Model contract of employment for local councils for consideration of adoption
It was agreed that the the Council would consider the new clerk would having this contract when appointment is made.
18. To consider correspondence received regarding war memorial
It was agreed that a volunteer to look at the war memorial to see what needs doing, for example cleaning could be done. A complaint had been made to the War Memorial Trust that the inscriptions are difficult to read and there are a grant available to renovate and the volunteer would report back to the council at the July Meeting. It was agreed that Councillor Price would engage Councillor Ratcliffeto look into this.
19. To consider correspondence received regarding Church Road Parking
A letter was received on this issue, and it was asked if we could invite Saffron to address the next meeting on the issues raised, including how the work on the trees is moving forward and other issues.

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Clerk to action ASAP and to speak with the parishioner who sent the letter in that we can use excerpts from the letter in raising this with Saffron.

20. To consider correspondence received regarding request to purchase BT Kiosk
It was noted that we need to look at how we get this disconnected. It was agreed that the Council would canvas the village in the first instance as for views on the future of the box. It was proposed that we put a piece in the parish magazine on re-siting or re-purposing the phone box. An article would be put in the parish magazine – Action Councillor Whitby.
21. To consider draft plans for lectern artwork and wording
Questions on the update was raised on the lectern and this will be held over till July meeting.
22. Planning Applications:
- 22.1. To note the status of all planning applications in the Parish from 1st April 2023
The Chet Vineyard application was again brought up and the chair read out the previous comments made. It was agreed that an further comment would be added on road traffic/suitability on the approach to the Vineyard to Highways and Planning. Action Clerk to agree wording with Councillor Whitby and submit to SNDC Planning Portal. The additional comments should be made on the dangerous nature of the road and traffic movement and the increased capacity of these cars using a very narrow road. The Council agreed to request that this application be called into Planning Committee by our district councillor John Fuller to give all parties the opportunity to input directly to decision-makers. Action Clerk to agree wording with Councillor Whitby and submit.
In addition it was noted that parishioners had raised concerns over the required control of numbers attending events at the Winery not being in place. The Council agreed that we should pass these concerns to the SNDC Licencing team for them to consider. Action Clerk to agree wording with Councillor Whitby and submit.
- 22.2. Planning Application Ref 2024/1247: Demolition of existing dwelling and erection of new self/custom build dwelling, swimming pool and pool house, 3 bay cart shed and entrance at Orchard House White Heath Road Bergh Apton Norfolk NR15 1AY
It was agreed to support the application by all councillors. Action Clerk to agree wording with Councillor Whitby and submit.
23. Finance:
- 23.1. To note the Internal Audit Report and recommendations for action
The council have received the Internal audit report from the internal auditor and the clerk was thanked for her excellent presenting of the accounts and audit document. The only action noted was that the first business of the Annual Parish Council meeting should be the election of the chair, but it was second on the May 2023 agenda. This was noted for further annual parish meetings and will ensure this happens all the time from now on.
- 23.2. To consider the Certificate of Exemption for approval

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- Proposed Cllr Whitby Seconded Cllr Skedge
- 23.3. A To consider section 1 of the Annual Governance and Accountability Return (AGAR) Annual Governance Statements for approval.
The clerk took the council through the statements and all agreed were correct
Proposed Cllr Price Seconded Cllr Porter
- 23.3. B To consider section 2 of the Annual Governance and Accountability Return (AGAR) Accounting statements for approval
The clerk took the council through the accounting statements, and all agreed these were correct
Proposed Cllr Warde-Aldam Seconded Cllr Price
- 23.4 To consider the explanation of significant variances for approval
- 23.5 To note the Notice of Public Rights and Publication of Unaudited AGAR commencing Monday 3rd June 2024 – Friday 12th July 2024
- 23.6 To note regular payment of £178.16 to A Gallant for April Salary
- 23.7 To note regular payment of £78.33 to Autela for Q4 Payroll Services
- 23.8 To note regular payment of £44.40 to HMRC for PAYE
- 23.9 To note regular payment of £55.00 to NPTS for annual subscription
- 23.10 To note regular payments by Direct Debit of £3.60 and £15.59 to IONOS for cloud storage and web provision
- 23.11 To note payment to Catherine Morre for Internal audit £100.00
All payments agreed by councillors
- 23.12 To approve the payment for the refreshments for the Annual Parish Meeting £38.25
- 24 To agree items for next meeting
To note new clerk employment
- 25 Date of next meeting: Wednesday 31st July 2024