Bergh Apton Parish Co<mark>uncil Minutes for a Parish C</mark>ouncil Meeting Wednesday 29th May 2024 7:00pm in Vi<mark>llag</mark>e Hall

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

Cllr Guy Warde-Aldam

In attendance: Locum Clerk, Alan Arber and 3 members of the public.

Meeting started at 7pm

- 1. To elect the Chairman of the Council
 - Councillor Steve Whitby commented that he was happy to continue a chair of Bergh Apton parish Council
 - Proposed Cllr Price

Seconded Clir Skedge

<mark>all ag</mark>reed

- Councillor Steve Whitby duly signed the acceptance of office form witnessed by the Locum clerk
- 2. To elect the Vice-Chairman of the Council Steve Mitchell is vice chair at the moment so this item will be held over
- 3. To note the resignation of the Parish Clerk Amy Gallant has resigned as the clerk to the parish council. The Council noted that Amy was an excellent clerk and well thought of and wished her well for the future.
- To receive apologies for absence & declarations of interest Steve Mitchell and Ian sent their apologies as they are away at present. Steve Whitby had a dispensation on a Planning application to be discussed today
- To appoint a Responsible Financial Officer
 The council agreed to appoint a Locum clerk to undertake this role and Norfolk parish training and support have provided Alan Arber to undertake the locum role until a new clerk isemployed.
 All agreed this was an acceptable appointment.
- 6. To appoint a Proper Officer

The council agreed to appoint a Locum clerk to undertake this role and Norfolk parish training and support have provided Alan Arber to undertake the locum role until a new clerk is employed. All agreed this was an acceptable appointment.

7. To receive any questions or comments from members of the Public on matters on the agenda A question was raised on the potential siting of a new dog bin. An error on the minutes regarding the dog bin issue was noted and corrected. It was explained that we the council would look at a second site and once that is detailed and confirmed as potentially acceptable to NCC Highways then the Council will go back to residents for feedback on the sites. This action is held untill the new clerk is in place before the discussion with Highways and local residents in the future.

The retrospective planning application from Chet Vineyard was raised. Correspondence from parishoners who were unable to attend this meeting was read out, this correspondence is available on the SNDC Planning Portal A number of questions were raised and the Council's views on these are noted under section 22.1 below

 8. To approve the minutes of the Parish Council meeting held on 27th March 2024

 Proposed Cllr Price
 Seconded Cllr Skedge
 all agreed

Locum Clerk: Alan Arber Tel: 07813190516 Email: <u>clerk@berghapton.org.uk</u>

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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 27^{th of} March 2024 and a such the chair signed the minutes.

- 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 (
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 we	ere						
	correct							
	Proposed Cllr Warde-Aldam Seconded Cllr Price							
23.4	To consider the explanation of significan <mark>t var</mark> iances for appr <mark>oval</mark>							
23.5	To note the Notice of Public Rights and P <mark>ublic</mark> ation of Unaud <mark>ited A</mark> GAR commencing							
	Monday 3 rd June 2024 – Friday 12 th July <mark>2024</mark>							
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 paym <mark>ents by Direct Debit of £3.60 and £15.59 to IONOS for</mark>							
	cloud storage and we <mark>b provision</mark>							
23.11	To note payment to Catherine Morre for Internal audit £100.00	g						
	All payments agreed by councillors							
23.12	To approve the payment for the re <mark>fresh</mark> ments for the Annual Parish Meeting £38.25							
To agree	items for next meeting							

- 24 To agree items for next meeting To note new clerk employment
- 25 Date of next meeting: Wednesday 31st July 2024

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