

Bergh Apton Parish Council Minutes for a Parish Council Meeting Wednesday 31st July 2024 7:00pm in Village Hall

7 members of the public in attendance

1. To receive apologies for absence & declarations of interest
Apologies received from Steve Mitchell, Kay Mason Billig and John Fuller
2. To approve the minutes of the Parish Council meeting held on 29th May 2024
Proposed Janet Skedge Seconded Sue Price all agreed
3. Presentation of County Councillor's Report: Kay Mason-Billig
Kay Mason Billing sent a short report, and this will be dealt with under A146 safety concerns later in the meeting.
4. Presentation of District Councillor's Report: John Fuller
No report Received
5. To elect the Vice-Chairman of the Council
Deferred to sept meeting
6. To appoint a Responsible Financial Officer
Deferred to sept meeting
7. To appoint a Proper Officer
Deferred to Sept meeting
8. To receive any questions or comments from members of the Public on matters on the agenda
A parishioner gave a rundown of the new revised planning application to the meeting for The Winery. The revised planning application includes the revised time and number of people allowed to the events. The comments on noise and parking have been raised at recent parish council meetings and the parishioner commented that the issues raised equate to the south side, but these events would be held on the north side causing less noise issues. Parking has been improved with over 50 spaces now in place.
The chair commented that the increase in traffic had been raised by parishioners at previous meetings. The Chair also updated that the Parish Council had made a number of requests to take this application to planning committee, but this has been declined by Lord Fuller.
It was suggested by Cllr Porter that access to the winery should be directed to come from Thurton via White Heath Rd, it was stated that signage and directions to the winery on the website already covered this.
The chair noted the recent South Norfolk DC Environment Quality team comment (available on the SNDC Planning Portal).
The parish council agreed to check with SNDC Planning whether it was now planned to take this case to Committee, and if not, then to request again that it is. **Action: Parish Clerk.**

Bergh Apton Parish Council Minutes for a Parish Council Meeting Wednesday 31st July 2024 7:00pm in Village Hall

A parishioner made comments that he still felt that the dog waste bin requested for Church Meadow Lane was not required as he had detailed at previous meetings. The chair detailed the Parish Council's plans to seek local views on whether the facility is wanted and if so then preference on 3 potential sites. **Action: Clerk to distribute a request for views to households in Church Meadow Lane and Threadneedle Street in Bergh Apton. Also to place temporary marker posts to indicate possible locations.**

9. To report progress on items not on the agenda arising from the last meeting

Provision of a bench on Scop Hill

Action: Councillor Skedge to arrange site visit

Disposal of Telephone Box-update consultation of parishioners

A request for views on this has been included in the parish newsletter, as yet no responses have been received.

Update on War Memorial condition

The condition of the war memorial has been looked at and on the north side its worn, but the south side is okay. **Action: Cllr Ratcliffe would undertake sympathetic cleaning.**

Update on Rooks and tree surgery. Note Planning application and Saffron Correspondence

The clerk has received correspondence from Saffron on this confirming that any further work will be attended to, when necessary, as part of routine maintenance.

Update correspondence receive in respect of speeding traffic on Lion Lane and Nursery Road

A conversation has taken place between the correspondent and Cllr Porter. It was noted that there is no warning sign for the junction with Birch Way. **Action: Clerk to request installation of a junction warning sign on Lion Lane for the junction with Birch Way.**

Update on A146 road safety concerns

Kay Mason Billing has attended the joint meeting with Thurton and Ashby Parish Councils and agreed to fund a traffic survey to help determine the measures that are needed to improve A146 safety. NCC have agreed to increase roundels on the road as part of routine maintenance. Kay reported to this meeting that she has chased NCC for a date for the survey.

Questions were raised on whether a 30MPH limit could be set on The Street in Bergh Apton, it was noted that plans have been on hold to request a further site visit now that house construction has been completed and the development at the former blockworks has been approved in the Village Clusters proposals. **Action: incoming Clerk to arrange site visit from NCC Highways Engineer and inform local residents once the date is set.**

Bergh Apton Parish Council Minutes for a Parish Council Meeting Wednesday 31st July 2024 7:00pm in Village Hall

To note Sam2 data report

The SAM 2 data has been provided and it was noted that the scheme had captured 9980 vehicles at its location with 3535 over the 30-mph limit which is worrying.

It was asked if the details could be looked over time in older months to see whether the Speed watch was having a material impact. **Action: Cllr Sue Price to contact Mike Rimmer with a view to creating a graph/report of speeding trends over time.**

10. To consider appointment of Council member representatives to outside bodies
The Council is awaiting a nomination for an appointment to the Parish Charities.

11. To review banking arrangements and appoint/remove signatories as required and to amend parish council trading address.

Barclays mandate changes have been made and it was agreed that we would change the trading address of the account to:

Gravel Pit Farm,
Gravel Pit Lane,
Bergh Apton
NR15 1AX

Proposed Janet Skedge Seconded Hugh Porter all agreed

12. To review and adopt NPTS Standing Orders and Financial Regulations

The locum clerk had updated these and after a short discussion it was agreed to defer both documents to ensure all councillors are happy with them with a view to adoption in the Sept meeting.

Action: Clerk to update SO with points raised at this meeting and redistribute for comment from Councillors ahead of next meeting.

13. To consider any applications for items allowed on the Parish partnership scheme.

Closing date is 6th December to submit.

A discussion was held on this, and it was felt that a solar panel for lights in the bus shelter could be considered. It was agreed to consult with parishioners on the corner of A146 Mill Road and Hellington Corner to ensure that proposed lighting would not cause concern. **Action: Cllr Sue Price to organise consultation with Hellington Corner residents as a first step.**

14. To consider the Play inspection Report

No serious issues were reported, and all risks are noted.

It was noted that the signage is not adequate and that the bark chippings need checking for depth.

Action: Cllr Ratcliffe to facilitate getting signage installed and to review the need for further bark chippings

Bergh Apton Parish Council Minutes for a Parish Council Meeting Wednesday 31st July 2024 7:00pm in Village Hall

15. To consider the draft plans for the Lectern artwork and wording

Deferred to next meeting

16. Planning Applications:

16.1. To note the status of all planning applications in the Parish in the period since the last meeting.

16.2. Planning Application Ref 2024/1844 Bells Cottage 2 Mill Road Bergh Apton Norfolk NR15 1BQ

Proposal: Remove old oil tank and install replacement bunded oil tank to side of house

No comments were made on this.

17. Review clerk's PayScale band

It was agreed that the clerk's salary would be increased to SCP15 from SCP8.

Action Cllrs Porter and Whitby to:

- review and prepare Clerk Contract of employment,
- provision of a BAPC laptop,
- confirmation of holiday pay,
- requirement for, and cost of, new Clerk training
- start date for employment for the new Clerk.

The meeting noted the need to proceed with Clerk appointment in anticipation of formal confirmation in role at the next meeting.

18. Finance:

18.1 To approve payment to Locum Clerk A Arber

It was agreed to pay the locum clerk once locum duties and handover are finished.

18.2 To approve payment to NPTS for Chairs Training £60.00

18.3 To approve payment to Ionos for May/June and July support £65.97

18.4 To approve payment to Autela for Payroll services £62.42

18.5 To approve payment to Play safety for annual play area inspection £117.00

18.6 To approve payment to Amy gallant for final salary payment £184.18

18.7 To note Parish Councils financial standing and receive a financial report from the locum clerk

The locum clerk produced a financial report for the council from the limited bank statements that were provided, and all agree to accept this

Proposed Sue Price Seconded Janet Skedge All agreed

The clerk also reported that he had applied for the vat refund from 2023-2024 of a total of £419.98

The locum clerk also commented that he had built the new 2024-2025 Finance workbook from the information provided

19. To agree items for next meeting

To discuss and adopt Standing Orders

To discuss and adopt Financial Regulations

Bergh Apton Parish Council Minutes for a Parish Council Meeting Wednesday 31st July 2024 7:00pm in Village Hall

Finalise the approach to or rejection of a Dog Waste Bin on Church Meadow Lane
Clerk, RO and RFO appointment
Clerk Training
Clerks Contract and start date
Provision and funding for a BA Parish Council Laptop.

20. Date of next meeting: Wednesday 25th September 2024

The meeting noted its ongoing thanks to Locum Clerk Alan Arber for his support.

Meeting closed at 9pm