

Minutes of the Bergh Apton Parish Council Meeting on Wednesday 25th September 2024 at 7.00 pm

5 Councillors in attendance

1. To receive apologies for absence & declarations of interest.
**Apologies from Cllr Ratcliffe, Cllr Mitchell, Cllr Lord Fuller & Cllr Mason-Billig
All agreed to accept.**
2. To approve the minutes of the Parish Council meeting held on 31st July 2024
**The minutes were agreed as a true record of the meeting held on the 31st July 2024
These were duly signed by the Cllr Whitby Chair at the meeting**
3. Presentation of County Councillor's Report: Kay Mason-Billig
No report submitted
4. Presentation of District Councillor's Report: John Fuller
No report submitted
5. To elect the Vice-Chairman of the Council
6. To appoint a Responsible Financial Officer: **Renata Thornber appointed
Proposed: Cllr Price Seconded: Cllr Warde-Alder**
7. To appoint a Proper Officer: **Renata Thornber appointed
Proposed: Cllr Price Seconded: Cllr Warde Alder**
8. To receive any questions or comments from members of the Public on matters on the agenda. **Two Parishioners who live opposite site 1 consider a dog bin unnecessary, an unsightly object and are most unhappy about the installation of this.**
9. Agree next steps for Church Meadow Lane dog waste bin, following public consultation which resulted in one vote for no dog waste bin, 2 votes for site 1, 14 for site 2 and 4 for site 3. **The final result of the public consultation demonstrated: 3 in favour of site 1, 17 in favour of site 2 and 4 for site 3. Action: Clerk to approach Street Furniture/Highways to implement the siting of the dog bin at site 2**
10. 10.1 Agree next steps on Scop Hill Bench installation following site **Cllr Whitby to ask John Ling who is likely to deal with this. The location of the bench would be where the two main paths in the landfill area meet**
10.2 Update on the War memorial condition. **Cllr Ratcliffe dealt with cleaning**
10.3 Update on road safety on Lion Lane and Nursery Road. **Cllr Whitby and Clerk to establish what enquiries made by locum clerk and then progress this.**
10.4 Update on A146 road safety concerns. **Hellington Corner. Cllr Skedge querying progress on what happened at Hellington Corner. Cllr Whitby thinks Notices of Intent awaited. Clerk to ask Highways or Cllr Mason Billig for update**
10.5 To note SAM2 data Report – analysis over time **Cllr Price to meet Mike Rimmer to discuss following which meeting Cllr Whitby to prepare a chart on this should one not be available**
10.6 Updated position on Winery application and request for consultation **Further information from Ellie Yarham at SNDC Planning awaited. Cllr Warde; Aldam raised the question with Cllr Lord Fuller who explained that for planning to go to full committee meeting is a major task.**

South Norfolk Planning Department email of the 10th September stated:

“In terms of the application being heard at committee, there are specific reasons as to why an application is reported to committee which is outlined in the Council’s Constitution.

These are as follows:-

- 1.1.1 The Local Member has requested that the application be determined by the Development Management Committee for appropriate planning reasons.
- 1.1.2 The applicant is known to be a member, employee or close relative of a member of South Norfolk Council or Broadland District Council and the application has received one or more objections and/or is contrary to policy. Close relative is defined as spouse, partner, parent, parent-in-law, son or daughter.
- 1.1.3 The officer who would normally make the decision knows that a member or employee of South Norfolk Council has a declarable pecuniary interest in the application.
- 1.1.4 Either the Director of Place, the Assistant Director – Planning or the Chairman of the Committee consider in their own capacity or following compelling reasons from a member that there are exceptional circumstances which warrant consideration of the proposal by committee.
- 1.1.5 The proposal has potential to generate employment, but the recommendation is for refusal.
- 1.1.6 The proposal has potential to result in the loss of employment, but the recommendation is for approval.”

Owners of neighbouring properties who still had grievances may have to consider approaching their local MP.

11. Targeting introduction of 30 MPH on the Street – to have approach agreed. **The Street is very narrow in certain areas where there are more houses and it is dangerous for vehicles turning out of driveways into The Street. Also consideration needs to be given to the blind bend where The Street meets Church Road especially with blockworks works commencing in the future. It may be more appropriate to have a 20 mph speed limit rather than 30 mph. It was considered that help and support may be needed from the Parishioners themselves to assist. Cllr Whitby felt we should put something in Bergh Apton Broadcast newsletter to the effect we want to form a committee to get a speed limit implemented along The Street. The speed restriction would ideally start west of the blockworks site to the east of the local authority houses in addition to The Street itself to the junction with Threadneedle Street and on Cooks Road itself to the end of the trees where the road straightens. Cllr Whitby to prepare wording for the entry for Broadcast.**
12. Disposal of former Telephone box – update on consultation with parishioners. Consider offer from Angela Rowe of £250.00 for this. **The Council is happy to agree the disposal of this. Proposed: Cllr Warde-Alder Seconded: Cllr Price. Clerk to establish if it has electricity connected and write to Angela confirming we agree to a disposal. The Council is obliged to get best price therefore we will advertise for sealed bids in Bergh Apton Broadcast. Movement of the telephone box to be at buyers cost. Cllr Whitby to attend to this with help of Clerk**
13. To consider a Parishoner’s email of 29.8.2024 to Saffron Housing concerning dangerous uneven pavement, lack of care to the area around the Verena Murtagh sculpture and maintenance/care of the Saffron Housing area on Church Road. **We share the Parishioners concern. Clerk to email Saffron in one month’s time for update on proposals if we haven’t heard from Parishioner that she has had any positive feedback from Saffron. The Council feel the pavements are unsafe and if Saffron do not appear to deal with this we will have to consider taking the matter further**
14. To consider appointment of Council member representatives to outside bodies. One person to be nominated and added to Parish Charities trustees.
15. To agree to appoint Parish Clerk as signatory on the Bank account. **Agreed. Proposed: Cllr Whitby Seconded: Cllr Skedge Cllr Whitby to speak with Bank regarding the mandate.**

16. To review and adopt updated NPTS Standing Orders and Financial Regulations **Cllr Whitby proposes adopt version of both policies as per drafts issued by NTS and circulated for the July meeting. Roll forward date needs updating. Additions duration of meetings will be 2 hours and members of the public limited to speak for 5 minutes. If meetings exceed 2 hours that standing order can be suspended. Internal control officer Cllr Mitchell offered to do this therefore we will revert to Cllr Mitchell when he is back. Proposed: Cllr Whitby Seconded Cllr Warde-Aldam**
17. To consider any applications for items allowed on the Parish Partnership scheme. **Stockton PC to get back to Cllr Price on lighting for bus shelter at Hellington Corner. Cllr Price to go back to Clerk at Ashby and Thurton PC to see what information they have.**
18. To consider draft plans for lectern artwork and wording **Held over to future meeting**
19. To agree approach to acquiring a printer for use by the Clerk **Cllr Whitby found printer with John Lewis with a printing package Spend £220.00 with printer double side printing, scanner and has thousands of pages of ink so cheaper in the long run. Ink included at the outset and refills available Agreed to proceed with the purchase. Proposed Cllr Whitby Seconded Cllr Skedge**

20. Planning Applications:
 - a. To note the status of all current and recently closed planning applications in the Parish **Planning granted for Orchard House on Whiteheath Road**
 - b. Any planning applications which are pending the Council making comments.
 - c. Consider Planning Applications that come in after agenda is posted
21. Finance
 - a. To approve payment to A Arber for Locum Clerk - **approved subject to checking timesheet**
 - b. To approve payment to NPTS for Clerks Training £80.00 **approved**
 - c. To approve reimbursement to Steve Whitby for computer for Clerk £591.48 **approved**
 - d. To note regular payments by Direct Debit of £3.60 and £15.59 to IONOS for cloud storage and web provision.**approved.**
 - e. To approve salary payment to R Thornber **approved.**
 - f. To approve expenses payment to R Thornber **approved**
 - g. To agree that any overtime for R Thornber occurring in a month when there is no meeting is agreed with the Chairman and one other Councillor (to be decided) to enable payment to be made to her and avoid falling foul of accounting rules **.Approved. Proposed: Cllr Warde-Aldam Seconded Cllr Porter**
 - h. To approve payment to SNDC for annual dog bin emptying £218.40 **approved**
 - i. **Payment made to Village Hall for the Hire £72.00 approved and this will be added to the agenda in the next meeting to note the payment**
22. To note councils financial standing and to receive a financial report from the clerk. **Clerk to distribute the updated Financial Report**
23. To agree items for next meeting:
 - 23.1 Sponsorship of Bergh Apton Broadcast and cheque for £115.00 **Clerk to reply to Jenny Lovatt confirming we will raise the cheque at the next meeting and we expect this to be able to continue support as previously given**
 - 23.2 To consider appointment of internal control officer.

24. Agree provisional dates for 2025 Parish Council meetings. **Meetings to be a week before the Bergh Apton Broadcast copy dates Clerk to liase with Hilary Ling regarding available meeting dates for first Wednesday in every other month commencing with January 2025 meeting.**
25. Date of next meeting: Thursday 28th November 2024 at 7.00 pm

