

**AGENDA BERGH APTON PARISH COUNCIL MEETING WEDNESDAY 3<sup>rd</sup> SEPTEMBER 2025 AT THE  
VILLAGE HALL AT 7.00 PM**

Councillors are summoned to attend the above meeting and all members of the press and public are welcome to attend.

1. To receive apologies for absence and Declarations of Interest.
2. Co-Option of Parish Councillor Martin Graystone.
3. To approve the minutes of the Parish Council meeting held on 2<sup>nd</sup> July 2025
4. Presentation of County Councillor Kay Mason-Billig: Email with general report received on 9<sup>th</sup> July 2025 and circulated to Parish Councillors - not specific to Bergh Apton
5. Presentation of District Councillor Report: John Fuller – No report received as at date of meeting.
6. To receive any questions or comments from members of the Public on matters on the agenda
7. To report progress on items on the agenda arising from the last meeting (Clerk's Report):
  - (i) Progress on removal of Phone Box – Buyer advised base removed and UK Power Network made site safe.
  - (ii) Progress on bus shelter lighting works and funding. Cheaper quotation for installation received from Redhill Services Ltd. Site Clearance required before work can commence. J Parfitt to attend to this and quotation for clearance work awaited. Application for funding submitted to SNDC.
  - (iii) ROSPA Survey/Report – Parish Council advised on essential works. Glueing of rubber surface a priority and items of timber decay need assessing and further rubber surface on bottom platforms of multiplay area. K Parfitt advised Clerk he is in process of organizing bark – quotation for that awaited.
8. Play area inspection and maintenance/clearing provisions required
9. Village assets – Rota for inspection condition review ahead of Parish Council Meetings suggested by Sue Price.
10. Update on Lectern Works and indication of further costs awaited.
11. Flagpole gifted to Village Hall noted.

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**12. Planning Applications:**

- 12.1. To note the status of all current and recently closed planning applications in the Parish:
- 16.1.(a) Planning application for demolition and build of replacement dwelling at The Cottage Threadneedle Street Ref 2025/1397
- (b) J Hemmant Application Change of Use 2024/0499 For events up to 50 at The Winery, Loddon Road, Bergh Apton and Chance of use.
- (c) R Forman's application Lane East of Village Hall Cookes Road. Revised Consultation Date awaited
- (d) TPO 2025 No. SN0735 Trees Land East of Village Hall Cookes Road application by South Norfolk. Order Issued with details and plan dated 4<sup>th</sup> August 2025
- (e) 2023/2188 Land East of Millers Cottage on Mill Road, variation of planning conditions relating to positioning of property and windows.
- (f) Mr P Abel Application ref: 2025/1750 - enlargement of ground and first floors including detached garage at Orchard End, Church Meadow Lane with raised roof to create rooms in the roof with dormers and 1.5 storey side and front extension and detached garage.
- (g) P Lodge – 2025-2026 Application for Planning for Extension to Storage unit for additional floor space for storage at T Farrow Construction Depot on Welbeck Road
- (h) Dembicki 2025/2208 Single storey annexe together with external alterations St Martins House, The Street, Bergh Apton
- (i) Mr O Snailum 2025/2356 Request for planning for single-storey side extension and rear extension to garage at Ebony View, Prospect Place, Norwich Road Bergh Apton
- (j) Mr & Mrs Milligan 2025/2410 – Two Storey side and rear porch extensions at White Heath Cottage, White Heath Road, Bergh Apton
- 12.2. Any planning applications which are pending the Council making comments?
- 12.3 Consider any Planning Applications that come in after agenda is posted.

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13. Targeting introduction of 30 MPH on the Street – Update on Steering committee August meeting and next steps.
14. Biodiversity Report: Tree Survey Report awaited. – Update from Hugh Porter.
15. Tree in poor condition at land adjoining Dodgers Lane – any information as to land ownership?
16. Norfolk Constabulary – Operation Radium – Request for Support with Trigger Plan and notification of scheme in Bergh Apton Broadcast.
17. New Community Engagement Officer – PC Hayley McNeil. Attendance at Parish Council Meeting 5<sup>th</sup> November 2025 suggested.
18. Review of Parish Council Governance: Following items reviewed and to be adopted.
  - (i) Sam 2 Risk Assessment –Agreed by M Rimmer and no objections from R Phillips
  - (ii) BAPC Risk Assessment – addition of GDPR observance
  - (iii) Statement of Internal Controls year ending March 2026.
  - (iv) Freedom of Information Model Publication Scheme as circulated by email to Councillors August 2025 to be adopted
  - (v) Code of Conduct
- Publication of such Governance Policies as required on the Website and list of Councillors details
19. SAM 2 servicing – Westcotec basic fee £45.00 plus VAT, servicing requires delivery and retention by them of equipment. Further potential costs if faults identified.
20. Allocation of CIL funding – £2473.33 remaining, (disregarding allocated funds) – Amount needed for bus shelter lighting £341.80
21. Finance: Accounts Reconciled and Reconciliation Statements circulated to Councillors.  
Payments:
  - (i) Monthly payments to Ionos for website and cloud storage £6.50 and £15.99
  - (ii) SCS Payroll fee of £15.00
  - (iii) Payment to HMRC Tax on R Thornber Salary for months of August and September
  - (iv) Clerk's salary for August (including any July overtime and back-dated government rise) and September (including August overtime).
  - (v) Reimbursement to J Ling for Flagpole £113.40
22. CORVUE enforcement reports.
23. Items of Confidential Nature: Clerk's pay review and monthly on-line payment provision
24. Items for the Agenda for November meeting :-
25. Next Meeting Wednesday 5<sup>th</sup> November at Bergh Apton Village Hall at 7.00 pm

Prepared by Clerk Renata Thornber.