

**MINUTES BERGH APTON PARISH COUNCIL MEETING WEDNESDAY 3rd SEPTEMBER 2025 AT THE
VILLAGE HALL AT 7.00 PM**

Parish Councillors Present: Sue Price (Chair), Guy Warde-Aldam, Angela Whiskerd, Janet Skedge, Hugh Porter, Martin Graystone, Clerk: Renata Thornber and 1 member of the Public

1. To receive apologies for absence and Declarations of Interest. **Apologies received from Steve Mitchell**
2. Co-Option of Parish Councillor Martin Graystone.

Proposed: Janet Skedge

Seconded: Angela Whiskerd

3. To approve the Minutes of the Parish Council meeting on 2nd July 2025 **Due to Guy Warde-Aldam chairing the previous meeting the approval of these Minutes proposed.**

Proposed: Guy Warde-Aldam

Seconded: Hugh Poter

Accepted and signed by Sue Price

4. Presentation of County Councillor Kay Mason-Billig: Email with general report received on 9th July 2025 and circulated to Parish Councillors - not specific to Bergh Apton
5. Presentation of District Councillor Report: John Fuller – **No report received**
6. To receive any questions or comments from members of the Public on matters on the agenda.

Questions raised concerning the speeding and increased level of traffic in the village. Village Speedwatch committee to arrange a meeting and Martin Graystone happy to participate in this group and he raised valid points about further increases in traffic around the Village Hall where there is the childrens play area especially when there are additional events at the Village Hall such as childrens parties. Various groups meet weekly at the Village Hall for recreational purposes such as pilates, dog training, yoga, coffee mornings etc. At these times the traffic becomes heavier in a narrow 60 mph area and the situation is the same for the road in front of the village Church which hosts funds raising events as well as Church sevice.

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. **Matter finalized.**
 - (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. **ACTION: Hugh Porter and Guy Warde-Aldam will jointly deal with the clearing 11.00am Sunday 7th September. The bus stop sign could do with a clean also.**

Sue Price to advise J Parfitt that the Councillors are most happy to attend to the clearance.

Angela Whiskerd will ask Redhill dealing with the installation to get the work booked in and materials ordered.

- (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

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on bottom platforms of multiplay area. K Parfitt advised Clerk he is in process or organizing bark – quotation for that awaited.

The Parish Council wish to use Norfolk County Council for the inspection in 2026 as their reports more succinct and inspection costs less.

Janet Skedge's husband David has inspected the timbers of play equipment and thought these were satisfactory.

ACTION: Clerk to chase Kevin Parfitt regarding the bark to establish where we can buy it from and the quantity so the Council can organize this (so any VAT can be reclaimed) and Kevin could deal with the spreading of this. Rubber surface to be checked once the bark is laid.

8. Play area inspection and maintenance/clearing provisions required. **ACTION: Clerk to prepare a Rota for inspection of the equipment and maintenance such as clearing of thistles and weeds three times a year before next Parish Council meeting at that time.**
9. Village assets – Rota for inspection condition review ahead of Parish Council Meetings suggested by Sue Price. **ACTION: Clerk to prepare Rota for inspection and any suggested maintenance for all listed Village assets twice a year such inspections to take place in advance of a Parish Council meeting.**

As to the Defibrillator Clerk to establish with Hilary Ling the regularity of checking of the equipment (believed to be every 2 weeks) and potential to purchase an additional set of pads as spares, together with the expiry date of the equipment battery.

ACTION: Clerk to establish ownership of all benches in the village so the Parish Council is certain as to which are within their ownership.

10. Update on Lectern Works and indication of further costs awaited. **Costings from John Ling awaited.**
11. Flagpole gifted to Village Hall . **Noted.**

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 **No further notifications received.**
 - (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.

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South Norfolk planning portal possibly not updated yet and no further information received by the Parish Council.

(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 4th August 2025

(e) 2023/2188 Land East of Millers Cottage on Mill Road, variation of planning conditions relating to positioning of property and windows.
No objections.

(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. **No objections.**

(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 **No objections.**

(h) Dembicki 2025/2208 Single storey annexe together with external alterations St Martins House, The Street, Bergh Apton **No objections.**

(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 **No objections.**

(j) Mr & Mrs Milligan 2025/2410 – Two Storey side and rear porch extensions at White Heath Cottage, White Heath Road, Bergh Apton **No objections.**

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.

White Willows The Street Bergh Apton – **Parish Council recently notified of character changing works to the garage of this Listed Property but on checking do not recall seeing any planning request for such work. ACTION: Clerk to establish the requirement on the part of the Parish Council with NPTS**

13. Targeting introduction of 30 MPH on the Street – Update on Steering committee August meeting and next steps. **No further progress over summer.**

The Parish Council has received information that Government Directive states all villages are to be 30 mph around the centre of the Village, Bergh Apton is spread out but the areas where the Village Hall and play area for the village are located and The Street towards the Church are

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regarded as central areas for the Village. Considerable activity takes place at the Village Hall where the play area is located. Consideration must be given to the increase in large heavy traffic when The Blockworks is developed and the increased number of vehicles in the village when the development is completed and people move into the properties. In the countryside 2 vehicles per household seems usual.

ACTION Sue Price to contact MP Ben Goldsborough, Kay Mason-Billig and Gary Overland (NCC Highways) to arrange a site meeting to discuss the response to the questionnaire circulated in the village concerning speed/traffic concerns.

ACTION: Sue Price to collate the SAM 2 information and obtain details from Hilary Ling of the activities at the Village Hall and number of childrens parties there etc

14. Biodiversity Report: **Tree Survey Report outstanding.** Various active organisations in the village such as Conservation trust on forest and farm land, Waveney Valley for the bee land and Church land. Hugh Porter has seen and considered the Reports from the neighbouring villages. Decision needed on what information collated is to be utilized to update the report. Agreed to postpone the finalization this as AGM of conservation trust awaited and this matter can be put on Agenda for January.
15. Tree in poor condition at land adjoining Dodgers Lane. **Ownership of the land is not known.** Guy Warde-Aldam inspected the dead ash tree. **ACTION** Clerk to email South Norfolk about this and to seek clarification as to who can deal with this
16. Norfolk Constabulary – Operation Radium – Request for Support with Trigger Plan and notification of scheme in Bergh Apton Broadcast. **ACTION: Clerk to email to Jenny Lovatt with such notification for the Newsletter.**
17. New Community Engagement Officer – PC Hayley McNeil. Attendance at Parish Council Meeting 5th November 2025 suggested. **Email received today that we have a Beat Officer, Clerk emailed requesting contact details for such Officer**
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) LGA Code of Conduct as on hard drive dated 3rd December 2020 updated 19th January and 17th May 2021

Adoption of these updated policies: Proposed: Guy Warde-Aldam Seconded: Sue Price

ACTION: Clerk to arrange these to be uploaded to website with updated Councillors List

Steve Mitchell suggested Cyber Security be considered – Sue Price will check the position at her Chair training and make enquiries with Steve Whitby

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. **Parish Council decided no need for servicing at the present time as everything appears to be working satisfactorily.**

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20. Allocation of CIL funding – £2473.33 remaining, (disregarding allocated funds) – Amount needed for bus shelter lighting £341.80

ACTION: Clerk to check with Steve Whitby the history the allocated church funding and road signage at Prospect Place listed of earmarked CIL.

Sue Price would also check with Shirley Rimmer who represents the Church.

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. **Noted.**

23. Items of Confidential Nature: Clerk's pay review and monthly on-line payment provision. **The Council members praised the clerk for how well she has settled into her new role over the past year. Change to Pay Scale 16.**

Proposed: Sue Price

Seconded: Janet Skedge

Everyone satisfied with payment of invoices by BACS.

24. Items for the Agenda for November meeting :- **Nothing specific**

25. Next Meeting Wednesday 5th November at Bergh Apton Village Hall at 7.00 pm

Meeting closed at 7.45 pm.