

**MINUTES BERGH APTON PARISH COUNCIL MEETING WEDNESDAY 5TH NOVEMBER 2025 AT THE
VILLAGE HALL AT 7.00 PM**

Parish Councillors Present: Sue Price (Chair), Guy Warde-Aldam, Angela Whiskerd, Janet Skedge, Hugh Porter, Clerk: Renata Thornber and 2 members of the Public.

1. To receive apologies for absence and Declarations of Interest. **Apologies received from Steve Mitchell, Martin Graystone and John Fuller**
2. To approve the minutes of the Parish Council meeting held on 3rd September 2025

Proposed: Angela Whiskerd Seconded: Janet Skedge

Accepted and signed by Sue Price.

3. Presentation of County Councillor Kay Mason-Billig and/or District Councillor John Fuller: Parish Report of Kay Mason Billig received on 13th October and circulated to Parish Councillors. Not specific to Bergh Apton. **Noted.**
4. To receive any questions or comments from members of the Public on matters on the agenda

Resident raising concerns about speed in the village. Sue Price has spoken with Gary Overland of Norfolk County Highways who advises her that we would not be considered for assessment as the village does not fulfil the criteria in the Norfolk County Council's Speed Management Strategy. The criteria is there must be continuous development on either side of the road and from the plans they refer to, they consider there has not been any significant change in development along the streets. To achieve 30 mph speed limit this would need to be linked in with some development at the time of a planning application and applied for at such time. This is presently the only way villages are getting speed limits reduced under the current speed management strategy. Sue Price has emailed South Norfolk MP Ben Goldsborough MP who is presently running a campaign for village speed limits. Sue Price has prepared an article to go into the Parish Newsletter advising villagers of the position as those residents who completed the speeding questionnaire should be kept apprised of the position. The Parish Council is concerned that the Street views Norfolk County Council are relying on are not current. Furthermore, the resident raising this concern feels that no consideration is given to bus stops where children wait for school buses. **ACTION: Sue Price to approach the person who sets the strategy/criteria as its possibly out of date and establish if strategy varies from county to county.**

5. To report progress on items on the agenda arising from the last meeting (Clerk's Report):
 - (i) Progress on bus shelter lighting works: **Redhill installed solar lighting but control panel faulty. Replacement equipment awaited from the suppliers Marlec. ACTION: Clerk to put bus shelter lighting onto the village Asset list.**
 - (ii) Dog bins and benches inspected and all in order.
 - (iii) Steve Mitchell's email concerning damaged rock on climbing wall. Discuss Janet Skedge's email regarding the sourcing of such rocks for replacement purposes. **Lambert engineering can supply the screws to fix the rocks. ACTION: Janet Skedge to inspect play equipment and confirm to Clerk how many rocks need replacing. Clerk to source replacement rocks and screw fittings and confirm costs.**
 - iv) Steve Mitchell's inspection and testing of the gym equipment. **Parish Council noted that this appears to be in order.**

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(c) Bus shelter needs replacement damaged panel and guttering needs repairing. **ACTION: Janet Skedge to ask Ed Reynolds if he can undertake these works and obtain costings.**

6. ROSPA Survey/Report – The Parish Council expressed thanks to Kevin Parfitt for his help with the delivery and spreading of the bark. Some Parish Councillors also assisted with the spreading of the bark so the situation could be assessed. It was decided that there is presently sufficient bark and this facilitates the swing rubber base which does not need glueing. The bark covering is to be monitored as affected by use. No rubber has ever been on the bottom platforms of the multiplay equipment previously and the Parish Council do not think there is the need for this. **ACTION: Clerk to look into Notice that children must be supervised in the play area and on the equipment at all times and play at own risk.**

7. Note that Projector, formerly a Parish Council asset, with agreement of the Parish Councillors has been gifted to the Village Hall in view of the use of this item by various village organisations and the overseeing and storage by John & Hilary Ling. **Position noted in minutes and asset register amended accordingly by Clerk.**

8. Update on Lectern Works. Cost for Lecterns themselves being quoted as £329.78 for materials. Agreement to be reached regarding payment to John Lester for labour. **Decision by Councillors made that we meet his costs of £100.00 per lectern. ACTION: Clerk to notify John Ling who is in touch with John Lester regarding these works.**

Proposed: Janet Skedge

Seconded Guy Warde-Aldam

9. Assertion 10 requirements in connection with Agar and adoption of IT policy. **Drafted policy as circulated to the Councillors is agreed by all Councillors and adopted 5/11/2025 Signed off by Sue Price as Chair. ACTION: Clerk and Steve Whitby to participate in Assertion 10 training courses with NPTS.**

10. Planning Applications:

10.1 To note the status of all current and recently closed planning applications in the Parish:

- (a) L Boyle, applications for Timber Shed structures at The Old Rectory The Street Bergh Apton ref 2025/2709 and 2025/2710. Application for retrospective consent ref 2025/2710 withdrawn. **SUBSEQUENT** Planning application for 3 sheds and installation of hard standing and entrance gates (part retrospective) Ref 2025/2709

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(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. **Note: The Parish Council should hear on the 12th November 2025 if this matter is going before the planning committee on 19th November 2025.**

- Any planning applications which are pending the Council making comments? **None.**
- Consider any Planning Applications that come in after agenda is posted. **None.**
- Targeting introduction of 30 MPH on the Street – Update on Steering committee September meeting and next steps. **Refer to Item 4 in these Minutes.**
- Hugh Porter’s report following visit to Thurton Village Hall to attend the new Oxygen Chamber opening event. **Hugh Porter found this facility very interesting and impressive. ACTION:** Hugh Porter to provide poster to Jenny Lovatt for placing in Bergh Apton Broadcast.
- Biodiversity Report: Tree Survey Report and other information available. **A lot of information obtained. Working party needed for this. Placement of Swift boxes to be requested in the planning process for all new developments. When the Biodiversity Report is completed it needs to be reviewed every 5 years. Not a key governance policy document but some information for the village to be useful. ACTION:** Sue and Janet to assist Hugh Porter with preparing the Report
- Tree in poor condition at land adjoining Dodgers Lane Reported to Norfolk County Council who posted notification for land owner to fell tree failing which they could take the felling into their own hands. **Tree cut down by the Council.**
- Absence of Steve Mitchell for 2026 to be between the 9th March 2026 and 1st July 2026 – To be agreed. **Understanding and agreement by all Councillors.**
- Proposed: Sue Price Seconded: Hugh Porter**
- New Community Engagement Officer – PC Hayley McNeil. Attendance at Parish Council Meeting 5th November 2025 suggested. No response received **ACTION : Clerk to invite PC McNeil to the January Parish Council meeting.**
- Ranger service –Reported potholes in laybys on Cookes Road and this appears to be in hand. Thank you very much Guy for clearing the overgrown vegetation obscuring the highways signs close to Dodgers Lane. **Potholes repaired. Thanks to Guy Warde-Aldam for clearing the overgrown vegetation. Sue Price has walked footpaths and two signs present are leaning so are in need of attention. ACTION:** Sue Price to provide plan to Clerk showing the location so she can invite the Rangers to attend to this.

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- 18 Allocation of CIL funding – £547.56 which was previously allocated to church resurfacing work not required therefore utilized to purchase bark for play area at cost of £535.20. Sum of £323.09 earmarked for signage at Hellington corner not required therefore to be utilized towards bus shelter lighting work costing £341.80. Total CIL amount remaining is £3134.78 of which £649.09 is allocated as to £323.09 for bus shelter lighting and £326 Lecterns leaving an unallocated amount of £2485.69. **John Lesters costs for the two Lecterns amounting to £200.00 from CIL and allocate to the play area signage and bark £1000.00, further allocation of CIL funds defibrillator pads and battery £500.00**

Proposed: Sue Price

Seconded: Angela Whiskerd

- 19 Draft Budget – Sue Price and Renata are in process of drafting this. Considerations to contributions to the Church to be determined for the purpose of the budget. Consideration in budget for asset repairs/maintenance. Sue and Renata will go through this with Steve Mitchell upon his return. **ACTION: Sue Price and Renata Thornber to meet with Steve Mitchell to set budget prior to next meeting.**
- 20 S Whitby's assistance with the Website acknowledgement. Suggested permanent link on Parish Council website for upcoming temporary road closures in the village: **It was decided that in the future the Parish Council will not circulate Road closure notifications as often the dates and roads concerned vary and there is a website the public can visit if they have concerns in this respect. ACTION: Clerk to notify Bergh Apton Broadcast and Steve Whitby for the purposes of the Parish Council website.**
- 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 October & November
 - (iv) Second payment of precept received.
- 22 CORVUE enforcement reports.
- 23 Items of Confidential Nature:
- 24 Items for the Agenda for January meeting :- **The Parish Council Budget**
- 25 Next Meeting Wednesday 7th January 2026 at Bergh Apton Village Hall at 7.00 pm

Meeting closed: 8.17 pm

