

AGENDA FOR BERGH APTON PARISH COUNCIL MEETING WEDNESDAY  
1<sup>ST</sup> JULY 2026 AT THE VILLAGE HALL 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. To approve the Minutes of the Parish Council AGM 6<sup>th</sup> May 2026
3. Presentation of County Councillor's Kay Mason-Billig Report and/or District Councillor John Fuller:
4. To receive any questions or comments from members of the Public on matters on the agenda.
5. To report progress on items on the Agenda arising from the last meeting (Clerk's Report):
  - (i) Progress of bus shelter lighting – request to Marlec for additional cabling.
  - (ii) Removal of side/front panels to bus shelter following previous vandalism and report from Guy Warde-Aldam
  - (iii) Repairs to the rocks on wall of play area equipment and maintenance generally
  - (iv) Lectern. J Ling's suggested dates for inauguration ceremony.
  - (v) Charitable donation to Byrus. Information of number of children from village benefitting from this.
  - (vi) Following Annual Parish Meeting, leaflets for distribution to villagers passed to John Ling.
6. Internal Audit Report of Tina Newby for the financial year 2025-2026. Recommendations made by Auditor numbers 1 – 12.
  - (i) Standing Orders and Financial Regulations Reviewed and to be agreed at today's meeting;
  - (ii) Addition of Zurich Insurance schedule to be uploaded to website but policy booklet upload was not compulsory.
  - (iii) Recommendations on budget and precept minuting.

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(iv) Uploading of list of payments over £100 to be made. The Clerk's salary does not have to be disclosed on this list under GDPR.

The AGAR and supporting papers for last financial year have been uploaded to the Website including the Statutory Notices under PC Statutory Papers.

(v) List of the Parish Councillors and their member responsibilities required for the website. This list has been changed recently due to the resignation of a Parish Councillor and appointment of a new Councillor.

(vi) The Website Domain, Clerk's email address and Parish Councillors email addresses are compliant. There is presently no requirement to have a gov.uk email address just a domain owned one although gov.uk is good practice. The Parish Council is compliant in accordance with the Practitioner's Guide 1.47 page 14. There is no requirement regarding the domain of the website. The handling of the website will be taken over by the end of the current year and the position will be reviewed then if not reviewed before should it become necessary.

(vii) VAT on invoices is clearly shown in the cash book. There is a separate VAT page in the cashbook purely to facilitate the reclaiming of VAT as this needs to be produced to HMRC at such time. S137 payments are now budgeted for in the annual budget (presently £500.00) and this amount is clearly shown in the cashbook. Charitable contributions or payments from this budgeted amount will be shown in the cashbook as being payments under this legislation to ensure the budgeted amount is not exceeded. These payments are for items including charitable donations which benefit the village as a whole. When making a VAT claim the schedule for HMRC will include dates for the periods covered.

(viii) There is a privacy statement on the Website dated July 2025 under Governance Documents.

(viii) Auditors Recommendations in the Auditors Report year end 2025 discussed as far as Website Financial documents was raised.

7. Appointment of Internal Control Officer to undertake Quarterly Checks on finances. Training course 3<sup>rd</sup> November 2026 10.00 – 12.00 pm Costessey Centre.

8. Clerk's training on Agendas and Minutes October course.

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9. Planning Applications:

9.1 (a) J Hemmant Application Change of Use 2024/0499 For events up to 50 at The Winery, Loddon Road, Bergh Apton. Passed at Management Committee hearing 8<sup>th</sup> April 2026. One condition is the noise level from events which SNDC say should be monitored by persons holding events. The noise level inside the building must not exceed 90dB and should this occur the disturbance must be reported to the enforcement team/environmental protection teams to enable them to investigate.

(b) R Forman's application Lane East of Village Hall Cookes Road 2024/3402 3 Custom Build Dwellinghouses. Consultation hearing took place 13<sup>th</sup> May 2026. Application Refusal dated 6<sup>th</sup> June 2026

(c) 2026/0574 The Cottage Threadneedle Street Approval of Conditions 6 and 11 (of 2025/1397) air source heat pumps and surface water drainage. Approved 11<sup>th</sup> May 2026

(d) 2026/0587 Listed Building Consent Application for essential repairs and strengthening of existing barn at Holly Farm Loddon Road Bergh Apton. Approved with conditions 14<sup>th</sup> May 2026

(e) 2026/1067 Mr & Mrs Tilly, Side and rear extension at Sandigell, The Street. Approved with conditions 2<sup>nd</sup> June 2026.

9.2 Any planning applications which are pending the Council making comments.

9.3 Consider any Planning Applications received after Agenda posted.

10. Targeting introduction of 30 MPH on the Street – Update on dates from Gary Overland for Street inspection.

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11. SAM2 information for Police.

12. Ranger Services – Signage in Village for Footpaths/Rights of Way made good.

13. Footpath Audit by Sue Price and plan showing the position of all footpaths serving the Village.

14. East Pye Solar – the interest of the Parish Council has been noted.

15. Finances:-

Regular Payments:

(i) Monthly direct debits to Ionos for website support and cloud storage £17.99 and £6.60

(ii) Clerk's salary May and June and Tax to HMRC

(iii) Payroll fees to SCS £15.00

(iv) Refund to Janet Skedge for refreshments for AGM £35.60

(v) Refund to Clerk for Stationery £11.33

(vi) Payment to NPTS Councillor Vieira training fees for induction course £62.40 and mapping course £28.80

16. Review of Parish Council Governance Documents:

16.1 Risk Management Policy

16.2 Financial Regulations – To be Signed by Chair

16.3 Standing Orders - To be Signed by Chair

16.4 Freedom of Information Publication Scheme

17. To consider the play area and gym apparatus maintenance, insurance and inspection. Play area inspection and gym inspection each £90 plus VAT.

18. Allocation of CIL funds £2403.98 Earmarking of funds of £1700.00 for Play area repairs/Defibrillator. Is expense realistic, remaining balance £703.98? CIL Submission received and agreed by South Norfolk

19. Priscilla Bacon Hospice Charity – receipt of article for circulating.

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20. Councillors details on website and registers of interest form – new directives under S32 Localism Act 2011.
21. Removal of Projector from PC Insurance.
22. To agree absence of Sue Price from September and November meetings and agree who will Chair those meetings.
22. Matters of a Confidential Nature.
23. Items for Agenda for next Meeting.
24. Next Meeting agreed for Wednesday 2<sup>nd</sup> September 2026 at 7.00 pm at the Village Hall.

Prepared By Clerk Renata Thornber

21.6.2026

## 21. Corvue Enforcement Report.