

MINUTES FOR BERGH APTON PARISH COUNCIL MEETING WEDNESDAY  
1<sup>ST</sup> JULY 2026 AT THE VILLAGE HALL 7.00 PM

Parish Councillors Present: Sue Price (Chair), Janet Skedge, Angela Whiskerd, Steve Mitchell, Guy Warde-Aldam, Hugh Porter, Rui Vieira, Clerk: Renata Thornber and 0 Members of the Public

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.

**Agreed these are in order.**

**Proposed: Angela Whiskerd Seconded: Guy Warde-Aldam**

**Signed by Chair Sue Price**

3. Presentation of County Councillor's Kay Mason-Billig Report and/or District Councillor John Fuller: **No reports received.**
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. **Waiting for Marlec to revert to us on this.**
  - (ii) Removal of side/front panels to bus shelter following previous vandalism and report from Guy Warde-Aldam. **Guy Warde-Aldam has repaired side panels and cut back brambles which need cutting annually to keep under control.**
  - (iii) Repairs to the rocks on wall of play area equipment and maintenance generally. **All the rocks will be inspected as more than one rock requires attention. There is also a rough area on one of the climbing equipment poles which requires sanding down.**  
**Action: Rui Vieira and Steve Mitchell will inspect after the meeting and attend to these works.**

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- (iv) Lectern. J Ling's suggested dates for inauguration ceremony.  
**Saturday 8<sup>th</sup> August at 11.30 am agreed. Those who helped should be invited. Action: Clerk to advise John Ling accordingly.**
  - (v) Charitable donation to Byrus. Information of number of children from village benefitting from this. **No further information received. Vote taken on whether a donation should be made. After the Parish Council took all factors into consideration including the rules on charitable donations the Council voted against. Action: Clerk to advise Lori Lain-Rogers accordingly**
  - (vi) Following Annual Parish Meeting, leaflets for distribution to villagers passed to John Ling. **Police leaflets will be distributed by insertion in Bergh Apton newsletter.**
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. **Action: Clerk to check bad debt policy as referred to at item 9.2 of the Financial Regulations.**
  - (ii) Addition of Zurich Insurance schedule to be uploaded to website but policy booklet upload was not compulsory. **Noted.**
  - (iii) Recommendations on budget and precept minuting. **Noted.**
  - (iv) Uploading of list of payments over £100 to the website be made. The Clerk's salary does not have to be disclosed on this list under GDPR. **Noted.**
- The AGAR and supporting papers for last financial year have been uploaded to the Website including the Statutory Notices under PC Statutory Papers. **Noted.**
- (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. **Under new directives under S32 Localism Act 2011 taking effect on 29<sup>th</sup> June 2026, the list has been removed from the website.**
  - (vi) The Website Domain, Clerk's email address and Parish Councillors email addresses are compliant. There is presently no requirement to have

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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. **Noted.**

(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. **Noted.**

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

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

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. **Angela Whiskerd to be appointed as Internal Control Officer.**

**Proposed Sue Price**

**Seconded Steve Mitchell**

**Action: Clerk to book Angela Whiskerd on NPTS training course.**

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

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

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this occur the disturbance must be reported to the enforcement team/environmental protection teams to enable them to investigate. **Conditions attached in respect of sound advise the person hosting event should be monitoring sound and screen erected.**

(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. **Noted.**

(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. **Noted.**

(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. **Noted.**

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

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

9.3 Consider any Planning Applications received after Agenda posted.

**(i) Council to Note 2026/1255 Works to Trees at Bluebell Cottage 55 Bussey Bridge reduction of Beech Approved 18<sup>th</sup> June 2026. Noted.**

**(ii) 2026/1723 St Martins House The Street, Details of Condition 3 of permission 2025/2208 – Archaeological written scheme of investigation. Noted**

**(iii) Mr and Mrs Milligan 2026/1744 Variation Condition 2 of original planning permission 2025/2410. Two storey side**

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**extension and rear porch. Decision date 15<sup>th</sup> September 2025. Removal/Variation of Condition (S37/S19). The Parish Council have no comments to add.**

10. Targeting introduction of 30 MPH on the Street – Any dates from Gary Overland following request to him by Kay Mason-Billig to reinspect and The Street due to additional houses now being in situ. **If Gary Overland can provide a date for inspection the Police should also be invited.**

11. SAM2 information for Police. **To assist the Police a list of equipment stations is needed needed. Readouts need checking to establish when speeding takes place and if its at the same time each day. Action: Steve Mitchell to prepare a summary and send this through to me clerk for forwarding to the Policy. Graph in pdf to accompany this.**

12. Ranger Services – Signage in Village for Footpaths/Rights of Way made good. **The finger posts have not yet been repaired. Sue Price did another report about three weeks ago, providing positions. Outcome awaited.**

13. Footpath Audit by Sue Price and plan showing the position of all footpaths serving the Village. **Sue Price has undertaken an audit and will be seeking help of Steve Whitby to do a plan. Audits of footpaths to be undertaken twice a year. Sue also contacted highways about the additional path mentioned at the APM but it is actually in Thurton.**

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

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(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 –

16.3 Standing Orders -

16.4 Freedom of Information Publication Scheme

**The Parish Councillors having had sight of these documents agree them and Sue Price as Chair signed a hard copy of each**

17. To consider the play area and gym apparatus maintenance, insurance and inspection. Play area inspection and gym inspection each £90 plus VAT. **The Parish Councillors discussed this in detail and it was agreed that Sue Price would speak to Sue Bewick of the Village Hall Committee about the play area equipment, gym equipment, table tennis table and matters generally.**

**Proposed: Guy Warde-Aldam                      Seconded Hugh Porter**

**Action: Clerk to book inspections of play area and gym equipment**

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  
**Noted.**

19. Priscilla Bacon Hospice Charity – receipt of article for circulating. **We have received no further information. Matter considered closed.**

20. Councillors details on website and registers of interests form – new directives under S32 Localism Act 2011. **List now removed from the website.**

21. Removal of Projector from PC Insurance. **Projector is no longer as asset of the Parish Council.**

22. Sue Price absences. **Sue Price is away for the two next Parish Council meetings. Steve Mitchell as Vice Chair will act as Chair at those meetings and Guy Warde-Aldam will step in if Steve Mitchell was not available. Janet**

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**Skedge to assist with authorization of bank payments during Sue's absence with the support of Angela Whiskerd/Steve Mitchell.**

22. Matters of a Confidential Nature.

23. Items for Agenda for next Meeting. **(a) Update on play area repairs, and equipment. (b) July and March agreed for inspection for the Waymarker inspections leading to alterations to inspection rota and establishing progress of inspections of assets.**

24. Next Meeting agreed for Wednesday 2<sup>nd</sup> September 2026 at 7.00 pm at the Village Hall.

Meeting Closed at: 8.35 pm

