

MINUTES FOR BERGH APTON PARISH COUNCIL MEETING WEDNESDAY
2ND SEPTEMBER 2026 AT THE VILLAGE HALL 7.00 PM

Parish Councillors Present: Steve Mitchell (Acting as Chair) Angela Whiskerd, Janet Skedge, Rui Vieira, Guy Warde-Aldam and Hugh Porter, Renata Thornber Clerk and 1 member of the Public

1. To receive apologies for absence and Declarations of Interest. **Apologies of absence received from Sue Price, John Fuller and Kay Mason-Billig. No declarations of interest.**
2. To approve the Minutes of the Parish Council 19th August 2026.
Agreed. Proposed: Angela Whiskerd Seconded: Rui Vieira
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. **Member of the public has concerns that the Planning Application of R Forman differs from previous applications. Suggested that the gentleman submit to the Parish Council his concerns.**
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. **It is understood Sue Price has been advised that the costs for additional cabling would be in the region of £25.00. Action: Clerk to check the position with Sue Price on her return from holiday.**

Following extensive vandalism to the bus shelter the Parish Council wish to express their thanks to James Debbage of Greenpastures who has been most helpful with this matter and the tidying up the site, storage of panels, offer of help and providing coverage of this difficulty through the Greenpastures face book page.

The bus shelter stands on land which is not within the boundaries of the village which presents difficulties in applications for any grant for a more substantial bus shelter. Additionally any construction requires the consent of Highways. A more

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Robust structure would be preferential but there are certain guidelines for what is allowed for the style of bus shelters taking into account the view of oncoming bus drivers. Guidance on a good safe style of shelter is available. For the time being, factoring in further risk of vandalism, the Parish Council consider the shelter should remain as it is particularly as it has a roof and offers protection in bad weather. Action: Steve Mitchell will check tomorrow (3.9.026) that there are no exposed dangerous nails. He will also approach Alington Parish Council about this matter and the obtaining of any grant.

- (ii) Repairs to the rocks on wall of play area equipment and maintenance generally. **Outstanding. Action: Steve Mitchell will attend to this.**
Action: Clerk to chase South Norfolk District Council regarding the annual safety inspection as we have not heard anything further from them pursuant to booking the inspection of play area and gym equipment
- (iii) Lectern inauguration ceremony which took place on Saturday 8th August 2026 at 11.30. **John Ling was pleased with the attendance of 20-30 people and Sue Price gave a good speech. Action: Clerk to update asset register and to consider cost for insuring and email insurers once cost figure for the lecterns is agreed.**
- (iv) Bad Debt Policy for attaching to latest set of Financial Regulations as circulated. **This has already been circulated to the Parish Councillors and the adoption of this Policy is agreed.**
Proposed: Guy Warde-Aldam Seconded: Angela Whiskerd
The hard copy was signed by Steve Mitchell as Chair for the meeting.
- (v) Internal Control Officer Angela Whiskerd booked onto course in November after which time an internal audit can take place. **Angela Whiskerd is looking forward to this.**

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- (vi) Response from the Village Hall Committee concerning the play area and gym equipment, inspections, maintenance and insurance. Village Hall Committee meeting 16th September 2026.
- (vii) Cil funding. **Some funding in hand and presently considering its use.**
- (viii) Progress with preparation of Graph by Steve Mitchell on the SAM and information provided by Steve to the Police. **Steve Mitchell has submitted to the Police a simple resume of the information provided by the SAM data so the Police are aware of the locations of speeding in the village and the times at which this takes place.**
- (ix) Rui Vieira's On-line Mapping Course. **Rui Vieira says there is a good platform to check events planning and for planning matters. You can check speed limits, flood risks, measurements and other matters. The cost of the platform starts at £30.00 annually. The company works with the government to maintain the platform. A Rui Vieira feels it is a helpful platform when considering planning applications. Action: Rui Vieira to circulate to everyone the email about the platform to enable the Parish Councillors to look at this and consider if they subscribe to this platform.**

Planning Applications:

6.1

- (i) 2025/2623 Land South of Mill Road Bergh Apton – Change of Use, land for educational purposes. Approved with Conditions 14th July 2026.
- (ii) 2026/2229 Land South of Mill Road Bergh Apton – Approval of Condition Details: Details of Statutory Biodiversity Gain Plan Condition and Condition 10 (Habitat Management and Monitoring Plan) of planning permission 2025/2623 and details for Condition 10 – Landscaping Scheme.

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(iii) 2026/2037 Works to Trees in Conservation Area Bluebell Cottage Bussey Bridge Bergh Apton. No objections received and decision dated 5th August 2026.

(iv) 2026/1723 St Martins House The Street – Details of condition 4 – Archaeological written scheme of investigation of permission 2025/2208 Approved (Delegated) 28th July 2026.

(v) 2026/1744 Mr & Mrs Milligan White Heath Cottage White Heath Road 2025/2410 – application to vary/remove condition 2 of planning approval under original planning permission 2025/2410 – Approved with Conditions on 13th August 2026.

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

(i) Mr R Forman 2026/1963 Application for Outline Planning Permission for the erection of 3 self/custom-build dwellings with all matters reserved apart from access. Land East of the Village Hall Cookes Road Bergh Apton. Comments required by 21st August 2026. Parish Council Meeting Held 19th August 2026. **Action: Clerk to email John Fuller.**

(ii) 2026/2236 Mr & Mrs J Diamond Holly Farm Loddon Road - Proposed demolition of existing conservatory/greenhouse and erection of replacement single-storey extension Comments required by 27th August 2026.

(iii) 2026/2237 Listed Building Consent Holly Farm Loddon Road Proposed demolition existing conservatory/greenhouse and erection of replacement single-storey extension.

6.3 Consider any Planning Applications received after Agenda posted. **None.**

7. Targeting introduction of 30 MPH on the Street – To consider the email received from Kay Mason Billig's email of 2nd July suggestion we prepare a map and document current speed limits and advising of the withdrawal of highway budget for such speed reduction issues. **Sue Price has spoken to Gary Overland and no progress has been made. Sue Price advises Ben Goldsworthy is running a campaign about speed reductions and suggested we contact him. Action: Guy Warde-Aldam is happy to approach Ben**

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Goldsworthy to see if he can help. He will produce a map and mark on that where the difficulties are in the village.

Re: Bid for Highways improvements: Road improvements require 50/50 funding. On footpath side of things funding for better profiling of footpaths and rights of way could be considered. Presently there are leaflets in the Church covering 4 walks. OS Map opposite the church is in a poor state of repair. Possibly consider applying for grant to replace that or a map prepared to put on the village website. Action: Clerk to bring this to Sue Price's attention on her return for consideration at the next meeting. The Parish Councillors also wish to thank Sue Price for her work in dealing with the footpaths and clearing up the damage to the bus shelter.

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

9. Footpath Audit. Progress on a plan with the help of Steve Whitby. **Action: Clerk to check position with Sue Price and Steve Whitby regarding website.**

10. Finances:-

Regular Payments:

(i) Monthly direct debits to Ionos for website support, annual domain fee and cloud storage being £12.99 plus VAT plus Domain fee of £10.00 plus Vat, totalling £29.99 and £6.60

(ii) Clerk's salary July and August and payments of Tax to HMRC

(iii) Payroll fees to SCS £15.00

(v) Payment to NPTS Councillor Whiskerd's Auditors training course £72.00 and clerk's training course on Minutes/Agendas £62.40

11. Review of Parish Council Asset inspections. **Steve Mitchell has undertaken a full gym equipment test today and all appears to be in order and safe. Angela Whiskerd and Renata Thornber confirm the Dog Bins and benches all appear to be in order.**

12. Corvue Enforcement Notices: Additions to List:-

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(a) Alleged breaches of conditions of Planning 2024/0499 at Winery Loddon Road Under Review.

(b) 2026/8314 Bell House Hellington Corner, Alleged fence taller than 1 m adjacent to highway. Case being reviewed and letter sent to developer

13. Items of a Confidential Nature.

14. Items for Agenda for next Meeting. **Bus shelter up-date, Play equipment repair update and date of inspection, Forman Planning, Bid for Highways improvement and Traffic speed reduction campaign.**

15. To agree there will be a slight delay in posting the Minutes of this meeting due to the Clerk being unavailable between the 3rd and 7th September. **Agreed.**

16. Next Meeting agreed for Wednesday 4th November 2026 at 7.00 pm at the Village Hall.

Meeting closed 8.16 pm