BERGH APTON PARISH COUNCIL

MEETING MINUTES

Wednesday 4th November 2026, Bergh Apton Village Hall, 7.00 pm

Present: Steve Mitchell (Acting as Chair) Renata Thornber (Clerk)

Guy Warde-Aldam

Janet Skedge

Angela Whiskerd

Hugh Porter

Rui Vieira

These minutes are regarded as draft until approved as the next meeting.

Members of the Public: Kay Mason-Billig County Councillor

1. Apologies:

Apologies from Sue Price were noted.

2. Declaration of interest for items on the Agenda and Dispensations

Councillors with a Pecuniary Interest.

None

3. Minutes of the Meeting Held on the 2nd September 2026.

These were agreed as a true recording of proceedings. Signed and dated by Steve Mitchell.

4. Public Open Forum.

A general report, not specific to Bergh Apton, has just been received from Kay Mason-Billig. This was emailed to the Parish Councillors. This has a lot of general information on possible re-organisation of the Councils which may be on the agenda again and spending cuts. The Clerk will have this report uploaded to the website with these Minutes so they can be accessed by any interested residents.

There may be some funding available next year for the play area and the Parish Council will need to collate information and present costings and make any application for funding via John Fuller.

Particularly interesting was a new Police base in Loddon which will be in a Portakabin at the Fire Station site in the High Street, providing a presence for Police in addition to Fire and Ambulance Services.

5. Responding to and working with other bodies:

A. Planning.

(i) 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. Any Further developments.

Ellie Yarham has confirmed this will be a Planning Officer decision under Scheme 1 under the new planning rules.

(2026/2566. Two storey Side extension and alterations at Orchard View, The Street Bergh Apton. No responses made by the Parish Council

(2026/2550. Wheelwrights Cottage Threadneedle Street. Single storey extensions and internal alternations. No responses made by the Parish Council.

2026/2553 Bell House Hellington Corner. Retrospective consent required for removal of hedge and erection of willow fencing.

(ii) To consider any planning applications which are pending the Council making comments.

(iii) To consider any Planning Applications received after Agenda posted.

(iv) To hear/consider any necessary action with regard to planning enforcement issues contained in CORVUE reports. (a) Alleged breaches of conditions of Planning 2024/0499 at Winery Loddon Road Under Review and (b) 2026/8314 Bell House Hellington Corner.

B. Bus shelter:-

(i) Damage and Response from the Police.

This has been repaired. Police comments to the Parish Council are noted. The bus shelter is not on Alpington's asset register therefore it may stand on land belonging to Norfolk County Council Highways.

(ii) Application for Grant.

Residents like the wooden nature of the structure therefore no further action will be taken for any type of replacement structure.

(iii) Adjustments for lighting.

Action: Steve Mitchell will contact Redhill electrical to get them to progress this.

(iv) Thanks to James Debbage for his contribution of materials for the bus shelter and Paul Francis from Hellington for his work with repairing the bus shelter.

Steve Mitchell thanked James Debbage in person for his assistance in this matter

C. Play area and gym equipment

(i) To consider the Rospa inspection reports

The Inspection Reports are still awaited.

Action: The Clerk is instructed to advise SNDC that if the inspections are not done within the next 7 days, our instructions to them are cancelled and any invoice will not be met.

(ii) To discuss the response from the Village Hall Committee concerning the play area and gym equipment, inspections, maintenance and insurance as circulated to the Parish Councillors 23rd September 2026.

Hugh Porter as representative of the Parish Council attended the Village Hall Committee Meeting. Historic arrangements for the equipment on Village Hall land were discussed. Response awaited from Village Hall Committee regarding the expired 20 year tenure. This matter will be resumed when Sue Price is back from holiday.

(iii) To consider Insurance requirements for play area equipment.

D. To consider Rui Vieira's On-line Mapping Course. Cost £60.00 plus VAT. Votes on whether or not to subscribe.

The Parish Council decided to try this for a year.

Action: Clerk to investigate how we subscribe

6. To consider the bid for Highways improvement

Considered there was not anything we could apply for

7. To consider the speed reduction campaign following Guy Warde-Aldam's enquiries of Ben Goldsborough and emails to Ben Goldsborough following resident's complaint.

Guy Warde-Aldam advises Ben Goldsborough has this issue as a concern including safety on rural roads in villages. Having spoken with Ben Goldsborough's assistant we are advised he would be interested in coming to meet us to inspect and discuss consider our difficulties.

Action: Sue Price, Angela Whiskerd and Guy Warde-Aldam will to arrange to meet him in daylight hours. This will be dealt with on Sue Price's return. Guy will contact Ben Goldswobough's secretary in the interim.

8. Email received from resident regarding A146 Hellington Corner speed and volume of traffic. The meeting noted the prompt responses sent to the complainant, including one in the last few days from Gary Overland from Council Highways department. Matter now closed from the Parish Council's perspective.

9 To discuss the footpath Audit.

(i) To discuss the progress on a plan with the help of Steve Whitby.

Defer until next meeting

(ii) To establish progress following reporting to Norfolk County Council of falling signage at footpath RB2 reported by Clerk on 18th September 2026

Signage not yet reinstated

(iii) To discuss FB4 Cookes Road end sign reported following installation of new electrical substation.

Works completed.

10. To discuss Parish Website.

Rosie Winn has offered to take this on. The Committee expressed their appreciation to Rosie taking on this much valued task

11. Guess the Game Plan 2 – Online Training for Planning Changes. Report by

Steve Mitchell advises that under the new planning rules, it is critical that Parish Councils have up to date Parish boundary plans and check they are correct. The aim is to achieve quicker planning decisions. The Parish Councils must review their development boundaries to ensure they are correct.

Action: Guy Warde-Aldam to circulate boundary plan.

12. To consider Steve Whitby thank you.

The meeting unanimously agreed that a small recognition gift should be given to thank Steve for his voluntary work in maintaining the website.

Action: Clerk to action

13. Finances:-

(i) Regular monthly direct debits for both September and October to Ionos for website support £17.99 (inc VAT) and Cloud storage £6.60 (inc VAT)

(ii) Clerk's salary September £274.45 (included back-dated pay) and October £272.80

(iii) Tax to HMRC on clerk's salary for September £68.60 and October £68.20

(iii) Payroll fees to SCS £15.00 for September and £15.00 for October

(v) Payment to SNDC annual charge for dog bin emptying £354.60

(vi) Refund clerk's stationery expenses £4.99

14. Clerk's annual appraisal and pay review.

15. To consider draft Budget for 2027/2028

Action: Clerk has prepared a draft and will meet with Sue Price and Steve Mitchell to finalize the figures.

16. To consider lodging historic Minutes at the Records Office.

Agreed that we will do this.

Action: Clerk to organise this.

17. To discuss Members Code of Conduct.

The Parish Council acknowledged this new document and Steve Mitchell signed it.

18. To consider items of a Confidential Nature. Steve Mitchell to speak.

19. To consider items for Agenda for next Meeting.

(i) Councillors email addresses.

(ii) Village Hall Committee regarding the play equipment.

(iii) Village Spring clean (Jackets, pickers and bags from SNDC)

(iv) Footpaths current status and plan

20. Any other matters:

(1) Angela Whiskerd attended an Internal Auditors Course. Whilst the course was useful, Councillors cannot complete Internal Audit checks for their own Parish Council's perspective.

Action: Clerk to enquire if current auditor Tina Newby will accept the post and any cost involved.

(2) Steve Mitchell has submitted the SAM findings to the Police who reassured him that they would seek to involve the village in any speed gun operations. Action: Reports will continue to be submitted by Steve Mitchell.

20. To consider and confirm date for next meeting as Wednesday 6th January 2027.

Noted.

Meeting closed 8.55 pm