

## *Acle Parish Council*

Meeting Date: Monday, 24th February 2014  
Venue: Methodist Church, Bridewell Lane, Acle  
Time: 7.30 p.m.

Present: Mr D Burnett, Mrs J Clover, Mr B Coveley, Mrs L Hemsall (also district councillor) Mr J Harriss (Chairman), Mr A Hemmingway, Mrs D Hurst, Mr R Perry, Mrs M Steed and Mrs P Watson  
Brian Iles (County Councillor)

### 1. **PUBLIC FORUM**

There were nine members of the public present. District Councillor Lana Hemsall gave a report: Broadland District Council has agreed a budget with a zero % increase, which attracts a grant from the Government. County Councillor Brian Iles reported that the County Council has also set a zero % increase budget. He reported that footpath no: 5, which had been partially closed during the flood defence works, is due to be re-opened in April.

John Harriss informed the meeting that Nigel Law had resigned as councillor, with effect from the end of the January meeting. The vacancy has been advertised in the usual way. The clerk has sent a letter of thanks to Nigel Law, for his time as councillor.

### 2. **APOLOGIES**

None.

### 3. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA AND REQUESTS FOR ANY DISPENSATIONS**

Rodney Perry, Jackie Clover and Lana Hemsall declared a disclosable pecuniary interest in any financial transactions with the Recreation Centre, as Trustees. John Harriss reminded the meeting that his house is adjacent to the site proposed for housing off Norwich Road so he has a pecuniary interest in any application. Also his son lives in Springfield so he has a non-pecuniary interest in that development. He also declared an interest in the cheque for Acle Society as a committee member. Malika Steed declared a pecuniary interest in the consideration of lighting on Hillcrest adjacent to her property. Debra Hurst declared an interest in the Norwich Road development as her mother lives near to the site.

Lana Hemsall reminded the meeting that she is a Broadland District Councillor, appointed to the Broads Authority, and as such she declares a non-pecuniary interest in any matters relating to Broadland District Council or the Broads Authority which may be discussed at the meeting.

4. **MINUTES** The minutes of the meetings held on 24<sup>th</sup> January 2014 were agreed to be correct, and were signed by John Harriss as Chairman of the Parish Council.

### 5. **MATTERS ARISING**

- 5.1 Tony Hemmingway was thanked for installing the replacement grit bin at Hillcrest/ Beighton Road.
- 5.2 The appeal against the listing of Herondale as an asset of community value was dismissed so the building remains on the List.
- 5.3 The Police confirmed that no speed checks are carried out on A47 at the White House junction because the location is unsuitable. Speed checks are carried out on the single carriageway part of the road, near

to North Burlingham, by a mobile safety camera; 101 cars vehicles were recorded as exceeding the 50 mph limit during 2013.

5.4 The clerk reported on a couple of repairs needed at the Fletcher Room. The Pre-school is still hoping to be able to expand to provide two rooms for different-aged children, with a small room for interviewing parents, but they have found it difficult to get any grants because they have no lease for the building.

## 6. VICE-CHAIRMAN AND BANK SIGNATORY

Tony Hemmingway was elected Vice-Chairman and bank signatory unanimously.

## 7. YOUTH AMBASSADORS

None present. Jackie Clover confirmed that the Academy would be invited to help with the Acle in Bloom entry.

## 8. CORRESPONDENCE

8.1 AgeUK is looking for volunteers to help with the Day Support Centre at the Recreation Centre on Mondays, Wednesdays or Fridays.

8.2 NPS have sent notice that up to seven people will be allocated short-term residential rentals within the Herondale building to prevent vandalism.

8.3 PCSO Paul McAllister sent a report of four recorded crimes since the last meeting.

8.4 Great Yarmouth Borough Council sent notice of the draft Interim Housing Land Supply Policy.

8.5 The Broads Authority sent details of the Yare Parish Forum on 19<sup>th</sup> March.

8.6 Details had been received of the Local Audit and Accountability Act 2014 including external audit arrangements, a new transparency code, changes to the rules on publicity, the permitting of filming and the use of social media at meetings, parish polls and council tax referendums. Further information will be available shortly.

## 9. PLANNING MATTERS

9.1 Plans discussed at the meeting:

i) **Mr & Mrs Calvert, 50 Old Road** – first floor side extension, single storey rear extension, balcony to rear and alterations including insertion of rear dormer window (20140134). The applicant informed the meeting that the application had been withdrawn so it was not discussed by the Parish Council.

ii) Informal consultation on the **NPS** revised indicative plan for up to 140 dwellings on the **site between Mill Lane and Norwich Road**. Councillors agreed that the plan was preferable to the first one; with fewer homes, some green space in the centre of the development and with fewer private roads.

9.2 Planning results from **Broadland District Council**:

i) **Mr McDonald and Mrs Lewis-McDonald, Westholme, 58 Old Road** – single storey front extension (20131782) – full approval.

9.3 It was reported that the **Environment Agency application for the BAM Nuttall site** on A1064 was to be heard at the Broads Authority Planning Committee meeting shortly. Pat Watson offered to speak at the meeting on behalf of the Parish Council to object to the application.

## **10. HIGHWAY MATTERS**

- 10.1 Anglia in Bloom: Jackie Clover reported that the application would be prepared shortly.
- 10.2 The clerk reported some repairs needed at the cemetery; the gates need painting, the water tap needs to be boxed in, a coping stone needs refixing, the bench needs retreating. It was agreed to approach Acle Academy to see if they would be interested in working on these projects.
- 10.3 It was agreed to place an order at Moulton Nurseries for twenty nine hanging baskets, as last year.
- 10.4 The clerk was asked to contact NCC Highways about the regular parking of cars along New Road.
- 10.5 The new bench will be installed on the Folly Tree green.

## **11. STREET LIGHTING**

- 11.1 Up to three streetlights may need replacing on Hillcrest as they are currently fixed to electricity poles, which are being removed as part of the building works by Circle Anglia. Lana Hemsall suggested that the clerk should contact BDC to ask if any New Homes Bonus might be paid this year, which could fund new lighting.

## **12. STANDING ORDERS**

John Harriss, David Burnett, Debra Hurst and the clerk met to consider the revision and updating of the Council's Standing Orders. The main points highlighted were:

- Meetings to be less than 2 ½ hours
- Secret ballots may be requested
- Public forum limited to 15 minutes
- Chairman may serve no more than 5 yearly terms consecutively. May be re-appointed as chairman after a break of 12 months
- A resolution may not be reversed within 6 months unless 7 councillors request it to be reconsidered
- The clerk and chairman decide if an item is improper or inappropriate and whether or not to include it on the agenda
- Councillors must leave the room when items are being discussed which affect them, or their families or close friends, or an external body to which they are appointed
- Councillors may make representations before they leave the room
- Clerk to provide councillors with a report comparing actual spending with budget, shortly after 30<sup>th</sup> September

These points were accepted.

The councillors were asked to consider whether there should be a standing order to limit the number of years a person may serve on an external committee, such as trustees appointed by the Council. The councillors agreed by a majority that it was sometimes difficult to find people willing to serve as trustees so it would be inappropriate to limit the time a person could serve as a trustee. Lana Hemsall wished for it to be recorded that she voted against this decision.

The Standing Orders were then adopted without this last point.

## **13. ACLE RECREATION CENTRE**

Rodney Perry, Jackie Clover and Lana Hemsall declared a disclosable pecuniary interest as trustees of Acle Recreation Centre.

- 13.1 A copy of the Minutes for the November, December and January meetings have been received and circulated to the councillors.
- 13.2 **Report from Trustees:** Paul Cant has resigned as Parish Council appointed trustee. The AGM Is 18<sup>th</sup> March – all residents are welcome to attend. The committee is getting quotes for an HR service to assist with job contracts etc. A finance committee of Lana Hemsall, Colin Larby and Norman Pryor has been appointed to review the budget and to prepare the business plan. The trustees will also be completing a register of interests.
- 13.3 **Joint Committee:** the Committee met on 3<sup>rd</sup> February and discussed the requirements for a business plan. The councillors had met again with parish-council-appointed trustees who are not parish councillors – Norman Pryor, Andrea Calvert and Rob Shephard.

13.4 It was agreed to move a decision about financial assistance to the end of the meeting.

**14. APPOINTMENT OF NINE TRUSTEES TO THE RECREATION CENTRE CHARITY**  
Andrea Calvert, Jackie Clover, Pippa Durrant, Lana Hemsall, Rodney Perry, Norman Pryor, Rob Shephard, Heather Durrant and Polly Bryant were appointed by the Parish Council.

**15. WEBSITE**

It was reported that the new village website would be launched shortly: [www.VisitAcle.com](http://www.VisitAcle.com)

The clerk has applied to register the Council for VAT as VAT will have to be charged on advertising fees.

**16. SPRINGFIELD LAND**

David Burnett, John Harriss, Tony Hemmingway, Pat Watson and the clerk met with Saffron Housing Association who suggested that changes to the site layout could improve the value of the site by £130,000. The committee agreed to look at revised plans, so long as the Council's wish for good quality build and use of space was not compromised. David Burnett and the clerk met with the Council's architect to go over the proposed changes.

The revised plans were presented to the Council and approved. The councillors approved the submission of the planning application using this new layout.

**17. NEIGHBOURHOOD PLAN**

Responses to the draft pre-submission Plan have been received from Broadland District Council, Norfolk County Council, Natural England, The Police, Norfolk Wildlife Trust and the Historic Environment Service, and two residents, one supporting the plan and one objecting.

The committee will meet shortly to consider the responses. The final version of the Plan will then be circulated and submitted to Broadland District Council, who will then arrange the next stage of consultation and the public referendum.

**18. RESILIENCE PLAN**

Pat Watson raised issues about the risk of flooding in some areas of the village.

There was a report from Jack Horner-Glister about setting up a group of young volunteers to assist with the resilience plan.

**19. COMMITTEE FOR THE 1940S WEEKEND – 28<sup>th</sup> and 29<sup>th</sup> June**

There was a request for the Council to pay for the hire of the Recreation Centre hall on 28<sup>th</sup> and 29<sup>th</sup> June, at £229.60 and for the fee for the singer/entertainer at a cost of £150 for 2 hours. This was agreed. The Council will run the event via a committee. Jackie Clover was confirmed as the Council's representative on the committee.

There will be 1940s dance on the Saturday evening, and a free community event on the Sunday in the style of an indoor street party. Any funds left over will be donated to the Acle Good Neighbour Scheme, which will also be publicised at the event.

**20. FINANCE**

£

**Receipts:**

Burial fees	1,059.00
Donation for memorial repairs	168.00
Upton PC – reimbursement of stationery	65.76

**Cheques for payment:**

Veolia – skip hire dd	153.96
Anglian Water – burial ground dd	19.73
Anglian Water – allotments dd	43.65
Anglian Water – toilets dd	355.33
E.ON – street lights dd	601.78
HMRC – PAYE & NIC	361.67
Norfolk Pension Fund	299.07
P James – clerk's fee and exps	1,313.64
Mick Ward – cleaning	676.48
TT Jones – lighting repairs	269.35
Acle Society – delivering newsletter	40.00
Hugh Crane – cleaning supplies and grit	89.33
SLCC – conference	264.00
BDC – bin collection	54.00
Barratt & Cooke – management fee	67.97
Copy IT – copying charges	43.99
Acle Methodists – room hire	187.00
Wilkersons – supplies	30.68
Replacement litter bins at skatepark	1,080.00
Nfk RCC – oil syndicate fee – one off	60.00
Apex Tree Care – work at allotments	75.00
Justin Nudd – work at Damgate Lane	65.00

Balance at bank c/f 24.02.2014	36,702.68
Gilts 05.10.13	<u>124,600.00</u>
	<u>161,302.68</u>

These payments were approved.

**21. FINANCIAL POLICIES**

The **Financial standing orders, Duties of the Responsible Financial Officer, Review of Internal Controls, Review of Internal Audit and Financial Risk Assessment** were considered and re-adopted.

**22. MATTERS FOR THE NEXT MEETING**

None.

**23. DATE OF NEXT MEETING - Monday, 31st March 2014.**

The councillors were invited to an informal meeting on Monday, 10<sup>th</sup> March.

**24. CO-OPTION OF NEW COUNCILLORS**

**At this point it was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public to discuss the co-option of a new parish councillor and the financial assistance of the Recreation Centre.**

24.1 **New councillor:** the councillors agreed to co-opt Polly Bryant on to the Council.

**25. RECREATION CENTRE**

Jackie Clover, Lana Hemsall and Rodney Perry each declared a pecuniary interest as trustees of the Recreation Centre and left the meeting.

Councillors made the following comments about the running of the Recreation Centre:

- The need to improve governance
- The need to adjust pricing for those residents who did not already support the Centre through their council tax
- The need for a greater business knowledge within the committee
- Concerns about the current situation with no chairman in place
- Reporting issues and plans to residents at the forthcoming AGM
- The need for a business plan.

After some discussion it was agreed to offer an interest-free loan if a business plan is drawn up setting out the income and costs for the various parts of the Centre, with proposals to reduce costs and to increase income.

There being no further business the meeting closed at 10.10 p.m.

Signed.....  
Chairman

Dated: 31st March 2014