Acle Parish Council

Meeting Date: Monday, 18th December 2017  
Venue: Methodist Church, Bridewell Lane, Acle  
Time: 7.00 p.m.

**PUBLIC FORUM:**

There were nine members of the public present. Matters raised included: thanks to Jackie Clover for organising the recent children’s Christmas party, a suggestion that blinds might be installed at the Co-Op funeral services, complaints about litter arising from Starbucks and the BP garage, and questions about the maintenance of the driveway to the BP garage.

**County Councillor Brian Iles gave a report:** councillors are consulting on the budget for 2018-19. There are concerns about funding the staff pay rise approved by the Government. Plans are being considered for the land at Mill Lane/Norwich Road, which is owned by Norfolk County Council. Brian has resigned from the Broads Authority.   
Brian was asked about the recent vote by county councillors to increase their basic allowance from £9,401pa to £10,500. Brian explained that most county councillors spent a full week on county council matters so it was only fair that they received a reasonable allowance for their work.

**District Councillor Lana Hempsall gave a report:** The Greater Norwich Local Plan consultation will start shortly.   
  
**PRESENT:**   
Tony Hemmingway – Chairman  
Sally Aldridge, Annie Bassham, Angela Bishop, Barry Coveley, Roger Jay, Chris Linehan, Jamie Pizey, Ellen Thompson and Anna Wade. Parish Clerk Pauline James.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **APOLOGIES** David Burnett and Jackie Clover. | | |
| **2** | **DECLARATIONS OF INTEREST** Barry Coveley and Chris Linehan declared a disclosable pecuniary interest in any financial transactions with the Recreation Centre, as Trustees. | | |
| **3** | **MINUTES** The minutes of the meeting of 27th November 2017 were agreed to be correct, and were signed by Tony Hemmingway as Chairman of the Parish Council. | | |
| **4** | **MATTERS ARISING** | | |
| 4.1 | It was noted that the children’s Christmas party was a great success. The councillors sent their thanks to Jackie Clover for organising the party. | | |
| 4.2 | One resident has offered to be on the Community Speedwatch team so far. The scheme will be advertised in the next Community News. | | |
| **5** | **CORRESPONDENCE** | | |
| 5.1 | Notification has been received that Lloyds Bank is to close from 15th May 2018. A Mobile Branch will visit the village, but details are not yet available. | | |
| 5.2 | The Annual Town & Parish Meeting at Broadland District Council will take place on Wednesday, 24th January at 7.00pm | | |
| 5.3 | The Broads Authority Local Plan has been published for consultation. A copy is available at Acle Library and online. It is 238 pages long and includes an allocation for the extension to the cemetery and the playing fields. | | |
| 5.4 | Notification has been received of an inspection of gas pipes accessed via Damgate Woods. | | |
| **6** | **PLANNING** | | |
| 6.1 | **Plans discussed at the meeting:** | | |
|  | 1. **Mrs Mirrors, White Leys, 1A Crossway Terrace** – enlarge first floor window to floor level and install clear glass (retrospective) (20172110). Councillors had no objections to the plans so long as the changes do not result in unacceptable overlooking of the neighbouring property. | | |
|  | 1. **Mr Davies, School House, 41 South Walsham Road** – single storey rear extension, two storey side extension and front porch alteration/extension (20172081). There were no objections to the plans. | | |
| 6.2 | **Planning decisions by Broadland District Council:** | | |
|  | 1. **49a Damgate Lane** – erection of self-build replacement dwelling and retention of existing garage – full approval (20171123) | | |
|  | 1. **Gaverne House, New Road** – single storey rear extension – prior permission not required (20171909) | | |
| 6.3 | **Plans received between meetings:** | | |
|  | 1. **Mr Thompson, Windle Farm –** change of use of agricultural building to dwelling (20171924) | | |
| 7 | **HIGHWAYS MATTERS** | | |
| 7.1 | A quote has been received for two flashing SLOW DOWN signs for Acle Bridge, at £11,500. The clerk has applied to NCC for 50% funding under the Parish Partnership Scheme. Funding is also available from County Councillors’ Highways Funds. | | |
| 7.2 | The Broads Authority has installed new signage for the permissive path alongside the A1064, directing pedestrians to the village. | | |
| 7.3 | Hanging baskets – councillors were reminded that the replacement baskets were supplied very late, resulting in late planting and slow growth of the plants. | | |
| 7.4 | New flowerbeds on A1064: it was agreed that there should be some money in the budget for paying for weeding of the flowerbeds. | | |
| 7.5 | Councillors agreed that the Christmas lights in The Street looked very good this year. It was agreed to approach the owners of High House to ask if they would be willing to allow a string of lights along their frontage. Rhinos kindly paid for the Christmas tree on the Green and put it up. | | |
| **8** 8.1 | **RECREATION CENTRE** Trustee Barry Brooks gave a report: insurance costs for the skatepark and zip wire are £1,026. The councillors agreed to reimburse the Recreation Centre for these costs as both facilities had been supplied by the Parish Council. There will also be a small bill for the damage done to the fire alarm at the Youth Club. | | |
| 8.2 | Several quotes have been obtained for the provision of new car park spaces on the land near to the Methodist Church car park. It was agreed to set up a working group to review the quotes comprising Jamie Pizey, Angela Bishop, Sally Aldridge, Barry Coveley and Barry Brooks.  The clerk has emailed Wellingtons to ask if they would like to quote for some or all of the works but no reply yet. | | |
| **9** | **ACLE LANDS TRUST** It was noted that a grant has been obtained to assist with the purchase of cutting machinery. | | |
| **10** | **PROJECTS** | | |
| 10.1 | **Springfield Land and Play equipment:**  Councillors attended a site meeting at Springfield; work is going well with the second phase of the development and the shared equity homes have proved popular.  The Land Registry made a site visit to record the actual boundaries between the Parish Council land, the adopted highway and the privately-owned plots.  It was agreed that a lifebelt should be installed near to the flood alleviation lagoon, and warning signage. | | |
| 10.2 | **Compulsory Purchase Order for Cemetery Land:**   Nothing to report. | | |
| 10.3 | **Website**:  The improvements to the Business section have not yet been done. | | |
| 10.4 | **Parking:** Drawings were reviewed from Norfolk County Council with proposals for double yellow lines in Reedham Road, New Road and around The Green. Nothing had been suggested for Mill Lane or Birtles Way and there was no impact assessment on the other roads in the village if these changes were put in place.  Councillors are invited to a site meeting on Tuesday 9th January. | | |
| 10.5 | **Youth Club**:  In January the sessions will be split into two: 6.30 - 8.00pm and 8.15 – 9.30pm. The first session is a fun/active session for years 7 & 8. The second session is a quieter session for years 8+. Children at the first session will not be allowed to leave during the session. Children at the second session will be free to come and go. This was noted. | | |
| 10.6 | **No Cold Calling Zones:** NCC has agreed to set up the NCC Zone in **Hermitage Close.** Packs will be delivered to residents and the signs put up in mid-January.  Voting packs have been ordered for **Glebe Road and Peter Avenue** so as to increase support for that area, together with **St Edmunds Road** where there is already sufficient support.  NCC will also canvass homes in the **Englands Road** estate as that is suitable to be designated as a Zone.  **New Road, New Close, Broadland Way and Elm** **Close** area will also be surveyed.  **Mill Lane and Mill Crescent** may be canvassed later.  **Springfield/Oxcroft** will be left until after the new houses are completed.  Councillors agreed to assist with the delivery of the survey packs. | | |
| 10.7 | **Defibrillator:** The clerk has contacted the First Responders for their advice as to which model to suggest the Co-Op buys. The councillors felt that the Barclays Bank building would be the most suitable in the village centre  It is also hoped to get a defibrillator for the Acle Bridge area. | | |
| 10.8 | **Portacabin for archive and preschool:** A suggestion of installing a second-hand mobile building adjacent to the Fletcher Room was proposed. The clerk was asked to contact Acle Primary School and Norfolk Property Services for their views. | | |
| 10.9 | **Public Toilets:** The clerk is meeting with BDC in January to discuss the refurbishment of the public toilets. | | |
| 10.10 | **WW1 Centenary 2018:** Angela Bishop reported on a meeting of the Centenary working party; they are considering a talk, teas, craft display, raffle, a display by the Royal British Legion and the cadets, a film, a competition, a dance and an orchestra. | | |
| **11** | **NEW PROJECTS** | | |
| 11.1 | **Councillor surgeries:** AngelaBishop offered to speak to the Acle librarian about holding an event at the library. | | |
| **12** | **FINANCE** | |
|  | |  |  |  | | --- | --- | --- | | **Receipts:** |  | £ | | Lloyds | Interest on savings account | 45.03 | | NCC | Verge cutting | 1,941.26 | | Upton PC | Share of expenses | 41.10 | | Various | Burial/memorial fees | 290.00 | | Gov’t Stocks | Interest on investments | 614.45 | | Rental on flat 42 | One month in advance | 795.00 | | **Payments between meetings:** |  |  | | SWALEC | Electricity for street lights (DD) | 716.66 | | Southern | Gas at no: 42 | 7.56 | | Siemens | Copier rental (DD) | 213.57 | | ICO | Data Protection fee (DD) | 35.00 | | Jackie Clover | Plants for A1064 | 250.63 | | E.On | Electricity at no:44 | 45.86 | | Total | Electricity at public toilets | 82.48 | | **Online payments:** |  |  | | Employment costs |  | 3,655.31 | | Acle Rec Centre | Youth club room hire | 96.00 | | Paul Eldridge | Work at Roman Wood | 300.00 | | Hugh Crane Cleaning | Supplies | 32.46 | | BDC | Waste collection at cemetery | 239.50 | | ADM Plumbing | Repairs at Fletcher Room | 311.50 | | BDC | Rates for 44 The Street | 158.00 | | Mills & Reeve | Legal fees re Springfield | 297.60 | | T T Jones | Repairs and two new lanterns | 1,064.30 | | T T Jones | Christmas lights | 1,406.80 | | **Cheques for payment:** |  |  | | Wilkersons | Supplies | 27.06 | | Wendy Butler | Holiday cover | 94.38 | | M Allen | Footpath fee | 40.00 | | Methodist Church | Room hire | 30.00 | | **Balance c/f 18.12.17** |  | 69,946.04 | | **Balances in Savings:** |  |  | | Government Stocks |  | 131,192.00 | | Cambridge B/Soc | Instant access 0.15% | 1,245.18 | | Lloyds Bank | 32-day notice 0.57 % | 100,508.79 | | Nationwide B/Soc |  | 414.32 | | Total monies |  | 303,306.33 | | |
|  | £93,791.32 is held by Mills & Reeve to be used to pay for the crossing on A1064. The clerk was asked to contact NCC to obtain an invoice for the works so that the balance can be reclaimed from Mills & Reeve.  Outstanding commitments: Parking amendments £20,000 + VAT.  Annie Bassham had checked the November online payments to the bank statements, and the bank reconciliation as at 11th December 2017.  The payments were authorised.  A report of Actual v Budget Income and Expenditure for the 9 months to 18th November was presented and accepted. |
| **13** | **BUDGET AND PRECEPT** The working group recommended an increase in precept of 10%, to a total of £102,210 for the year, which is an increase of £9.56 for the year for an average Band D home, giving a yearly total of £105.15 for a Band D home, or an increase of 2.6 pence per day, giving a daily total of 28.8 pence. The increase is to create a surplus adequate to fund planned services and to enable an amount to be put into earmarked reserves for the future repair and renewal of the assets. This was agreed.  The grass cutting contract for 2018 from Garden Guardian had increased by 5% and will total £7,664 including highways verges, open spaces, Damgate Lane play area, Beighton Road play area, the Fletcher Room, Barclays Bank and Springfield play area and lagoon. This was accepted.  The grasscutting at the churchyard, which is paid for by the Parish Council as a donation, will be £1,905. This was accepted.  Other fees were increased as recommended by the finance working group. |
| **14** | **DATA PROTECTION POLICY** This was approved and signed. |
| **15** | **MATTERS FOR NEXT MEETING**   * **Hanging baskets** * **Defibrillators** |
| **16** | **DATE OF NEXT MEETING –The next meeting is Monday 29th January 2018 at 7.00pm** |

There being no further business, the meeting was closed at 9.15pm

Signed:………………………………. Dated: 29th January 2018  
 Chairman