

Acle Parish Council

Meeting Date: Monday, 25th July 2011

Venue: Methodist Church, Bridewell Lane, Acle

Time: 7.30 p.m.

Present: Mr B Brooks, Mr D Burnett, Mr B Coveley, Mrs E Elliott, Mrs D Fisher (Chairman),
Mr B Grint, Mr J Harriss, Mr A Hemmingway, Mrs L Hemsall (also district councillor),
Mr N Law, Mr R Perry and Mrs M Steed

1. **PUBLIC FORUM**

There were fourteen members of the public present. Matters raised included problems with young people congregating on the Recreation Centre car park at night. Don Wilkins offered to mention this issue at the next Homewatch Co-ordinators meeting and at the next Safer Neighbourhood Action Panel (SNAP) Meeting.

Laura Blackwell gave an update on her plans for the Murder Mystery Event in August.

Lana Hemsall gave a report on Broadland District Council news including the awarding of a grant to Acle High School to support the extended schools programme.

2. **APOLOGIES** County Councillor Brian Iles and PC Paul Fox

3. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Lana Hemsall reminded the meeting that she is also a Broadland District Councillor and as such she declares a personal interest in any matters relating to Broadland District Council which may be discussed at the meeting. Lana also declared a personal interest in the planning application for The Grove as a friend of one of the neighbours.

Barry Coveley, Brian Grint, Barry Brooks and Rodney Perry each declared a personal interest in the Acle Recreation Centre as trustees appointed by the Parish Council. Brian Grint also declared a personal interest in discussions concerning the land behind Springfield as he lives adjacent to the land.

4. **MINUTES** The minutes of the meeting held on 27th June 2011 were agreed to be correct, after one amendment, and were signed by Diane Fisher as Chairman.

5. **MATTERS ARISING**

5.1 Diane Fisher, John Harriss and the clerk gave a report on the Norfolk Association of Local Council's Annual Conference. Items raised included: changes to the audit regime, the updating of the QPS accreditation scheme, councils getting more involved with planning, insurance requirements and staff appraisals. The clerk was asked to contact the Norfolk Association of Local Councils to find out the requirements to get reaccredited as a Quality Parish Council. It was confirmed that the Council was adequately insured for all appropriate risks. The clerk was asked to contact other local councils to ask about their staff appraisal systems.

5.2 Letters of thanks have been received from AgeUk and Macmillan Cancer Support for the recent donations.

5.3 Norfolk County Council confirmed that it is considering part-night lighting for the lights on Beighton Road around the play area, rather than the lights in Hillcrest, as originally stated in earlier correspondence.

5.4 Acle Pre-School has sent a copy of the electricity invoice for the first 6 months of 2011, £601.76.

- 5.5 The printing bill for the Murder Mystery Event has been received, for £416.67. £83.33 + VAT therefore remains outstanding on the £500 donation. A copy of the licence application was received and circulated.
- 5.6 Additional correspondence has been received on the proposed power and recycling centre at Kings Lynn.
- 5.7 The pothole in Glebe Road has been filled. A drainage survey of St Edmunds Road should be carried out shortly. The damage to the verge in South Walsham Road was reported again.
- 5.8 Quotes for signage for Damgate Lane play area have been received. The councillors chose white lettering on a green background, on 2mm aluminium.
- 5.9 Correspondence was received from a resident about concerns for the safety of children playing football in the Damage Lane play area. Norfolk County Council has confirmed that signage in the road is adequate and appropriate. The councillors confirmed that the goal post had been sited well inside the play area and parallel to the road to reduce the likelihood of children kicking the ball out onto the road. The football area is also sited away from the play equipment so as to minimise the effect on younger children using the play equipment. Barry Brooks was thanked for carrying out a risk assessment for the play area.
- 5.10 Ten of the councillors attended a training session from BDC on the Code of Conduct and declaring interests, which was agreed to be very useful.
- 5.11 John Harriss and the clerk attended a BDC workshop on community led planning, including parish plans. There was some discussion about Acle's parish plan; the results have been published on the parish website but no final report was ever produced. Barry Brooks offered to give consideration to producing a report.

6. CORRESPONDENCE

- 6.1 BDC has sent a consultation on the future of standards, now that the Standards Board has been abolished. The councillors agreed that they would support a local, voluntary code, organised by BDC, and would be prepared to pay a small fee, possibly based on the number of councillors in each council.
- 6.2 BDC has also written to ask the Council about its plans for the land behind Springfield. (Brian Grint declared a personal interest as he lives next to the land.) It was agreed to meet with BDC to discuss the options for the land and to obtain advice on moving forward with plans to build on the land.
- 6.3 Councils have been invited to send two councillors to a briefing at BDC on the forthcoming community engagement and consultation. Diane Fisher and John Harriss will attend.
- 6.4 Information has been received on the Village Screen mobile cinema scheme. This has been passed on to the Recreation Centre for consideration.
- 6.5 BDC has asked councils to give consideration to the forthcoming consultation on a proposal to charge Community Infrastructure Levy to secure funding for the infrastructure for the area. There was the suggestion of asking for funding for a pedestrian crossing on A1064.

- 6.6 The Society of Local Council Clerks (SLCC) Conference will take place on Wednesday, 14th September. Brian Grint, David Burnett and Nigel Law offered to attend, with the clerk.
- 6.7 Two letters of complaint about the cemetery have been received; concerning the state of the grass and the variety of memorials. The councillors confirmed that temporary memorials and sentimental tokens were permitted so long as they remained in good condition and were confined to the grave plot. It was agreed that the cemetery did need some additional work, cutting the hedges back on the right hand side and weeding around plots.
It was agreed that no action could be taken about a further complaint concerning the untidy state of some commercial premises in the village.
- 6.8 The Police sent a report of five recorded crimes since the last meeting. They confirmed that they are aware of the problems at the Recreation Centre car park at night time and asked that residents ring to report any incidents while they are occurring.

7. PLANNING MATTERS

- 7.1 Plans discussed at the meeting:
- i) **Mrs Axten, The Grove, New Road** – rear extension, front entrance porch and car port. (Lana Hemsall declared a personal interest as a friend of the neighbour to the site.) The councillors had no objections to the plans.
- 7.2 Planning results from **Broadland District Council**:
- i) **Mr Bayfield, Ivy House, The Street** – change of use of ground floor office to residential – full approval.

8. HIGHWAY MATTERS

- 8.1 There were reports of people driving too fast down Damgate Lane, possibly to and from the industrial units. The clerk was asked to contact Norfolk County Council to see if anything could be done to reduce vehicle speeds in Damgate Lane, Pyebush Lane and Fletcher Way.
- 8.2 David Burnett offered to organise a team for some Speedwatch monitoring in Damgate Lane. The clerk will arrange for the vetting forms.

9. STREET LIGHTING

- 9.1 NCC wishes to carry out some pruning of the folly tree as it is overhanging the carriageway. The councillors warned of the Christmas lights still in the tree.
- 9.2 A couple of lights were reported for repair.

10. STANDING ORDERS

Revised standing orders, based on the model standing orders produced by the National Association of Local Councils, were presented to the Council. It was agreed to adopt these as drafted. Diane Fisher was authorised to sign them on behalf of the Council.

The new standing orders limit to four years the time that a councillor can be chairman. It was also confirmed that the Planning Committee is authorised to make comments on applications on behalf of the Council.

11. PLAY AREA AT ACLE RECREATION CENTRE

(Barry Coveley, Brian Grint, Barry Brooks and Rodney Perry each declared a personal interest in the Acle Recreation Centre as trustees appointed by the Parish Council.)

The Trustees explained that the Recreation Centre needs to obtain grants from outside bodies to fund the repairs/replacement equipment. Quotes are being sought for the repairs highlighted in the recent RoSPA report. The Trustees explained that the Centre has very limited monies available for replacement equipment as the aging building needs increasingly larger amounts of money to keep it in good condition. The Trustees are working to upgrade those facilities which bring in income.

There was some discussion about moving the play area to an alternate site, as the current site is vulnerable to vandalism. The councillors agreed that the clerk should write to the Recreation Centre to ask what their plans are for the play area and to explain that the Council wants to know what assistance, financial or otherwise, is needed to improve the facility. It was agreed that a working party should be set up to assist with the fundraising.

Lana Hemsall offered to contact Broadland District Council about other possible sites in the village, including the land behind the Methodist Church.

It was reported that the Youth Club committee has folded.

12. FINANCE

£

Receipts:

VAT refund	1,872.02
BDC – delegated functions	1,052.15
Memorials	210.00
Reimb. Costs	236.24
BDC – recycling credit	156.71

Cheques for payment:

E.ON – electricity DD	576.91
Veolia – skip hire DD	138.72
Lloyds – bank charges DD	5.00
D Fisher – new pump for watering	97.04
HMRC – PAYE & NIC	486.19
M Ward – cleaning	653.83
P James – clerk’s fee and exps	865.85
Travis Smith – watering	68.04
Holly Hornagold – watering	45.36
Thomas Larby – watering	79.38
Connor Hutchin – watering	90.72
Andrew Creak – watering	34.02
Evolved Media – printing	500.00
Norfolk Pension	201.55
T T Jones – lighting repairs	156.23
Hugh Crane Cleaning Equipment	16.40
Garden Guardian – grasscutting	1,073.86
Acle Rec – room hire	11.00
Wilkersons – consumables	71.46
Norfolk ALC – Standing Orders	25.00
Norfolk RCC – training course	15.00
John Harriss – mileage to meetings	26.10

Norse – grasscutting (2 months)	168.76
Acle Methodist Church – room hire	64.00

The above amounts were authorised for payment.

Balances:

Savings Account	68,079.37
Term deposit	100,211.92
Gilts	119,281.00

13. MATTERS FOR THE NEXT MEETING

It was agreed to investigate re-accreditation for the Quality Parish Scheme.

14. DATE OF NEXT MEETING - Monday, 26th September 2011.

Signed: *Diane Fisher*
Chairman

26th September 2011