**Acle Parish Council**

Meeting Date: Monday, 28th January 2013

Venue: Methodist Church, Bridewell Lane, Acle

Time: 7.30 p.m.

Present: Mr D Burnett, Mrs J Clover, Mr B Grint, Mr J Harriss (Chairman), Mr A Hemmingway, Mrs D Hurst, Mr N Law, Mr R Perry, Mrs M Steed and

Mrs P Watson

Brian Iles (County Councillor)

1. **PUBLIC FORUM**

There were two members of the public present. Matters raised included visibility difficulties caused by people parking outside the Queens Head House and the need for grit bins around the village. PCSO Paul McAllister gave a report of three recorded crimes over the past two months. Brian Iles reported on the extra expenditure for helping elderly people remain in their homes longer and problems with repairing the potholes caused by the cold weather.

**2. APOLOGIES**  Mr B Coveley and Mrs L Hempsall (also district councillor).

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

Brian Grint, Rodney Perry and David Burnett declared a disclosable pecuniary interest in any financial transactions with the Recreation Centre, as Trustees. Brian Grint also declared a disclosable pecuniary interest in the Springfield development. John Harriss reminded the meeting that his son lives in Springfield so he has a non-pecuniary interest. Tony Hemmingway reminded the meeting that he has an interest in payment for work done for the Council. Malika Steed declared a disclosable pecuniary interest in matters concerning Acle Academy as her employer.

**4. MINUTES** The minutes of the meetings held on 17th December 2012 were agreed to be correct, after one amendment, and were signed by John Harriss as Chairman.

**5. MATTERS ARISING**

5.1 Letters of thanks have been received from the Broadland Homewatch Association and the East Anglian Air Ambulance for the recent donations.

5.2 The Christmas lights on the folly tree were repaired and have since been removed for storage.

5.3 The grit bin for Damgate Close has been put on site.

5.4 Broadland District Council said that they are looking at setting up local lists for assets of community value and have noted the Council’s interest in the signal box at Acle Station.

5.5 Tony Hemmingway will install paving at the Hermitage Close bus shelter shortly, as requested.

5.6 The clerk is awaiting further information on the Norfolk County Council scheme to part-fund local highways projects.

5.7 Tim Pestell at the Norwich Castle Museum has said that they no longer accept loans of longer than five years and that they would prefer the Council to gift the coin to the museum. It was therefore agreed to give the coin to the Museum, hoping that that they would annotate the find to state that it was discovered in Acle. It was agreed to put a photo on display at the Recreation Centre.

5.8 Brian Grint reported that he had been invited to photograph Weavers Way barn before the building work started, for the Archive.

**6. CORRESPONDENCE**

6.1 It was agreed to pay £364.50 for a 3-year extended warranty for the heating unit at the Fletcher Room, which includes two service visits per year and the compulsory leak checks. There was a report on problems with the equipment on the first cold night while the unit was defrosting. An engineer will visit the site to check that it is working correctly. It was noted that the roofing repairs are due to be done at February half-term.

6.2 Acle Academy has invited the Council to have a stall at its Open Day on 16th March. Nigel Law, David Burnett, Tony Hemmingway and the clerk offered to man the stall, with John Harriss helping from the Acle Society stall. It was also agreed to produce a leaflet setting out the role of the Council, to hand out to residents. It was agreed to have a photo board of the councillors.

6.3 The North Norfolk Clinical Commissioning Group has sent details of its work to improve length of time being taken by the East of England Ambulance Services Trust to transport patients to hospital. The Group confirmed that funding for the Ambulance Service has not decreased.

6.4 A complaint was received about litter at the postbox at Englands Road and this has been reported to BDC.

6.5 Acle War Memorial Recreation Centre & Social Club has sent details of the recently introduced Cinema Club in Acle; the current scheme requires volunteers to collect the equipment from Wymondham, subject to the availability of the equipment. The Social Club has requested funding from the Parish Council to purchase its own set of cinema equipment, which would enable greater flexibility for showing films and enable other local groups to use the equipment. The total cost is £8,256.15. Acle Recreation Centre is paying for the screen, at £1,300. It was agreed to put this on the agenda for the next meeting.

6.6 There was a request to have a memorial bench in memory of Malcolm Porter who died recently. It was agreed to write to the family to ask if they would like this, and to consider dedicating the proposed new bench for Old Road.

6.8 Gemma Buck has sent a letter to explain that she is the Community Safety Manager at BDC; problems with anti-social behaviour, graffiti or vandalism can be reported to her.

6.9 Wherry Housing’s open meeting on the proposed changes to housing at Beighton Road was cancelled – no new date has been set yet. Fourteen bungalows are to be redeveloped and two new plots to be built on.

**7. PLANNING MATTERS**

7.1 Plans discussed at the meeting:

i) **Lloyds Bank** – replacement signage. (20130025). There were no objections to the plans.

ii) **Mr Shorten, land adj 27 Mill Lane** – replace outline PP 20100133 for a bungalow (20130053). The councillors supported the plans.

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

i) **The Limes** – extensions and alterations – full approval.

ii) **Weavers Way Barn, The Hill** – conversion and extension of existing barn to residential dwelling – full approval.

iii) **Acle Hair & Beauty** – change of use of first floor from office to residential – full approval.

**8. HIGHWAY MATTERS**

8.1 **Hanging baskets:** John Harriss offered to check the number of baskets that could be accommodated along The Street and how many new brackets are needed. Brian Grint agreed to take the empty baskets to Moulton Nursery for re-filling.

8.2 **Noticeboard at Hermitage Close:** Pat Watson reported that a new noticeboard has been erected on the grass verge.

8.3 **Grit bins:** With the recent cold weather there have been several requests for grit bins; Aldis Road, De Carle Smith Road, The Drive and adjacent to the public toilets on The Street. The clerk will contact NCC Highways to ask if they would agree to any new bins. It was also reported that the grit bin from the A47 slipway has been removed by a resident and that the grit bin in Market Manor was emptied by a resident.

8.4 There were complaints about visibility problems caused by people parking outside the Queens Head House at the junction with Mill Lane. The clerk was asked to write to the owners to ask that people be encouraged to park elsewhere. There were also complaints about people parking on the verge at New Close. It was agreed to include this in the forthcoming Community newsletter.

**9. STREET LIGHTING**

9.1 A couple of lights were reported for repair.

**10. ACLE RECREATION CENTRE**

Brian Grint, Rodney Perry and David Burnett declared a disclosable pecuniary interest in any financial transactions with the Recreation Centre, as Trustees.

The Trustees have declined the Council’s invitation to set up a joint Parish Council/trustees committee as they felt that the council-appointed trustees should give a report to Council.

Brian Grint explained the proposal for the cinema equipment.

**11. ACLE VILLAGE MASTER PLAN**

The working party has been looking at:

1. **Housing requirements** in the village – family houses to encourage pupil numbers at the local schools versus more housing for the increasingly ageing population.
2. Proposals for the **village centre** including a review of the use of land behind commercial properties and ideas for increasing the size of the green.
3. A new village **website** giving details for residents and for visitors to the area. It was agreed that the Parish Council would take the lead on this and councillors were invited to notify the clerk of any website designers they could recommend.
4. The idea of having a **youth ambassador** role, linking the Parish Council to the Acle Academy. The clerk reminded the councillors that the youth ambassadors cannot be members of the Parish Council as councillors need to be over 18 and, in any case, there are no vacancies on the Council. After some discussion it was agreed to invite the Academy to choose two young people to attend Parish Council meetings and that there would be a separate agenda item for them to give a report. The councillors agreed that the young people should sit at the table with the councillors and should be invited to take part in the meeting, but would not have the right to vote.
5. It was suggested that it might be beneficial to draw up a **Neighbourhood Development Plan**. This is a new Government initiative to encourage Parish Councils to share the development and growth of their local area. Without a grant, the process is expensive as it would require professional help with the preparation of the Plan. It has been suggested, however, that the parish would be able to apply for more of the Community Infrastructure Levy (CIL) if it had a Neighbourhood Development Plan. The councillors therefore agreed that it would be sensible to find out more. Broadland District Council has offered to meet with councillors to explain the process.
6. There will be an event aimed at bringing together local **businesses**, on 21st February. The councillors were invited to attend the event.

**12. SPRINGFIELD LAND**

Members of the Parish Council are meeting with the architects on Thursday, 7th February to view their draft plans for the site. Alan Irvine, the planning consultant has been meeting with Saffron Housing Association to sort out the joint project. BDC has suggested for the affordable element a mix of 7 x 1 bedroom homes (including 2 x bungalows), 3 x 2-bedroom homes (including 1 x lifetime bungalow), 1 x 3-bedroom and 1 x 4-bedroom homes.

**13. EMERGENCY PLAN**

The BDC training session was cancelled because of the inclement weather and will now be held on 8th February. John Harriss and David Burnett will attend.

**14. SKATEPARK**

The clerk is re-applying for the Norfolk Construction Fund and is awaiting the decision of other funders. It was agreed to put the £7,535 bequest from Mr Bennett towards the project. The total cost is £50,000 and there is currently a shortfall of £15,248. After some discussion it was agreed to place the order for the skatepark and to make up this shortfall from Council funds if no further grants are awarded.

**15. BUDGET**

Broadland District Council has confirmed that it will pay the subsidy to cancel the effect of the decrease in people paying council tax, whether or not a parish council chooses an increase in precept. The precept for Acle for 2013/14 of £56,650 will be made up of 921 households paying an average of £55.87p.a. (up 3.3% from the 2012 cost of £54.08), with BDC paying a grant of £5,191.

**16. FINANCE £**

**Receipts:**

Kent & Co – bequest from Mr Bennett 7,535.62

Reimbursement costs by other councils 200.70

VAT refund 16,381.67

**Cheques for payment:**

Veolia – skip hire 2 months 287.66

E.ON – lighting 2 months 1,182.30

Anglian Water – allotments 16.71

Anglian Water – toilets 307.31

Anglian Water – cemetery 14.91

E.On – electricity at toilets 116.45

Siemens – copier rental 134.52

Mick Ward – cleaning 704.13

Norfolk Pension Fund 282.66

P James – clerk’s fee and exps 1,080.60

Acle Methodists – room hire 48.00

S Taylor – Christmas lights charge 91.71

Acle Hair & Beauty – lights charge 31.64

Tony Hemmingway – work done 287.50

Hugh Crane – supplies 57.13

BDC – bin collection 277.48

Acle Recreation Centre – youth club rent 264.00

Seckers – air conditioning unit 3,764.40

PHS Group – waste disposal charge 60.00

Copy IT – copying 11.03

T T Jones – lighting repairs 956.63

HMRC – PAYE & NIC 409.10

CPRE – subs 29.00

Anglian Health & Safety – grit bin 124.20

Tony Hemmingway – materials purchased 234.00

Tony Hemmingway – grit bins 37.50

Alan Irvine, incl. architects’ first fee and

 ecology report 4,270.21

M Allen – footpath fee 30.00

Savings account 24.12.12 55,177.54

Term investment 26.11.12 75,000.00

Gilts 05.10.12 130,529.00

 260,706.54

David Burnet has checked and signed the quarterly review of the bank reconciliation as at 31st December 2012.

**17. MATTERS FOR THE NEXT MEETING**

* Grit bins
* Youth ambassadors
* Grant towards cinema equipment at Acle Social Club
* Hanging baskets
* Acle Academy Open Day

**18. DATE OF NEXT MEETING - Monday, 25th February 2013.**