Acle Parish Council

Meeting Date: Monday, 23rd February 2015
Venue: Methodist Church, Bridewell Lane, Acle
Time: 7.30 p.m.

**PRESENT:**
Mr John Harriss – Chairman
Mr Tony Hemmingway – Vice-chairman
Mrs A Bassham, Mrs J Clover, Mr B Coveley, Mrs L Hempsall (also district councillor), Mrs J Kenealy, Mr R Perry, Mrs M Steed and Mrs P Watson

1. **PUBLIC FORUM**

There were 24 residents present. Matters raised included many problems with the work done by Youngs at Beighton Road/ Hillcrest for Circle Anglia, correspondence concerning the Recreation Centre and the suggestion that the Recreation Centre should publish its minutes online.

County Councillor Brian Iles gave a report; the budget process continues. Acle Library will be open 5 additional hours per week, but unstaffed. District Councillor Lana Hempsall reported that Broadland District Council had adopted Acle’s Neighbourhood Plan.

1. **APOLOGIES** Mrs Angela Bishop
2. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS**

Rodney Perry and Jackie Clover declared a disclosable pecuniary interest in any financial transactions with the Recreation Centre, as Trustees. John Harriss reminded the meeting that his son lives in Springfield so he has a non-pecuniary interest in that development. Tony Hemmingway and John Harriss both had an interest in cheques payable to themselves.

1. **MINUTES**

The minutes of the meeting of 26th January 2015 were agreed to be correct, subject to one amendment to the item on the Recreation Centre, and were signed by John Harriss, as Chairman of the Parish Council.

1. **MATTERS ARISING**
	1. T T Jones reported that the filters they had fitted on the uplighters on the Folly Tree had been bleached by the intensity of the lights. They have sourced more appropriate filters for next year.
	2. Research suggests that it is not illegal to park on the pavement in most of the UK, but it is an offence to drive on the pavement. It was agreed that further action would be taken about people parking all day on New Road and Mill Lane.
	3. Acle Community Archive Group sent a letter of thanks for the donation towards the new noticeboard.
	4. The Police repeated their offer that funding for a PCSO could be delayed until the next financial year i.e. 16/17. It was confirmed that the matter could be raised again once the new Council is in place.
	5. The clerk will meet with Alexandra Bone of Broadland District Council when she carries out her annual inspection of the public toilets. It is expected that repairs to the roof will be needed along with some redecoration.
	6. Gt Yarmouth Borough Council asked if the Parish Council was interested in running the toilets at Acle Bridge but also said that a local business had expressed an interest in purchasing the toilets.
	7. Nomination forms are available for the parish council elections on 7th May but cannot be completed until 9th March. The forms must then be hand delivered to Broadland District Council by 4 pm on 9th April.
	8. The path to Acle Bridge re-opened shortly after the last meeting.
	9. The hedge on Old Road has been trimmed back from the pavement.
	10. The Broads Authority and Broadland District Council have both formally adopted Acle’s Neighbourhood Plan.
	11. It was agreed to investigate whether by-laws can be enacted to prevent people selling cars on the verges.
	12. It was noted that various signs have been left around the village following road works. It was reported that these are not the responsibility of Norfolk County Council, but belong to the Highways Agency.
2. **YOUTH AMBASSADORS**

None present.

1. **CORRESPONDENCE**
	1. Acle Methodist Church requested a grit bin and grit for the car park and pavements around the Methodist Church and hall, following very icy weather. It was agreed to pay for a grit bin and the grit.
	2. There was a request for a donation towards the cost of 15 students from Acle Academy who are going to Tanzania in October. It was suggested that the students might like to work a shift for the watering of the hanging baskets.
	3. There is an area meeting at BDC on the subject of Resilience Planning on the evening of 12th March.
	4. There is a NALC Spring Seminar on Friday 13th March 9.30 – 15.30 at Scratby.
	5. Saffron Housing has invited councillors to attend an event at Yarmouth Town Hall on Monday 16th March from 10.00 – 16.00. John Harriss will attend.
	6. The Broads Authority wrote to say that Bam Nuttall will be leaving the site on A1064 by the end of March but that they have not secured the location by the train station. As soon as the staff have cleared their offices, the cabins will be removed and the site landscaped.
	7. BDC sent a consultation on proposed revisions to the Housing Options Allocations Scheme Policy; the main change is that people who want to join the waiting list of housing will have had to have lived in the Broadland area for a minimum of two years, previously six months. This was noted.
	8. BDC is consulting on the Local Plan: Site Allocations Development Plan Document – main modifications. Cllr Hempsall confirmed that there are no changes to the Acle map. This was noted.
	9. The clerk read out an email from Circle Anglia concerning the various issues raised as a result of building works at Hillcrest. The clerk will contact Circle Anglia again to raise residents’ complaints and also to ask about their plans to repair the road surface.
	10. A complaint was received about the strimming in the cemetery. The clerk contacted the contractor for his comments and asked him to remind his staff about the courtesy required when working in a cemetery.
	11. The Government has changed the law so as to allow agendas to be emailed to councillors. Agendas and minutes must also be published on the Council’s websites, as is already the practice for Acle.
	12. BDC has banned the release of sky lanterns on any of its land and is encouraging parish councils to do the same. It was agreed to ban sky lanterns on any Parish Council land and to ask the Recreation Centre to consider a similar ban on their land.
	13. A resident of Wherry Reach contacted the clerk to say that the owners of the properties propose to remove the wooden detail on the top of two of the roofs. The councillors did not feel that this was anything the Parish Council could help with.
2. **PLANNING MATTERS**
	1. Applications:
3. **Mr Thrower, 5 Springfield** – demolition of existing single storey side extension and erection of two storey side extension (20150141). There were no objections to the plans.
4. **Mr Hutchins, Acle Hair & Beauty, The Street** – replacement single storey extension to rear (20150159). There were no objections to the plans.
5. **Mr Larby, 2 The Street** – demolition of existing extension and erection of single storey rear extension (20150196). There were no objections to the plans.
	1. Planning decisions from **Broadland District Council**:
6. **4 The Drive** – extensions and dormer windows – full approval
7. **Orchard House** – subdivision of plot for new dwelling – full approval
8. **Station Road** – replacement of antennae – granted
9. **HIGHWAYS MATTERS**

9.1 Following a complaint about someone parking continuously on De Carle Smith Road, the clerk left a note on the windscreen and was contacted by the owner. They have agreed to park their van their instead, which is used for work every day so will not be in the way of the refuse vehicle. It was reported however, that the van has been parked there during work hours so the refuse vehicle continues to drive over the grass verge.

9.2 It was suggested that there is a need for signage on Fletcher Way to warn drivers about the approach to the school.

9.3 The clerk was asked to contact NCC to request that the low branches on the Folly Tree be cut back a little.

9.4 The drain outside 65 Old Road is still blocked. The clerk will report this to NCC again.

9.5 There was a request for clearer signage for drivers passing the Co-Op to ensure that they slow down at the give way markings to give way to oncoming vehicles.

9.6 The road surface on Norwich Road was reported to need repair near to the A47 sliproad.

9.7 The grass on the visibility splays for Peter Avenue is encroaching on the footways and needs cutting back.

9.8 It was reported that the grit in the grit bin in Market Manor is one solid lump and needs replacing. The clerk will report this.

9.9 Vegetation in South Walsham Road is overhanging the verge.

9.10 The tarmac in the metal grill in the underpass in Reedham Road has fallen out again.

9.11 The clerk will ask if any additional signage is possible for Beighton Road to reduce traffic speeds.

1. **STREET LIGHTING**
	1. The clerk will contact NCC to ask that the vegetation is removed from the street light in Reedham Road, opposite Middlesex Terrace.
2. **ACLE RECREATION CENTRE**

Jackie Clover read out a report from Chairman Rob Shepheard; the trustees sent their thanks for the Council’s offer of £2,000 towards the revenue costs of the play area and skatepark, although it was noted that a higher amount had been requested. The supplemental deed is expected shortly which will introduce a code of conduct for trustees. Spending has been reviewed, along with a review of rental charges. Vandalism and anti-social behaviour continues to be a problem at the Centre and has been reported to the Police.

Barry Coveley and Tony Hemmingway reported that they have been reviewing the work needed for the remedial works to the skatepark.

Lana Hempsall pointed out that the proposed changes to the Trust Deed will give the Trustees the power to remove a Trustee, including those appointed by the Parish Council.

The councillors raised various issues: the need for a full business plan, the need for a reduction of overhead costs, the issue of whether to merge with Social Club with the Centre administration, a request for a copy of the dispensation in place for Dennis Goodley as he is employed by the Centre as well as being a Trustee, and a request for confirmation that Trustees are adequately covered by insurance.

It was agreed to call a special meeting on 9th March to elect the nine Trustees appointed by the Parish Council.

1. **CEMETERY**

The clerk wrote to Mr & Mrs Molineux to explain that alternative locations for the cemetery extension had not proved possible. No reply has been received.

1. **SPRINGFIELD LAND**

There have been two meetings with Norfolk County Council officers and Phil Courtier at Broadland District Council. BDC agreed that the work to encourage people to cross the A1064 to the allotments and the footpaths would count towards the Parish Council’s obligation to pay £98,000 for green infrastructure as part of the planning permission for the site. APC’s solicitors are awaiting the revised wording for the S106 agreement to incorporate this decision. NCC will give a quote for a feasibility assessment for a pedestrian crossing, one or two pedestrian refuges and “gates” and signage to reduce speeds. BDC confirmed that the cost of the feasibility study would count towards the payment.

John Harriss, Tony Hemmingway, Jackie Clover, Barry Coveley and the clerk met with John Whitelock of Saffron Housing and Alan Irvine, planning agent. Alan Irvine had obtained valuations for the land from three local agents.

**It was agreed to move the discussion of this item to a private session at the end of the meeting because of the sensitivity of the land valuation.**

1. **HERONDALE**

Nothing further has been heard from NCC.

1. **FINANCIAL REGULATIONS AND ONLINE BANKING**More and more suppliers are requesting payment by online payment, including the pension fund. It was agreed that the Council would allow online banking.

Finance Regulations have been prepared from the draft regulations prepared by the National Association of Local Councils. Many payments will continue to be done by cheque, attached to the relevant invoice. For those who prefer online payments the clerk will prepare a schedule setting out the payment details and attaching the relevant invoices. Two of the cheque signatories will authorised the schedule before the clerk makes the online payment.

The clerk will be set up as a Delegate with full access, with a payment limit of £5,000, with Tony Hemmingway also given online access so that he can monitor the Council’s accounts.

1. **REVIEW OF INTERNAL CONTROLS, INTERNAL AUDIT, DUTIES OF THE RESPONSIBLE FINANCIAL OFFICER AND RISK ASSESSMENT**

These documents were all approved and adopted.

1. **FINANCE**

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| --- | --- | --- |
|  |  | £ |
| **Receipts:** |  |  |
| Donation |  | 100.00 |
| **Payments:** |  |  |
| Flameskill | Fire inspection Fletcher Room | 42.12 |
| Mills & Reeve | Deposit re NPLaw’s costs | 750.00 |
| Hi-Grade House | Contribution for Xmas lights | 106.04 |
| P James | Clerk’s fee and exps | 1,318.15 |
| HMRC | PAYE & NIC | 484.04 |
| Mick Ward | Cleaning | 686.01 |
| Norfolk Pension Fund |  | 380.92 |
| Acle Society | Newsletter delivery | 40.00 |
| Acle Methodist Church | Meeting room | 17.00 |
| T T Jones Electrical  | Lighting repairs | 293.45 |
| Acle Rec Centre | Youth club room hire | 76.00 |
| Tony Hemmingway | Work at toilets and Fletcher Rm | 214.22 |
| Wilkersons | Consumables | 28.13 |
| Barratt & Cooke | Annual fee for investments | 72.00 |
| John Harriss | Expenses | 32.85 |
| SLCC | Clerks’ Conference | 292.00 |
| Marcus Satchel | Work at allotments | 200.00 |
| Justin Nudd | Work at allotments | 150.00 |
| Mills & Reeve | Advice on contract | 1,920.00 |
| Mills & Reeve | S.106 work | 2,886.60 |
| Balance c/f 23rd February 2015 |  | 24,043.61 |
| Government stocks |  | 125,764.00 |
| Total monies |  | 149,807.61 |
| VAT of £2,220 has been reclaimed |  |  |

The above payments were authorised.

1. **MATTERS FOR NEXT MEETING**

No additional items.

1. **DATE OF NEXT MEETING – 9th March and 30th March 2015**

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