Acle Parish Council

Meeting Date: Monday, 29th June 2015
Venue: Methodist Church, Bridewell Lane, Acle
Time: 7.30 p.m.

**PRESENT:**
Tony Hemmingway – Chairman
Barry Coveley – Vice-chairman
Councillors Sally Aldridge, Annie Bassham, Angela Bishop, David Burnett, Jackie Clover, Jack Horner-Glister, Roger Jay and Julia Line
Parish clerk - Pauline James

Tony Hemmingway welcomed the new councillors who were co-opted at the May meeting; Roger Jay, Jack Horner-Glister and Julia Line. Lana Hempsall was also co-opted but had since decided that she did not wish to be a parish councillor again. Two vacancies for councillors remain.

Danny Whitehouse from the Mancroft Advice Project, together with some young residents, spoke about ideas for Youth Engagement; he hopes to set up a youth council or forum to feed back young people’s ideas to local parish councils, to make the villages even better for young people. In Acle there were suggestions to allow use of the playing fields and the 5-a-side pitch, which will be mentioned to the Recreation Centre committee.

1. **PUBLIC FORUM**

There were twenty two members of the public present. Matters raised included the missing noticeboard at Hermitage Close, support for a new crossing on A1064, questions about the precept and budget, issues with the bus stop on New Road, pavement damage at Old Road/ Bridewell Lane and Holmes Close, overgrown vegetation at Herondale, Old Road and The Drive, and carriageway damage in A1064.

**County councillor Brian Iles** talked about the large savings that the County Council has to make. He reported that Acle is first in the list for works to improve drainage following the floods last year.

**District councillor Lana Hempsall** told the meeting that the application for a new home at Coburg House was to be decided by the forthcoming Planning Committee.

1. **APOLOGIES** PCSO Paul McAllister.
2. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS**

David Burnett, Barry Coveley, Jackie Clover and Roger Jay declared a disclosable pecuniary interest in any financial transactions with the Recreation Centre, as Trustees. Angela Bishop, Sally Aldridge, Jackie Clover and Pauline James each declared a non pecuniary interest in the Dementia-Friendly Garden as members of the Good Neighbour Scheme. Jackie Clover reminded the meeting that she is appointed by the Council to the Acle Lands Trust.

1. **MINUTES**

The minutes of the meeting of 18th May 2015 were agreed to be correct and were signed by Tony Hemmingway as Chairman of the Parish Council.

1. **MATTERS ARISING**
	1. Former chairman, John Harriss, sent a letter of thanks for his retiring gift.
	2. The clerk reported that s274 of the Highways Act 1980 says, “A council may contribute towards any expenses incurred or to be incurred by a highway authority if, in the opinion of the council, the expenditure is or will be of benefit to the council’s area.” This would appear to cover the proposal to provide a pedestrian crossing on A1064.
	3. Norfolk County Council will cut back the vegetation on the A47 sliproad shortly.
	4. The headteacher at Acle Academy is currently on sick leave so links with the Academy will be re-established once he returns.
	5. Highways England has noted the request for the repair of the VAS on A47 and the grasscutting required on the roundabout at junction with A1064 but gave no details of the timescale for the works.
	6. Broadland District Council spoke to the person who is selling cars on the verges in New Road and reminded him of the offence of exposing vehicles for sale on a road under the Clean Neighbourhoods and Environment Act 2005. BDC said that they will take enforcement action if the offending continues.
	7. Network Rail acknowledged the report of the graffiti.
	8. The contractor has been reminded to cut the Doctor’s Footpath on Damgate Lane.
	9. No one else came forward to water the hanging baskets. Five days each week are covered. Accountants Harvey Hines & Woods have kindly agreed to allow the trolley to be stored at the rear of their premises.
	10. The Accounts for the year ended 31st March 2015 are currently being audited by John Gallop and will be sent to the external auditors, Mazars, shortly.
	11. There has been a delay in the addition of Angela Bishop as a cheque signatory.
	12. Councillors’ register of interest forms have been completed for most of the councillors.
2. **YOUTH AMBASSADORS AND YOUTH ENGAGEMENT**

Following the presentation at the beginning of the meeting it was agreed to pay for the room hire for the youth engagement event in the Summer. Annie Bassham offered to be the Council’s representative for the event.

1. **CORRESPONDENCE**
	1. PCSO Paul McAllister sent a report of nine recent crimes.
	2. Martin Greenland sent notice that the Pastoral Scheme reorganisation has been completed; Fishley Church is now part of the new Parish of South Walsham, Upton and Fishley under Nick Garrard. The Parish of Acle is now part of the new Acle and Bure to Yare Benefice made up of Acle, Beighton with Moulton, Cantley, Freethorpe, Halvergate with Tunstall, Limpenhoe with Southwood and Reedham.
	3. RoSPA has carried out the inspections at the Damgate Lane and Beighton Road play areas; it was agreed to carry out the repairs listed in the report. Both play areas have an overall risk of Medium.
	4. The clerk was asked to contact the grasscutters to ask them to cut the grass around the goal net.
2. **PLANNING MATTERS**
	1. **Mr & Mrs Green, 14 Englands Road** – demolition of existing garage and extension and erection of single storey rear extension (20150851). The Council had no objections to the plans.
	2. **Mrs Metcalfe, The Manor House** – change of use from B&B to tea rooms (20150875). The Council supported the plans.
	3. **Mr Burgess, Coburg House, The Street** – erection of detached dwelling and alterations to access – revised proposal (20150602). This application is going to the BDC planning committee on 1st July. Jackie Clover, Annie Bassham and Julia Line offered to attend the meeting.
	4. **Mrs Metcalfe, The Manor House** – reinstatement of metal railings and sandstone paving (listed building) 20150803 – this application was received between meetings and the councillors had no objections to the plans.
	5. The application for a premises licence at **The Manor House** was also received, with no objections.
	6. BDC confirmed that permission for change of use will be required for the new optician’s on Old Road, but that the adverts in the windows are deemed to be permitted development. (Later correspondence from BDC said that change of use permission will not be required after all.)
3. **HIGHWAYS MATTERS**
	1. It has been decided to plant pyracantha on the verges in New Road to try to prevent the advertising of cars for sale. Consent for the planting has to be obtained from NCC Highways department.
	2. It was noted that the hedge has been cut back at the top of Priory Close, making it much easier for pedestrians walking near the property.
	3. Issues were raised about people parking too close to the junction at the top of The Street by Crossway Terrace.
	4. There was a question about what permissions are needed for advertisements on verges. The clerk explained that there are different rules depending if it is deemed to be Highways verge or private land.
	5. The NCC report on A1064 noted that overhanging vegetation from Roman Wood is obscuring visibility on exiting Boat Dyke Lane. The clerk will contact NCC to ask that the vegetation is cut back in the Autumn.
4. **STREET LIGHTING**

The removal and disposal of existing lanterns, and replacement with Urbis Ampera 16 LED lanterns will cost £338.22 each. The Lighting Committee will carry out a review of the Parish Council’s lights and make recommendations about replacing the lanterns with LED versions.

1. **ACLE RECREATION CENTRE**
	1. Recreation Centre Chairman, David Burnett, gave a report; two employees have been appointed to work in the office, for 20 hours each. All service contracts are being reviewed.
	2. Election of new trustee; it was agreed to appoint Kenny Gale.
	3. The councillors agreed to purchase a grit bin for the car park. The Recreation Centre caretaker will spread the grit in icy weather.
2. **CONSIDERATION OF A REPORT ON A1064**

The draft report on the provision of a pedestrian report has been received from Norfolk County Council. The Report recommends the construction of a pedestrian refuge south of the Hermitage, with additional footway being provided. It also recommends the narrowing of the A1064 through the built-up area to give a better feeling of place for drivers, and also to improve the width of the footway on the east side. The work would require the planing and resurfacing of the carriageway, to which NCC would contribute half of the cost, so that cost to the Parish Council would be £72,600. Gateways and landscaping to improve awareness of the speed limit would cost a further £12,200.

The councillors were pleased with the recommendations of the report and agreed that representatives should attend a meeting with NCC and BDC to discuss the work further. It was noted that no work could be commissioned until the Council has sold the land north of Springfield.

1. **LAND NORTH OF SPRINGFIELD**

BDC issued the final planning permission for the site following the signature of the s106 agreement. Following some further discussion as to the calculation of the overage agreement, the Parish Council’s agent, Alan Irvine, had produced the Memorandum of Sale, which was circulated to the councillors. The councillors agreed that the solicitors should now be asked to prepare the papers for the sale of the land.

1. **ACLE LANDS TRUST**
	1. The Trust had written to apply for a grant of up to £5,000 as 10% towards a larger grant application for a new boardwalk in Damgate Lane, linking to Roman Woods. The councillors agreed to support the project with a grant of up to £5,000 and it was noted that the grant could be funded from the capital receipts from the Springfield Land or as part of the Green Infrastructure Levy.
	2. It was noted that the paths at Roman Wood had been cut.
2. **DEMENTIA FRIENDLY GARDEN**

Angela Bishop explained the plans for seats and planting for the land to the west of the Methodist Church building, with raised beds, scented plants and items to stimulate memory. Minister Steve Cullis is on sabbatical until July but it was reported that the ideas have been approved in principle by the committee, subject to a risk assessment and confirmation of arrangements for future maintenance. It was agreed to give a grant of £600, or to donate items up to a value of £600 + VAT.

It was also agreed to pay for the room hire for the first four Tea & Talk sessions, at £17 per booking.

1. **RESILIENCE GROUP**

It was agreed to pay for the printing of a leaflet about the Resilience Group and Emergency Plan, to be delivered to each home in the village. The scheme will also be advertised at the forthcoming Acle Show and linked to the Norfolk Resilience Forum.

1. **STANDING ORDERS**

It was agreed to amend the Standing Orders to include resignation by email:

Item 26(a): *The Chairman of the Council shall resign in writing, delivered to the clerk, for presentation to the Council, by hand, by Royal Mail or by email. A councillor shall resign in writing, delivered to the Chairman by hand, by Royal Mail or by email.*

(David Burnett abstained from voting.)

1. **NEW ROADS AROUND ACLE**

A local resident, Jim Blacklock, had sent the Council a proposal for a road to the west of the village, linking South Walsham Road and Norwich Road. The councillors supported the idea in principle with concern raised about the increased traffic which will arise from the new housing off Norwich Road, and which will be obliged to travel through the village to access the A47 eastbound, or A1064. David Burnett and Sally Aldridge offered to form a working party to consider the issues further. It was noted that Brian Iles had already had a copy of the report and he had forwarded it to the relevant department at County Hall. It was also suggested that better signage is needed in the village because of satnavs issues.

1. **FINANCE**

|  |  |  |
| --- | --- | --- |
|  |  | £ |
| **Receipts:** |  |  |
| Allotment Ass’n | Reimbursement water costs | 96.59 |
| Beighton PC | Reimbursement costs | 30.11 |
| Upton PC | Reimbursement costs | 43.44 |
| Burial and memorial fees |  | 2,435.00 |
| **Direct Debits:** |  |  |
| Veolia | Skip hire x 2 months | 341.10 |
| E.On | Electricity street lights | 584.16 |
| **Online Payments:** |  |  |
| P James | Clerk’s fee and exps - SO | 1,000.00 |
|  | * balance
 | 340.44 |
| HMRC | PAYE & NIC | 511.50 |
| Mick Ward | Cleaning - SO | 650.00 |
|  | * balance
 | 73.85 |
| Copy IT  | Copying | 43.03 |
| Garden Guardian | Grasscutting | 1,155.01 |
| Norfolk Pension Fund | Clerk’s pension | 401.16 |
| Acle Rec Centre | Youth club room hire x3 | 258.00 |
| Mills & Reeve | Legal fees re Springfield | 1,244.40 |
| BDC | Bin collection | 545.00 |
| Hugh Crane Ltd | Consumables for Fletcher Rm | 140.43 |
| Nfk Parishes Training | 2 x training courses | 125.00 |
| George Taylor | Benches | 124.00 |
| Playsafety  | RoSPA report | 156.00 |
| **Cheques for payment:** |  |  |
| Roy Tate | Plants for baskets | 124.00 |
| Jackie Clover | Plants for baskets | 206.22 |
| T T Jones | Lighting repairs | 311.08 |
| Wilkersons | Consumables | 11.07 |
| ENTUA | Subs | 10.00 |
| Acle Methodists | Room hire | 17.00 |
| Stephanie Kingston | Watering baskets | 55.92 |
| Harry Kingston | Watering baskets | 55.92 |
| Hudson Hempsall | Watering baskets | 74.55 |
| Balance c/f 29th June 2015 |  | 46,230.98 |
| Government stocks |  | 131,464.00 |
| Total monies |  | 177,694.98 |
|  |  |  |

The above cheques and online payments were approved.

The clerk’s bank reconciliation as at 29th June 2015 had been checked by Annie Bassham.

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

There were no nominations for new councillors.

1. **Committees, Working Parties and Elected Members:**

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| --- | --- |
| **Street Lighting** | Tony Hemmingway, Roger Jay |
| **Planning Committee** | Barry Coveley, Roger Jay, Julia Line, Annie Bassham |
| **Youth** | Annie Bassham, Julia Line |
| **Finance** | Tony Hemmingway, Barry Coveley, David Burnett |
| **Personnel** | Tony Hemmingway, Barry Coveley, Angela Bishop |
| **Fletcher Room** | Tony Hemmingway, Angela Bishop |
| **Cemetery extension** | Tony Hemmingway, Barry Coveley, David Burnett, Jackie Clover |
| **Springfield Land** | Tony Hemmingway, Barry Coveley, David Burnett, Jackie Clover |
| **Herondale** | Sally Aldridge, Annie Bassham, Angela Bishop |
| **Resilience/Emergency Planning** | Annie Bassham, Angela Bishop, Jack Horner-Glister |
| **Acle in Need** | Angela Bishop (Elected for 4 years) |
| **Acle Regatta** | Jackie Clover |
| **Acle Rec Joint Committee** | No longer needed |
| **Roads in Acle** | Sally Aldridge, David Burnett |
| **Acle Recreation Centre** | Barry Brooks, David Burnett, Jackie Clover, Barry Coveley, Dennis Fisher, Diane Fisher, Lana Hempsall, Roger Jay and Nick Methold ***(note only – were elected in March)*** + Kenny Gale |
| **Acle Lands Trust** | Adam Fisher, Brian Grint, Nigel Robson, Martin Greenland, Jackie Clover ***(note only – were elected in March)*** |

The allocations to committees, working parties and outside organisations were agreed as listed above. It was noted that the Planning Committee has delegated powers to make comments on planning applications on behalf of the full Council.

1. **MATTERS FOR NEXT MEETING**
* Matters arising from the Neighbourhood Plan
* Signage in the village
* Possible future projects
* Remembrance parade
1. **DATE OF NEXT MEETING –** Monday, 27th July 2015 at 7.30 pm, with refreshments from 7.00pm