Acle Parish Council

Meeting Date: Monday, 27th July 2015
Venue: Methodist Church, Bridewell Lane, Acle
Time: 7.30 p.m.

**PRESENT:**
Tony Hemmingway – Chairman
Councillors - Sally Aldridge, Annie Bassham, Jackie Clover, Jack Horner-Glister, Roger Jay and Julia Line
Parish clerk - Pauline James

1. **PUBLIC FORUM**

There were six members of the public present. Matters raised included flooding in the underpass, highways issues and maintenance of the skatepark.

**Broadland District Councillor Lana Hempsall** reported that the planning application at Coburg House had been refused by Broadland District Council and mentioned recent lottery funding for works at Hoveton Broad.

1. **APOLOGIES** Parish councillors Angela Bishop and David Burnett, Norfolk County Councillor Brian Iles and PCSO Paul McAllister.
2. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS**

Jackie Clover and Roger Jay declared a disclosable pecuniary interest in any financial transactions with the Recreation Centre, as Trustees. Tony Hemmingway and Jackie Clover each had an interest in cheques payable to them.

1. **MINUTES**

The minutes of the meeting of 29th June 2015 were agreed to be correct, and were signed by Tony Hemmingway as Chairman of the Parish Council.

1. **MATTERS ARISING**
	1. John Gallop completed the internal audit for the year ended 31st March 2015, without any comment. The Annual Return has been sent off to the external auditors, Mazars.
	2. There will be a meeting with NCC and BDC in early September to discuss the draft report on plans for a pedestrian refuge on the A1064.
	3. BDC decided that permission for change of use will not be required for the new optician’s on Old Road.
2. **YOUTH AMBASSADORS AND YOUTH ENGAGEMENT**
	1. Annie Bassham gave a report; a Youth BBQ is planned for Saturday, 15th August from 1 – 5 and this has been advertised on the Parish Council websites. Annie also attended an award ceremony at Acle Academy.
	2. Jack Horner-Glister explained plans for a Remembrance Day Parade, involving all the local public emergency services and local uniformed groups.
3. **CORRESPONDENCE**
	1. PCSO Paul McAllister sent a report of six recent crimes.
	2. Acle Community Gym sent a report that they have had to increase session fees in order to break even, following an increase in the costs of room hire and insurance. They may need to apply for a grant in the Autumn.
	3. Tony Hemmingway and the clerk met with officers from Norfolk County Council who are preparing a report on potential green infrastructure improvements for Broadland District Council. These projects may be funded by the income from the Green Infrastructure Levy on new developments in the district.
	4. The Broads Climate Partnership sent a draft Broads Climate Adaptation Plan for information.
	5. Details have been received of a proposal to install a telephone base station in Freethorpe. Councillors did not wish to comment as it outside the parish.
	6. Saffron Housing Trust has invited councillors to look round their latest project in Norwich.
	7. There was no interest in a letter inviting the parish to “twin” with a town in Germany.
4. **PLANNING MATTERS**
	1. **Mr Petts, 43 Beighton Road** – first floor extension (20151016). The councillors had no objections to the plans.
	2. Planning decisions from Broadland District Council:
5. **Hillside Farm, Reedham Road** – mixed use development to include employment and residential (20141392) – outline approval
6. **Coburg House, The Street** – detached dwelling and alterations to access (20150602) – refusal
7. **The Manor House** (listed building) - reinstatement of railings (20150803) – listed building consent
8. **The Manor House** – change of use from B&B to tea rooms (20150875) – approval
9. **HIGHWAYS MATTERS**
	1. There was some discussion about the overgrown vegetation on the roundabout at the A47/A1064/New Road junction, which had previously been reported to Highways England. The clerk was asked to contact Highways England about this again, because of highways safety issues, but also to consider some scheme of sponsorship for the maintenance of the roundabout.

9.2 Highways issues on the A47 sliproad will be reported to NCC.

1. **ACLE RECREATION CENTRE**
	1. Recreation Centre trustee Barry Brooks gave a report; the committee continues to review all its contracts and the outcome of the fire inspection report.
	2. The Council was asked to pay for repairs to the banks at the skatepark from the £2,000 allocated to revenue costs for 2015/16. (Jackie Clover and Roger Jay left the room and took no part in the discussion or voting.) An estimate of £1,223 plus the cost of topsoil was considered. It was agreed to pay up to £1,500 + VAT.
2. **LAND NORTH OF SPRINGFIELD**

It is proposed to alter the Heads of Terms so that the purchaser pays the full sum upon completion, in order to make it easier for the overage calculations on future increases in house values, which will be done on the 2nd anniversary of completion and then each 12 months after that, with a set end date. This was accepted.

1. **NEIGHBOURHOOD PLAN**

Councillors were given a summary of the policies in Acle’s Neighbourhood Plan.

Councillors were asked to consider what signage is needed in the village; footpaths to and from the village, railway station, bus services, saleground, farmers’ market etc.

1. **FUTURE PROJECTS**

**(Parish councillor Barry Coveley entered the meeting at this point.)**

Projects may include the crossing on A1064, the purchase of additional cemetery land, improvements to the Fletcher Room, purchase of new land, replacement Christmas lighting, and improvements at the Recreation Centre.

1. **COMMUNITY TRANSPORT**

There was a suggestion that the Parish Council might purchase a mini-bus for local groups to use. The clerk explained that this idea had been explored some years ago and the issues of maintenance, storage and checking on hirers made it unviable and, instead, the Parish Council had given grants to local groups to assist with the cost of transport. The Council agreed that local groups could ask for a grant again.

1. **FINANCE**

|  |  |  |
| --- | --- | --- |
|  |  | £ |
| **Receipts:** |  |  |
| BDC | Glass recycling | 51.70 |
| BDC | Refund of rates | 7.59 |
| Lloyds | Bank interest | 2.20 |
| **Direct Debits:** |  |  |
| Veolia | Skip hire | 173.10 |
| E.On | Electricity street lights | 775.80 |
| E.On | Electricity at toilets | 142.92 |
| Anglian Water | Toilets | 577.32 |
| Anglian Water | Cemetery | 16.99 |
| **Online Payments:** |  |  |
| P James | Clerk’s fee and exps – SO | 1,000.00 |
|  | * balance
 | 458.31 |
| P James – August | Clerk’s fee and exps SO | 1,000.00 |
|  | * balance
 | 318.14 |
| HMRC | PAYE & NIC | 517.08 |
| HMRC – August | PAYE & NIC | 531.83 |
| Mick Ward | Cleaning – SO | 650.00 |
|  | * balance
 | 87.70 |
| Mick Ward – August | Cleaning – SO | 650.00 |
|  | * balance
 | 122.22 |
| Garden Guardian | Grasscutting | 1,155.01 |
| Garden Guardian – August | Grasscutting | 1,155.01 |
| Norfolk Pension Fund | Clerk’s pension | 401.16 |
| Norfolk Pension – August | Clerk’s pension | 401.16 |
| BDC | Litter bin collection | 328.64 |
| Hugh Crane Ltd | Consumables for Fletcher Rm | 26.11 |
| Blockbuster | Drains at toilets | 114.00 |
| **Cheques for payment:** |  |  |
| Came & Co | Insurance | 2,293.53 |
| John Gallop | Internal audit | 325.00 |
| Acle Society | Delivery of newsletter | 40.00 |
| Jackie Clover | Refreshments | 8.12 |
| T T Jones | Lighting repairs | 50.96 |
| Wilkersons | Consumables | 93.38 |
| All Systems | Toilet repair Fletcher Room | 96.00 |
| Acle Methodists | Room hire | 17.00 |
| Justin Nudd | Maintenance at cemetery | 90.00 |
| Tony Hemmingway | Repairs | 143.75 |
| Stephanie Kingston | Watering baskets | 86.98 |
| Harry Kingston | Watering baskets | 86.98 |
| Hudson Hempsall | Watering baskets | 24.85 |
| Balance c/f 27th July 2015 |  | 39,159.38 |
| Government stocks |  | 131,464.00 |
| Total monies |  | 170,623.38 |
|  |  |  |

The above cheques and online payments were approved.

The insurance is for the year ending 31st August 2016 and is discounted for a 3 year loyalty agreement to 31st August 2018. Details of the renewal have been copied to the finance committee.

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

The clerk was asked to advertise the vacancies again.

1. **MATTERS FOR NEXT MEETING**
* Remembrance Day Parade
* Roundabout on A47
* Signage
* Resilience Plan
1. **CEMETERY**

It was noted that there had beenno reply yet from BDC to the Parish Council’s recent correspondence.

1. **DATE OF NEXT MEETING –** Monday, 28th September 2015 at 7.30 pm, with refreshments from 7.00pm. No meeting is planned for August.

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

Signed………………………………. Dated:………………………………..