Acle Parish Council

Meeting Date: Monday, 28th September 2015
Venue: Methodist Church, Bridewell Lane, Acle
Time: 7.30 p.m.

**PRESENT:**
Tony Hemmingway – Chairman
Sally Aldridge, Annie Bassham, Angela Bishop, Jackie Clover, Jack Horner-Glister, Julia Line and Parish Clerk Pauline James

**PUBLIC FORUM**District Councillor Lana Hempsall gave a report; Broadland District Council has launched its Top Dog scheme to support responsible dog owners. The idea of devolution to counties is being considered. The Revenue Support Grant from Government will be reduced next year, meaning savings will have to be made.

It was reported that a few cats had been poisoned recently and residents are requested to check their garages and sheds for chemicals. It was noted that overhanging vegetation at Herondale has been cut back.

1. **APOLOGIES**

Councillors David Burnett and Roger Jay, and County Councillor Brian Iles.

1. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS**Jackie Clover declared a disclosable pecuniary interest in any financial transactions with the Recreation centre, as Trustee.
2. **MINUTES**

The minutes of the meeting held on 27th July 2015 were agreed to be correct and were signed by Tony Hemmingway, as Chairman of the Parish Council

1. **MATTERS ARISING**
	1. Norfolk County Council said that the untidy vegetation at the end of Habgood Close is not on Highways land. The Recreation Centre have been asked to cut back the weeds.
	2. NCC agreed to prune back the trees which are overhanging the footway at Herondale. The grass will be cut again shortly. Four or five cuts are planned for next year, depending on the status of the land.
	3. Network Rail said that the costs to remove the graffiti on the railway bridge mean that the work is unlikely to be carried out in the near future.
	4. Mazars completed the Annual Return for the year ended 31st March 2015; they have requested that the internal audit be completed before the Council signs the Annual Return and there was a comment that the bank reconciliation sent by the clerk was incomplete – it was noted that this was an omission of the cash held at the stockbrokers and that the clerk carries out a reconciliation of all the bank accounts every month. The Annual Return and Notice of Completion of Audit have been posted on the Council’s website.
	5. Acle Community Gym has received a grant from another body and does not require funding from the Council at present.
	6. NCC has published a draft report on proposals for improving the Green Infrastructure in the area, including plans for improvements at Damgate Wood and Roman Wood, the Burlingham Trails, long distance cycle routes, circular walks in various areas, and a World War heritage walk in Acle.
	7. Annie Bassham and Julia Line attended the event at Saffron’s development in Norwich.
	8. Highways England cut back the vegetation on the roundabout at New Road/A47.
2. **YOUTH ENGAGEMENT and PARADE**
	1. Five young people have formed a committee called Acle Youth Engagement; there will be a week of assemblies at Acle Academy in November, ending with a BBQ.
	2. Annie Bassham gave a report: there was a poor attendance at the BBQ event in August. She continues to work with the school to promote engagement with local issues.
	3. Jack Horner-Glister reported on plans for an Armistice Day parade in the village.
3. **CORRESPONDENCE**
	1. It was noted that Historic England had listed Acle War Memorial as Grade II.
	2. It was agreed to give donations of £50 to the Royal British Legion (Jackie Clover declared an interest as a member of the local branch), £100 to the Norfolk Lowland Search & Rescue (Jack Horner-Glister declared an interest as a member), and £50 to the Citizens Advice Bureau.
	3. BDC sent notice of the adoption of the Development Management Development Plan as part of the Local Plan for the area.
	4. PCSO Paul McAllister sent details of five crimes recorded since the last meeting.
	5. BDC sent details of its Top Dog programme; people who sign up to the pledge to pick up after their pet, and to report those who do not, will receive a special ribbon to attach to their dog’s collar. It was agreed to support this initiative.
	6. The Broads Authority sent details of a Broads Parish Forum on Monday, 26th October at Hickling Barn.
	7. Details of Transport Plus were received; a transport service to enable residents to access essential health, social and wellbeing services.
4. **PLANNING MATTERS**
	1. **Mr & Mrs Gilbert, 13 Damgate Close** – bedroom and lobby extension (20151505). The councillors had no objections to the plans.
	2. **Mr Morris, 17 Habgood Close** – raising the roof, extensions and alterations (20151456). The councillors had no objections to the plans.
	3. The report from the Planning committee meeting of 24th August was noted.
	4. Planning results from **Broadland District Council**:
5. **11 Peter Avenue** – single storey rear extension – planning permission not required
6. **Hugh Crane Ltd** – extensions to existing workshop – full approval
7. **The Co-op Pharmacy** – illuminated signs – advertisement approval
	1. The Planning Enforcement report was noted.
8. **HIGHWAYS MATTERS**
	1. A47 Roundabout – Highways Englands is currently negotiating the maintenance of roundabouts with Gt Yarmouth Borough Council and will get back in contact later, as it may be possible to share costs/ contractors.
	2. Christmas lighting – Tony Hemmingway offered to find out prices for coloured lights for the shop fronts. A Christmas tree will be ordered from Moulton Garden Centre for the village green.
	3. Residents reported issues in Market Manor with people parking close to the junction making it unsafe for other drivers. The Police have put up some cones to prevent parking near the junction.
	4. It was noted that someone put in a bollard to prevent access to the private car park to the rear of the chemist’s.
	5. The councillors agreed to proceed with the plans to plant low-growing shrubs on the verges in New Road to prevent parking on the grass.
	6. The clerk was asked to request a bus stop flag and road markings for Norwich Road.
	7. Grit bins will be reported to Norfolk County Council for refilling ready for Winter.
9. **ACLE RECREATION CENTRE**
	1. It was reported that the Trustees are applying for grants for new goal posts and for repairs to the roof of the main building.
	2. Minutes and financial reports for June and July were received and circulated.
	3. In response to earlier correspondence the Trustees replied that there are insurance issues if the all weather pitch is open to the public and that it would seem unfair to those who rent it.
	4. The Trustees have made a declaration to protect the permissive path across the land.
	5. The Trustees are applying for a Sport England grant for drainage of the football pitch. The grant would require a charge over the land. The Parish Council as custodian trustee would have to allow this charge. This was noted.
	6. It was reported that work to repair the groundworks around the skatepark will start soon, with matting and new grass-seed.
10. **FLETCHER ROOM**

10.1 Tony Hemmingway, Angela Bishop and the clerk attended a meeting of the management committee. A few minor repairs were reported and have been agreed. A report of the income and costs for the Fletcher Room was circulated; it was noted that the Council subsidises the building each year.

1. **SPRINGFIELD LAND**
	1. Tony Hemmingway, Barry Coveley, Jackie Clover, David Burnett and the clerk attended a very useful meeting with the Council’s solicitors, Mills & Reeve. The current draft of the Memorandum of Sale was discussed in detail, and agreed at that meeting, and the solicitors are now drafting the contract.

Changes include:

* The overage payment will be due on the earlier of the sale of the last Open Market Home or 3 years from completion date
* Any OMH not sold within 3 years would be given a deemed sale value and the uplift calculated accordingly.
* The security for the overage payment was agreed – there will be a legal charge over the whole site, with the plot for each house being released as each one is sold, until 5 OMHs remain. The overage payment will be made at this point.
* APC will retain the play area and open space/attenuation area. The purchaser will level and grade the play area in preparation for turfing or seeding.
* The purchaser has an option to purchase the attenuation area in the event that they obtain planning permission for 2 or fewer houses, each plot to be sold for £35,000, in addition to the sale price for the main plot. These plots would be given base values and overage of 60% to APC would apply.
* APC will have the ability to approve any reserved matters applications

	1. Tony Hemmingway, Barry Coveley, Jackie Clover, David Burnett and the clerk met with the proposed purchaser who has drawn up amended plans for the appearance of the houses, on the same footprint as that already approved by BDC. A further meeting is planned for 22nd October.

Both items were noted and agreed.

1. **RESILIENCE PLAN**Angela Bishop gave a report; the Resilience Plan was publicised at the Acle Show. It was proposed to deliver a copy of a leaflet with the Acle News. There is the possibility of a training session with the Acle & Brundall Lions.

**Barry Coveley entered the meeting at this point.**

1. **SIGNAGE**The councillors agreed that they preferred a more traditional style of signposts. Possible signage included to and from the railway station and to and from Acle Bridge.
2. **WORKS ON A1064**
	1. Tony Hemmingway and the clerk met with NCC and BDC officers on 4th September. The work to install a pedestrian refuge, widen the eastern footway and install village “gateways” could be done in the Autumn of 2016, at the same time as NCC works to improved the drainage in the area, brought forward from 2017.
	2. The cost for the detailed design work is estimated at £12,200, which includes contractors’ fees. If this is accepted, NCC will begin detailed design of the scheme.
	3. The total scheme costs are estimated at £114,800. NCC will pay £30,000 towards the carriageway surfacing element, leaving Acle PC to pay £84,800, as reported at the June meeting.

The councillors accepted the estimates for the design work and for the total scheme and confirmed that the detailed design work could begin.

1. **ASSETS OF COMMUNITY VALUE**It was agreed that the clerk should contact Broadland District Council to ask that the Barclays Bank building and the Lloyds Bank building be added to the list of Assets of Community Value. Both buildings are central in the village, with car parking spaces, and would be useful as a tourist information centre or museum.
2. **FINANCE**

|  |  |  |
| --- | --- | --- |
|  |  | £ |
| **Payments made since last meeting:** |  |  |
| Alan Irvine | Work on Springfield | 885.60 |
| George Taylor | Repairs at cemetery | 222.75 |
| PHS Group | Waste collection fee | 86.34 |
| Wilkersons | Consumables | 35.37 |
| Mazars | External audit | 480.00 |
| T T Jones | Lighting repairs | 219.84 |
| Wendy Butler | Cleaning – holiday cover | 172.50 |
| T T Jones | Lighting repairs | 183.24 |
| Hudson Hempsall  | Watering baskets | 161.53 |
| Stephanie Kingston | Watering baskets | 80.77 |
| Harry Kingston | Watering baskets | 80.77 |
| **Receipts:** |  |  |
| Broadland DC | New Homes Bonus | 1,110.52 |
| Norfolk CC | Verges | 1,869.61 |
| **Direct Debits:** |  |  |
| Veolia | Skip hire | 173.10 |
| E.On | Electricity charges | 801.66 |
| Siemens | Copier rental | 213.57 |
| **Online Payments:** |  |  |
| P James | Clerk’s fee and exps - SO | 1,000.00 |
|  | * balance
 | 429.00 |
| HMRC | PAYE & NIC | 511.30 |
| Mick Ward | Cleaning - SO | 650.00 |
|  | * balance
 | 73.85 |
| Copy IT  | Copying | 77.33 |
| Garden Guardian | Grasscutting | 1,155.01 |
| Norfolk Pension Fund | Clerk’s pension | 401.16 |
| Acle Rec Centre | Youth club room hire July | 45.00 |
| Norfolk CC | Feasibility study A1064 | 5,280.00 |
| Barry Coveley | Petrol to meeting | 14.35 |
| Hugh Crane Ltd | Consumables for Fletcher Rm | 25.35 |
| Acle Pre-school | New vacuum cleaner | 229.90 |
| Bunzl | Consumables for toilets | 417.02 |
| **Cheques for payment:** |  |  |
| Hudson Hempsall | Watering baskets | 11.89 |
| Harry Kingston | Watering baskets | 24.85 |
| Stephanie Kingston | Watering baskets | 24.85 |
| Acle Methodists | Meeting room hire | 17.00 |
|  | New key | 5.00 |
|  | Tea & Talk | 17.00 |
| Wilkersons | Consumables | 73.04 |
| Mainman Ltd | 2 x grit bins | 177.72 |
| Balance c/f 28th September 2015 |  | 28,634.97 |
| Government stocks |  | 131,464.00 |
| Total monies |  | 160,098.97 |
| 2nd half of precept will be received shortly - £36,500 |  |  |

The above amounts were authorised.

The clerk presented 6 month accounts, compared with budgets, and explained variances.

1. **CO-OPTION OF NEW COUNCILLORS**Three people had expressed an interest in being co-opted; residents Ellen Thompson and Jamie Pizey, and Janet Kenealy who works in Acle but now lives in Martham. After some discussion it was agreed to co-opt Ellen Thompson and Jamie Pizey. Ellen and Jamie signed declarations of acceptance of office, were given forms to register their interests and will join the Council from the next meeting.
2. **MATTERS FOR NEXT MEETING**
* Chairman of Parish Council to be automatically appointed to all committees
* Appointment to committees for new councillors
* Remembrance Day parade
1. **DATE OF NEXT MEETING –** 26th October 2015