Acle Parish Council

Meeting Date: Monday, 26th September 2016  
Venue: Methodist Church, Bridewell Lane, Acle  
Time: 7.30 p.m.

**PUBLIC FORUM:**

There were thirteen members of the public present. Matters raised included: concerns about drainage of A1064, antisocial behaviour in the village centre, the improved GCSE results for the Academy, the development at Springfield, the graffiti on the railway bridge, flooding in the underpass and new signage for the village.

Tony and Lorraine Colledge explained their plans to develop the commercial unit on the Street at High House into a café and gallery. This was noted. They were also thanked for their assistance with the watering of the hanging baskets.

**County Councillor Brian Iles** gave a report: consultation on the proposed devolution showed that there was little public support for a mayor. Discussions continue at County Council about the future of the Herondale site. The clerk was asked to contact NPS to express the Parish Council’s interest in the site. Brian also explained that the ownership and maintenance of ditches is a complicated issue.

**District Councillor Lana Hempsall** sent her apologies for missing the meeting. She said that she would be meeting the Secretary of State for Communities and Local Government soon and would speak to him about the Parish Council’s request for a CPO for land for a cemetery.

**PRESENT:**   
Tony Hemmingway – Chairman  
Sally Aldridge, Annie Bassham, Angela Bishop, David Burnett Jackie Clover, Jamie Pizey, Ellen Thompson and Parish Clerk Pauline James.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | | **APOLOGIES** Barry Coveley, Roger Jay and Julia Line. | |
| **2** | | **DECLARATIONS OF INTEREST** Jackie Clover and David Burnett declared a disclosable pecuniary interest in any financial transactions with the Recreation Centre, as Trustees. | |
| **3** | | **MINUTES** The minutes of the meetings of 25th July 2016 were agreed to be correct, and were signed by Tony Hemmingway as Chairman of the Parish Council. | |
| **4** 4.14.2  4.3  4.4 | | **MATTERS ARISING** Annie Bassham and the clerk attended the training on the role of the Overview & Scrutiny Committee at BDC. The councillors were disappointed to learn that Acle’s failed application to BDC for a Compulsory Purchase Order was used, with the names changed, as a training example. It was felt that some attendees had realised that this example was based on Acle’s application and that the example portrayed the parish council in a poor light. The clerk was asked to complain to BDC about this.  No further issues had been raised with the flooding at Beighton Road so it was not felt necessary to invite Circle to attend the September meeting. The Internal Drainage Board confirmed that the ditch in Beighton Road does not fall under their jurisdiction. It was reported that the culvert had been cleared out and no further flooding issues reported.  Annie Bassham raised the issue of flooding with MP Keith Simpson, who obtained replies from Norfolk County Council and Anglian Water – it was noted that a formal Flood Investigation will be carried out by Norfolk County Council.  Work has started on the drainage scheme on A1064 and the creation of a pedestrian refuge. | |
| **5** 5.1  5.2  5.3  5.4  5.5  5.6  5.7  5.8  5.9  5.10  5.11   5.12  5.13  5.14 | | **CORRESPONDENCE** Acle Lands Trust requested a loan of £2,000 to assist with cashflow while awaiting grant income for a project. This was agreed. The councillors sent their thanks to the committee and to the volunteers who helped with the recent maintenance works.  The Police website listed 16 reported crimes in June and 10 in July 2016.  The local Police invited councillors to attend an engagement meeting on Monday, 5th December at 7pm in the Methodist hall. The priority at the recent SNAP (Safer Neighbourhood) meeting was agreed to be anti-social behaviour in Acle.  The clerk sent a letter of support for a grant application by NCC to develop the Stracey Arms Drainage Mill.  MP Gavin Barwell, the new Minister for Housing and Planning, sent details of a new Bill to strengthen neighbourhood planning and to simplify Compulsory Purchase Order process. The clerk took the opportunity to write to Mr Barwell to ask him to support the Council’s request for a CPO for land for a cemetery extension.  Residents were invited to a community workshop on emergency planning on Saturday, 1st October from 10.30am to 2pm at Acle Recreation Centre.  The Government is consulting on the proposal to introduce referendums where a parish council agrees an increase of the precept greater than 2%, but only where the council has a total precept of at least £500,000 (Acle PC £83,950) and where the Band D amount is greater than £75.46 (Acle PC £87). It was noted that these changes would be unlikely to affect Acle Parish Council.  The Campaign to Protect Rural England is encouraging parish and town councils to object to the current discussions on the Greater Norwich Local Plan. The CPRE suggests that no new sites for housing should be allocated until all existing allocations have been developed. The Greater Norwich Local Plan presents the need for 12,000 extra dwellings to 2036. It was agreed to support this campaign.  The CPRE also wrote to criticise the proposed devolution.  The Broads Authority sent notification of the forthcoming public consultation of its Revised draft Broads Plan 2017-22.  Norfolk County Council sent details of its Norfolk Minerals Site Specific Allocations DPD: Silica Sand Review. It is not believed that this affects the Acle area.  Councillors had asked questions about a new fence erected at the rear of Nursery Close and who has responsibility for the maintenance of the trees in this area. The clerk will make enquiries.  The clerk informed the meeting that a complaint re an overhanging hedge in Market Manor had been passed on to the property owner.  The councillors were asked to nominate recipients for hampers. | |
| **6** 6.1  6.2 | | **PLANNING Planning applications:**   1. **Mr Gurney, The Post Office –** creation of flat over post office including two storey extension (20161517). The councillors had no objections to the plans in principle but expressed concerns about the implications for local parking. 2. **Mr Thompson, Windle Farmhouse, The Windle** – change of use of agricultural building to a dwelling house and provision of cart lodge garage (20161475). The councillors had no objections to the plans. 3. **Crocus Contractors, Land north of Springfield** – revisions of garages to plots 1 – 4 and 13 -15 (20161477) – there were no objections to the plans**.**   Planning results from **Broadland District Council**:  i) **Mr McKay, 8 Englands Road** – erection of boundary fence to front and sides (revised proposal) – full approval. | |
| **7** 7.1  7.2  7.3 | | **HIGHWAYS MATTERS Christmas lights:** Last year 260 LED bulbs were purchased for £756; £2.91 each. It was agreed to purchase a further 500 coloured LED bulbs to replace older bulbs. It was also agreed to request a quote to install a string of LED lights on the front of the Barclays building. The councillors were not in favour of the coloured uplighters which had been installed for the past two years on the folly tree on the green and requested instead strings of lights wound around the main branches.   It was agreed to stop watering the hanging baskets at the end of September. It was agreed that the baskets had been very successful this year and the councillors thanked Jackie Clover for preparing all the baskets and Alice and James Auton-Warby for their hard work over the summer keeping the baskets watered.  Various lights were reported to need repair and some tree-trimming. | |
| **8.** 8.1  8.2 | | **RECREATION CENTRE** Barry Brooks gave a report: The Trustees sent their thanks to the Parish Council for the grant to complete the hall refurbishment. The first phase of the works has been completed. The Trustees are applying for grants for the refurbishment of the changing rooms.  The Trustees requested a grant for £4,500 + VAT for a second hand portakabin for use by the outdoor bowls club and youth football and cricket teams. The outdoor bowls club would fit out the building.  (Jackie Clover and David Burnett then left the room for the discussions and decision, being Trustees.)  After some discussion, it was agreed by a majority to purchase the building and to donate it to the Recreation Centre. | |
| **9** | | **PUBLIC TOILETS** The clerk met the officer from Broadland District Council to discuss the refurbishment needed for the public toilets. Repairs are needed to the roof, and a general redecoration inside the building. Several doors need to be replaced. BDC will consider the costs and report to the Parish Council. It was agreed to ask BDC’s Overview & Scrutiny Committee to review BDC’s policy on the provision of public toilets. | |
| **10** | | **SPRINGFIELD LAND**   1. **Drainage Management Scheme:** The working party agreed a revised scheme. Acle Parish Council is only responsible for the maintenance of the attenuation pond. The catch pits are the responsibility of Anglian Water and the highway gullies will be maintained by Norfolk County Council 2. **Play equipment:** the clerk has started meeting with sales representatives from play equipment companies and has asked for designs costing £50,000 + VAT, including safer surfacing but not including fencing 3. **Amendment to S106 agreement:** a deed of variation has been drafted to change the split of affordable rented accommodation and that for intermediate housing (shared ownership) – now 8 rented and 4 intermediate housing – the councillors agreed that this agreement was relatively simple and did not need to be reviewed by the solicitors. 4. **Amendment to overage agreement:** the working party agreed a few items which could be deducted from the sales price when calculating the overage. First buildings to be released for sale shortly. 5. **Site meeting:** arranged for Thursday, 20th October at 10.00 6. **Numbering:** has been allocated by BDC | |
| **11** | | **REPLACEMENT PRE-SCHOOL/COMMUNITY BUILDING** Norfolk County Council decided not to include the Acle site in a bid for Government funding for additional buildings for 3 -4 year olds.  Tony Hemmingway and the clerk met with Norfolk Property Services who are the agent for Norfolk County Council, the landlords of the site. The NPS staff felt that, in principle, there could be an extension to the size of the site currently leased for the building, to accommodate an extension.  The school governors have indicated their support for the scheme in principle.  The councillors agreed in principle to funding an extension to the Fletcher Room, subject to the satisfactory extension of the lease of the site and to the right price being obtained for the building.  It was noted that the councillors had felt the outside play space to be somewhat untidy when they visited. The clerk was asked to contact the pre-school to ask that it be tidied. There were also concerns about whether some of the kitchen equipment in the garden was appropriate for play. | |
| **12** | | **CEMETERY EXTENSION** The Planning Casework Officer at the Department for Communities and Local Government dealing with the Council’s request for a CPO wrote to the clerk enclosing a letter of support from MP Keith Simpson and two letters of objection from Acle residents. The clerk had replied, answering all the points raised in the letters of objection and has written to the new Secretary of State for Communities and Local Government, Sajid Javid. Residents were encouraged to write to support the proposal. | |
| **13** | | **FUNDING OF YOUTH WORKERS TO RE-START YOUTH CLUB** An agreement was signed with the YMCA for the provision of a Tuesday night youth club, with two staff for 16 weeks and then one member of staff for the remaining 36 weeks, for £3,500. It is hoped that parents or carers will offer to assist with the club. Training is offered on Safeguarding Children on 23rd November for £25. It was agreed that the Parish Council would pay this fee, and the DBS fee for any parent who then assisted at more than four sessions.  Councillors and residents are invited to a Youth Engagement Networking Event on 6th October.  A reminder was sent to the previous youth club treasurer asking for any remaining monies to be returned, but there had been no reply. | |
| **14** | **FINANCE**   |  |  |  | | --- | --- | --- | | **Receipts:** |  | £ | | Strumpshaw PC | Share of exps | 49.30 | | Upton PC | Share of exps | 34.68 | | Beighton PC | Share of exps | 34.12 | | C & E | VAT refund | 3,635.01 | | Metro Investments | 1/4ly rental from Barclays | 6,375.00 | | Broadland DC | Payments for toilets | 7,301.35 | | Cemetery | Memorial and burial fees | 635.00 | | **August Payments:** |  |  | | Employment costs: |  | 3,241.41 | | Pauline James | Clerk’s fee and exps |  | | Mick Ward | Cleaning |  | | Norfolk Pension Fund | Clerk’s pension |  | | HMRC | PAYE & NIC |  | | Blockbuster | Drains | 108.00 | | Garden Guardian | Grasscutting | 1,158.59 | | Alice Auton-Warby | Watering | 167.40 | | James Auton-Warby | Watering | 167.40 | | Nicholas Hancox | Legal fees | 172.80 | | Tony Hemmingway | Maintenance | 220.46 | | Total Gas & Power | Electricity at toilets | 76.21 | | Mills & Reeve | Legal fees | 430.32 | | **Direct Debits:** |  |  | | Veolia | Skip hire 2 months | 341.10 | | SWALEC | Street lighting electricity 2 months | 1,453.00 | | Siemens | Copier rental | 213.57 | | **Online Payments:** |  |  | | Employment costs: |  | 3,166.55 | | Pauline James | Clerk’s fee and expenses - SO |  | |  | * Balance of exps |  | | Norfolk Pension Fund | Clerk’s pension |  | | Mick Ward | Cleaning - SO |  | |  | - Balance |  | | HMRC | PAYE & NIC |  | | Garden Guardian | Grasscutting | 1,158.59 | | HGS Plumbing | Repairs at toilets | 174.60 | | Alice Auton-Warby | Watering baskets | 162.00 | | James Auton-Warby | Watering baskets | 162.00 | | Hugh Crane Ltd | Supplies for Fletcher Room | 45.79 | | Mills & Reeve | Work re Springfield | 276.00 | | Blockbusters | Drain at Barclays | 78.00 | | Alan Irvine | Work re Springfield land | 343.20 | | Hayes Computing | Hosting website | 144.00 | | Bunzl | Consumables for public toilets | 417.02 | | Nfk ALC | Subscription | 407.05 | | Broadland DC | Bins at Fletcher Room | 333.84 | | YMCA | Youth workers (50%) | 1,750.00 | | Mazars | External audit | 2,400.00 | | **Cheques for payment:** |  |  | | Wilkerson’s | Consumables | 70.20 | | Wendy Butler | Cleaning | 189.00 | | ELM Contracts | Refurbishment at Rec Centre | 60,000.00 | | T T Jones Electrical | Repairs of street lights | 599.62 | | East Norfolk Transport Users Ass’n | Subs | 10.00 | | Methodist Church | Meeting room hire | 51.00 | | Bal c/f 26th September 2016 |  | 204,072.47 | | Government Stocks |  | 128,264.00 | | Cambridge B/Soc | **Instant access decreased from 0.5% to 0.15%** | 75,000.00 | | Lloyds Bank | 12m to Feb 2017 1.05% | 175,000.00 | | Nationwide B/Soc | 12m to Feb 2017 1.2% | 75,000.00 | | Total monies |  | 657,336.47 | | |
|  | £93,791.32 is held by Mills & Reeve to be used to pay for the crossing on A1064.  The report of Actual v budget for the 6 months to 26th September 2016, with an analysis of variances, was presented and noted.  The insurance schedule for 16/17 was copied to councillors for information.  The audit for the year ended 31st March 2016 has been completed by Mazars and the Annual Return has been published on the Parish Council’s website. | |
| **15** | **TERM FOR CHAIRMAN** The current standing orders say that any Chairman should not serve in that capacity for more than 5 consecutive years. This was discussed and accepted. | |
| **16** | **MATTERS FOR NEXT MEETING**  - Grant for First Responders   * The clerk was asked to arrange a separate meeting for Acle Borderland Trust. | |
| **17** | **DATE OF NEXT MEETING – 31st October 2016** | |

There being no further business, the meeting was closed at 10.30 pm

Signed:…………………………………. Dated: 31st October 2016  
 Chairman