

# *Acle Parish Council*

Annual Meeting Date: Monday, 23rd May 2016  
Venue: Methodist Church, Bridewell Lane, Acle  
Time: 7.30 p.m.

## **PUBLIC FORUM:**

There were four members of the public present. Matters raised included a boundary issue.

District councillor Lana Hemsall sent a report on discussions with Highways England about the dualling of A47 at Burlingham. There is no news about plans for Herondale.

## **PRESENT:**

Tony Hemmingway – Chairman

Barry Coveley – Vice-chairman

Sally Aldridge, Annie Bassham, Angela Bishop, Jackie Clover, Roger Jay, Julia Line, Jamie Pizey, Ellen Thompson and Parish Clerk Pauline James.

### **1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

Tony Hemmingway was re-elected as Chairman and signed a Declaration of Acceptance of Office. Barry Coveley was re-elected Vice-Chairman.

After a discussion about co-opted councillors the clerk confirmed that co-opted councillors have the same powers and the same role as elected councillors and offered to obtain corroboration of this fact.

### **2 APOLOGIES**

David Burnett and Jack Horner-Glister.

### **3 DECLARATIONS OF INTEREST**

Barry Coveley, Jackie Clover and Roger Jay declared a disclosable pecuniary interest in any financial transactions with the Recreation Centre, as Trustees. Angela Bishop had an interest in a payment. Roger Jay, Julia Line and Annie Bassham declared an interest as allotment holders.

### **4 MINUTES**

The minutes of the meetings of 25<sup>th</sup> April and 13<sup>th</sup> May 2016 were agreed to be correct, and were signed by Tony Hemmingway as Chairman of the Parish Council.

### **5 MATTERS ARISING**

- 5.1 Members of the Fletcher Room Committee met with two companies who offered to do a feasibility study into the options for extending the provision for the pre-school and other community use. It was agreed to defer a decision on the feasibility study until there has been a reply from Norfolk County Council as to whether they would extend the lease, or would sell the land currently leased for the Fletcher Room.

5.2 The volunteers' work at the allotments was reported to be very successful. The second session is on 25<sup>th</sup> May.

5.3 Broadland District Council planning enforcement department is dealing with the new fence in Englands Road. The estate has an open plan condition on it so any fences or walls to the front require planning permission.

## **6 CORRESPONDENCE**

6.1 Acle Allotment Association sent a request for assistance with the purchase of a powered wheelbarrow for the general use of all members, at a cost £1,150 including VAT. The clerk had requested a copy of the latest accounts, which showed £2,838 for the 2015 Accounts, the Association's rules, and details of the current committee. After some discussion it was agreed to invite a member of the Committee to attend the next meeting and to ask whether fundraising had been done and whether other grants had been applied for.

6.2 It was agreed to renew the subscription to Community Action Norfolk at £20.

6.3 It was decided not to renew the subscription to the Norfolk Association of Local Councils at £407.05.

6.4 John Gallop sent a report that he had carried out the internal audit and had no matters to bring to the attention of the Council.

6.5 The clerk reported that Caister-on-Sea Parish Council pay the YMCA to run their youth club. The clerk was asked to contact the YMCA to ask about their fees.

6.6 Acle Lands Trust sent a copy of their insurance for the coming year, for information. Works are planned for the land in Damgate. The clerk wrote to Mr Allen to renew the Council's licence to rent land as part of the footpath in Damgate, at £40pa for the 10 years to July 2024.

6.7 The Police website listed 15 reported crimes in March 2016.

## **7 PLANNING**

### **7.1 Planning results from Broadland District Council:**

i) 8 Englands Road – single storey front extension (20160547). Refusal.

## **8 HIGHWAYS MATTERS**

8.1 Street lights - The contractor has carried out the annual clean and check of lights. There is a list of upgrades and repairs needed. It was agreed that the lighting committee would consider which works to have done.

8.2 Signage – nothing to report.

- 8.3 Trees – there was some discussion about planting an oak somewhere in the village, given that Acle means “in the lea of the oaks”.
- 8.4 Acle in Bloom – Jackie Clover reported that she will start planting up the baskets shortly. Tony Hemmingway offered to speak to the army cadets to see if they would like to do the watering this year. The brackets on the lampposts will be checked when the baskets are hung.
- 8.5 Dog litter bin – BDC had refused to replace the bin which was on Norwich Road near to the permissive path across the field to the back of the Academy. It was therefore agreed to obtain a new dog litter bin and pay for it to be emptied as this is a popular dog walk.
- 8.6 Various road markings in the village were reported to be faint. Damage to the A47 was also reported.

## **9 RECREATION CENTRE**

Barry Coveley gave a report; the grant application for a new roof was turned down. The committee is therefore considering instead a minimal repair. Further quotes are being obtained for the refurbishment of the main hall. There was some fire damage to the rear of the tennis courts.

## **10 BARCLAYS BANK BUILDING**

Further to the extra meeting on 13<sup>th</sup> May, the Council was successful in bidding for the Barclays Bank building in The Street, at £375,000 + fees.

Mills & Reeve did a review of the auction papers and will do the legal work for the completion. This was noted. Tony Hemmingway and Barry Coveley were authorised to sign the legal paperwork to complete the sale. The clerk will arrange to transfer the money to Mills & Reeve’s client account.

The building has been insured via the Council’s insurance broker within the Property Damage – All Risks and Theft sections of the Aviva policy. There is a £250 excess and there is no cover for damage due to subsidence, heave or landslip. It was agreed to increase the cover to insure the building for subsidence, heave or landslip, if this is possible.

It was agreed to commission a full survey so as to find out short-term and longer-term works needed, at £1,500, with Brown & Co.

Brown & Co had also quoted to provide management services for the building. This was not felt to be necessary at present but it was agreed that professional services would be obtained if the clerk or councillors felt the work to be outside their experience or knowledge.

The clerk will make contact with the tenants once the sale is completed.

It was agreed to set up a committee to manage the building comprising Tony Hemmingway, Angela Bishop, Ellen Thompson and Jamie Pizey, with a budget of £500 for minor maintenance.

## **11 SPRINGFIELD LAND**

The owners had provided computer-generated images of the houses for the councillors and public to see. Various reserved planning matters have been completed by Crocus Contractors.

Archaeological work has uncovered some interesting finds but none significant enough to delay work on the site. Crocus plans to hold an open event in the summer to show some of the finds, at the same time as publicising the housing for the site.

Crocus have commissioned the Surface Water Drainage Scheme on behalf of the Parish Council. The balancing pond will become the Parish Council's responsibility once it is completed. The on-site piping will be adopted by Norfolk County Council. It was agreed to delegate approval of this Scheme to the working party, if appropriate.

Crocus will maintain the "pill box", which will be kept locked but the Parish Council will hold a key.

Crocus wishes to install some blockweave areas, which will be adopted by Norfolk County Council as part of the highway. They may also increase the energy efficiency of some of the homes to Band A. The price of these works will affect the overage calculation. It was agreed to meet with Crocus to negotiate the effect this would have on the Parish Council's share of any uplift. Crocus have confirmed that a 6ft close-boarded fence will be installed along the boundary with neighbouring houses.

The contractors hope to start pouring foundations at the beginning of June.

There has been strong interest in the market housing. For the rented homes, Broadland District Council said that there are over 350 applicants on the housing list showing Acle as one of their parishes of preference, with over 90 applicants with a local connection to Acle.

There was some discussion about a road name for one of the roads on the new development. Crocus had suggested Oaks Lea Avenue/Way/Close, or just Oaks Lea, to link to the meaning of the name Acle. Councillors were not against the name but suggested that a name to link to the archaeological importance of the site might be appropriate such as "Roman", "Saxon" or similar. It was agreed to send various suggestions to Crocus.

Councillors were invited to attend an event to celebrate the start on site on 20<sup>th</sup> June at 12 noon.

## 12 ACCOUNTS AND ANNUAL RETURN

The clerk presented Actual v Budget information for the year ended 31<sup>st</sup> March 2016, together with the Accounts for the same period.

The Accounts were approved and adopted.

The Annual Return Annual Governance Statement was considered and completed. The Accounting Statements were also approved and signed.

## 13 FINANCE

<b>Receipts:</b>		£
Broadland DC	1 <sup>st</sup> half precept	42,320.00
Memorial fee	Memorial fee	120.00
<b>Direct debits:</b>		
Veolia	Skip hire	173.10
SWALEC	Electricity for street lights	738.57
<b>Payments made:</b>		
Parkers	Skip hire at allotments	432.00
Allsop	Deposit for auction	37,500.00
Barry Coveley	Polycarbonate for clock	59.77
<b>Online Payments:</b>		
Employment costs:		3,284.29
Pauline James	Clerk's fee and expenses	1,222.00
Norfolk Pension Fund	Clerk's pension	669.45
Mick Ward	Cleaning	804.02
HMRC	PAYE & NIC	588.82
Garden Guardian	Grasscutting	1,158.59
Hugh Crane Ltd	Fletcher Room consumables	34.45
Rhino's	Fixings for benches	49.56
Copy It	Copying	50.07
<b>Cheques for payment:</b>		
Wilkerson's	Consumables	35.23
John Gallop	Internal audit	350.00
Angela Bishop	Cost of flyers for tea party	29.98
T T Jones Electrical	Repairs of street lights, and annual test	2,157.50
M Allen	Footpath fee, backdated amount	20.00
Methodist Church	Meeting room hire	42.50
Came & Co	Insurance for bank building	216.68
Broadland DC	Emptying bins	333.84
Bal c/f 23 <sup>rd</sup> May 2016		638,506.76
Government Stocks		128,264.00
Cambridge B/Soc	Instant access 0.5%	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		<u>1,091,770.70</u>

£93,791.32 is held by Mills & Reeve to be used to pay for the crossing on A1064.

The Actual v Budget for the 2 months to May 2016 was presented, with explanations for variances.

#### **14 INVESTMENT POLICY**

The Investment Policy for cash was approved but it was agreed to add a paragraph for investment in land and/or property.

#### **15 DECLARING INTERESTS AT MEETINGS**

There had been an expression of concern that councillors who are also trustees and who left the room during the discussion as to whether to give a grant or loan to the Recreation Centre had been outside the meeting for longer than was necessary and had missed out on being able to join in with the discussion of the matter.

**The Parish Council's Standing Orders dated October 2015 state:**

*13b Unless he has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.*

*13c Unless he has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. This would include, but is not limited to, matters that affect a close family member or friend of the councillor, or a financial interest in any external body to which the councillor is elected. He may return to the meeting after it has considered the matter in which he had the interest.*

*Before withdrawing from the room, the councillor may make representations, answer questions and give evidence relating to the business being transacted, but must leave the room before the councillors debate or vote on the matter.*

The councillors agreed that it had been appropriate for the trustees to leave the meeting once other councillors wanted to start making suggestions as to the amount of any grant or loan. It was also agreed that the rule felt fair and gave those councillors remaining in the meeting a chance to discuss the issue freely. It was noted that members of the public had been present to hear the debate.

#### **16 CEMETERY EXTENSION**

There has been no correspondence from the Secretary of State regarding the request for a Compulsory Purchase Order.

#### **17 MATTERS FOR NEXT MEETING**

- Jackie Clover was asked to give a report on the Regatta and Village Walk
- the clerk was asked to contact BDC again about possible refurbishment of the public toilets
- allotments

- resilience
- Bure Valley Conservation Group
- Dementia-friendly garden

**18 DATE OF NEXT MEETING – 27<sup>th</sup> June 2016**

There being no further business, the meeting was closed at 9.57 pm

Signed:.....  
Chairman

Dated: 27<sup>th</sup> June 2016