Acle Parish Council

Meeting Date: Monday, 31st July 2017
Venue: Methodist Church, Bridewell Lane, Acle
Time: 7.30 p.m.

**PUBLIC FORUM:**

There were ten members of the public present. Matters raised included: flooding in the Reedham Road underpass, flooding at the playing field, flooding at Hermitage Close and overhanging vegetation at The Drive. Nigel Robson from Acle Lands Trust asked the Parish Council to allocate the funds put aside for the purchase of yellow rattle seeds to the costs for coppicing hazel instead.

The clerk informed the meeting that Reedham Road would be closed for a few days for investigation work into the flooding issues.

**Modular Works Ltd** had been invited to attend the meeting to talk about a possible extension to the Fletcher Room, but no one was present from the company.

**County Councillor Brian Iles** gave a report: Brian had spoken to Norfolk County Council Highways department about the flooding in the underpass. He continues to discuss the future of Herondale with various departments. He spoke about a fund for £6,000 to be spent locally on highways projects.

**District Councillor Lana Hempsall** gave a report: Lana had raised recent flooding of properties with Broadland District Council officers. A hearing to review a Tree Preservation Order (TPO) at 30 New Close will take place shortly. Lana requested that the bus shelter on the A47 sliproad be re-glazed and that the vegetation be cut back along the footway on the sliproad.

**PRESENT:**
Tony Hemmingway – Chairman
Sally Aldridge, Annie Bassham, David Burnett, Jackie Clover, Barry Coveley, Roger Jay, Chris Linehan, Ellen Thompson and Anna Wade. Parish Clerk Pauline James.

Chris Linehan was welcomed as newly co-opted councillor and signed a Declaration of Acceptance of Office.

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| 1 | **APOLOGIES** Angela Bishop and Jamie Pizey. |
| **2** | **DECLARATIONS OF INTEREST**David Burnett, Barry Coveley and Chris Linehan declared a disclosable pecuniary interest in any financial transactions with the Recreation Centre, as Trustees. (It was noted that Jackie Clover had resigned as a Trustee.) David Burnett, Jackie Clover and Roger Jay declared an interest as allotment holders. Jackie Clover reminded the meeting that she is on the committee for Acle Lands Trust. |
| **3** | **MINUTES**The minutes of the meeting of 26th June 2017 were agreed to be correct, and were signed by Tony Hemmingway as Chairman of the Parish Council. |
| **4**4.1 | **MATTERS ARISING**Norfolk County Council had looked into the idea of a footpath along the verge of A1064. In theory it would be possible but the newly created flower beds might be in the way of any footway. It was noted that, when the access path is created through the new housing at Springfield, residents will be able to access the shop at the BP petrol station safely via that path, so it was agreed to leave this until then. |
| 4.2 | The clerk has applied for a grant from the Youth Advisory Board towards the cost of paying for a third youth worker. |
| 4.3 | The Circle Thirty Three Housing Trust has suggested that it may be able to relax its requirements for checking on play equipment, so long as an adequate risk assessment process is in place – it was noted that new signage is needed giving the clerk’s contact details so that residents can report any damage. |
| 4.4 | The manufacturer of the hanging baskets delayed the delivery considerably, causing issues for Jackie Clover. The baskets are now up along The Street and being watered regularly. |
| 4.5 | Ruts in footpath no:2 at the top of Mill Lane have been repaired by Anglian Water. |
| 4.6 | Norfolk County Council said that it remains the responsibility of the relevant landowner to clear out the ditch alongside Beighton Road and the ditch north of Hermitage Close, to improve drainage. |
| 4.7 | Highways England said they would cut the grass at A1064 roundabout during July, to improve visibility. They also plan to carry out some repairs to surfacing in the area. |
| 4.7 | The process of buying the flats above Barclays Bank continues. The clerk has transferred the money to Mills & Reeve, ready for completion. Tony Hemmingway and the clerk read through the reports from Mills & Reeve. The contracts were signed by Tony Hemmingway and Barry Coveley on behalf of the Council.  |
| 4.8 | NCC has painted white H-lines in various locations around the village. White H-bars are to remind drivers that they would cause an obstruction if they parked there, either in front of a dropped kerb, or at junctions. |
| **5**5.1 | **CORRESPONDENCE**The Police website had not yet listed crimes in Acle in May 2017. |
| 5.2 | Playsafety Ltd carried out the annual inspection of the play areas in Beighton Road and in Damgate Lane. Minor repairs will be carried out as required. |
| 5.3 | Saffron Housing contacted the Parish Council to ask if councillors would support the building of a small number of affordable rented homes on exception land. The councillors agreed that they supported new affordable housing for Acle residents. |
| 5.5 | Acle Lands Trust – it was agreed to spend the money allocated for the purchase of plants to pay for coppicing, costing £300. It was noted that the Trust was also applying for a grant from Tesco. |
| 5.6 | The Insurance renewal for the 12 months from 1st September was noted – the schedule copied to all councillors.  |
| **6**6.1 | **PLANNINGBetween meetings** the plans were received for **Euro Garages Ltd, former Little Chef** – external alterations (BA/2017/0215/FUL) –– there were no objections to the plans. |
| 6.2 | **Plans considered at the meeting:**1. **Mr & Mrs Cowles, 5 Beighton Road** – single storey side & rear extensions (revised) 20171180. There were no objections to the plans.
2. **Co-Op Funeral Services, The Street** – internally illuminated signs 20171189. There were no objections to the plans.
3. **Mr & Mrs Mallett, 49a Damgate Lane** – self-build replacement dwelling 20171123. There were no objections to the plans.
4. **Mr Key, Wood Farm, Moulton** – agricultural building 20171134. There were no objections to the plans.
5. **Acle PC** – change of use of land to cemetery and playing field (BA/2017/0224/FUL). This is the Council’s application so this was supported.
6. **Mr & Mrs Raynor, The Orchard, 70a Old Road –** conservatory to side (20171296). There were no objections to the plans.
7. **Mrs Rodriguez, Bali Hai, Boat Dyke Lane** – extensions (revised) (20170964) – a neighbour has reported concerns that the higher floor levels required to accommodate flood levels may result in overlooking.
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| 6.2 | **Planning decisions from Broadland District Council:**1. **Guild Retirement, The Limes –** first floor north-west rear extension (20170848) and construction of a small extension on the end of the rear wing (20170861) - Full approval
2. **Mr Storey, North View, The Hill** – two storey side extension and single storey rear extension with balcony (20171023) – full approval
3. **Mr Gower, 23 Mardling Run** – erection of front porch (20170864) – full approval
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| 7 | **HIGHWAYS MATTERS** |
| 7.1 | The clerk had sent repeated reports of flooding in Reedham Road underpass to NCC and Highways England. It was noted that the pumps were reset by Highways England and the flood was pumped out by Norfolk County Council, but flooding re-occurred. NCC had sent notice that the road will be closed for flood investigation work. |
| 7.2 | Highways England said that there will be further consultation over the winter of 17/18 on the improvements to the A47 at North Burlingham. They are happy to meet with parish councils. The clerk has asked for some dates for a meeting. |
| 7.3 | Problems with visibility when cars park on the Church corner were also reported. |
| 7.4 | It was reported that the footpath marker at Carters Loke is broken. This will be reported to NCC. |
| 7.5 | A complaint about music being broadcast outside of Starbucks will be reported to BDC. |
| 7.6 | The clerk was asked to contact the Post Office to ask if they would permit Christmas lights to be installed along the front of the building. |
| **8**8.1 | **RECREATION CENTRE**Trustee Barry Brooks gave a report: the repairs to the roof have been completed. Some new lighting is planned for the entrance area. New mowers are to be purchased. |
| 8.2 | The Parish Council was asked if they would like to pay for new car parking spaces to be constructed on the land near the Methodist Church. It was agreed that the Recreation Centre would get some quotes for the work so that it could be considered further, along with alternative uses for the site. It was noted that the Parish Council would also support additional car parking spaces being created elsewhere in the village. |
| 8.3 | Following Jackie Clover’s resignation as trustee it was agreed to defer the appointment of a new trustee until the September meeting. |
| **9** | **PROJECTS** |
| 9.1 | **Springfield Land and Play equipment:** the bow-topped fencing around the play equipment and around the flood alleviation lagoon has been ordered.A nut is missing on the nest swing. The company has been informed and is returning to site this week. |
| 9.2 | **Compulsory Purchase Order for Cemetery Land:** nothing further to report. The planning application to the Broads Authority for change of use of the land for a cemetery extension and extension to the playing fields is being consulted on. Residents are encouraged to write to the Broads Authority to support the application. |
| 9.3 | **Website**: Anna Wade reported that she continues to check the site for errors and has had the map corrected. Chris Linehan offered to set up a Parish Council Twitter account. |
| 9.4 | **A1064:** no further planting can take place until the Autumn. |
| 9.5 | **Youth Club**: It was noted that the costs for 17/18 will be £6,000 for two members of staff, safeguarding, mobile phone, support etc. A third member of staff can be employed for £33.23 per evening, to cover salary and training for 2.5 hours per evening. The outcome of the grant application is awaited. |
| 9.6 | **Allotment Association:** David Burnett confirmed that new standing orders are being written for the Association ready for the renewal of the agreement with the Parish Council. |
| 9.7 | **Defibrillator:** The clerkreported that the Council can apply for part-funding through British Heart foundation – if successful, a defibrillator would cost £600. A lockable cabinet would then cost about £450. It was agreed to contact the businesses at Acle Bridge to see who would be prepared to host the defibrillator – an electric supply is needed and monthly checks. |
| 9.8 | **No Cold Calling Zones:** no further letters of support have been received. The clerk will apply to NCC for Hermitage Close and New Road and any other areas where there appears to be adequate support. |
| 9.9 | **Christmas Party:** Jackie Clover is keen to organise a party for the village, financed partly by the Parish Council, and will obtain details of costs for the next meeting. |
| 9.10 | **Parking in the village:** nothing further to report. |
| 9.11 | **Extension to Fletcher Room:** this will be on the agenda for the next meeting. |
| 9.12 | **Old Co-Op Store:**Tony Hemmingway, Jackie Clover, David Burnett and the clerk met with Stuart McDonald, Head of Property at East of England Co-Op. The Co-Op is offering the village a substantial area of the former Co-Op store, 1635 sq.ft. A market rent is likely to be £12,500 - £15,000 pa. and rates would be about £5,560 pa. There is no parking available at the rear of the store. Services, a kitchen and toilets would be installed by the landlord. The Co-Op would be happy to supply products for sale, for an “essentials” range. Suggestions for the space included a Community Hub with storage and display of the archive collection, a shop with a small range of popular products, a drop-in coffee shop, a tourist information centre, WIFI hotspot… The proposal will be advertised via the forthcoming Community Newsletter, asking for residents who would be willing to volunteer to run the Hub, and asking if residents supported the idea.It was agreed to set up a working group to discuss this in more detail; Anna Wade, Jackie Clover, Sally Aldridge, Chis Linehan, David Burnett, Tony Hemmingway and Barry Coveley. |
| **10** | **FINANCE** |
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| **Receipts:** |  |  £ |
| Lloyds | Monthly bank interest on savings account | 72.67 |
| HMRC | VAT refund | 10,035.45 |
| Upton PC | Share of expenses | 12.59 |
| Beighton PC | Share of expenses | 35.97 |
| Barclays Bank | Reimbursement of maintenance | 1,162.89 |
| Cambridge B/Soc | Withdrawal of funds | 74,000.00 |
| Nationwide B/Soc | Withdrawal of funds | 75,500.00 |
| **Payments between meetings:** |  |  |
| Sovereign | On account payment for play area | 2,970.94 |
| SWALEC | Electricity for street lights (DD) | 715.15 |
| Veolia | Skip hire (DD) – 2 months | 359.40 |
| Anglian Water | Allotments | 17.77 |
| Mills & Reeve | Purchase monies for 42 The Street | 167,808.65 |
| Mills & Reeve | Purchase monies for 44 The Street | 151,906.29 |
| L E Electrical | Christmas lights for Barclays  | 1,469.80 |
| **Online Payments:** |  |  |
| Employment costs: |  | 3,900.46 |
| T T Jones Electrical  | Repairs to street lights | 421.08 |
| Playsafety | Play areas inspection | 159.60 |
| Garden Guardian | Grasscutting | 1,303.97 |
| Jackie Clover  | Plants | 72.15 |
| George Taylor | Repairs | 188.00 |
| Acle Rec Centre | Youth club – room hire for June | 96.00 |
| Rhino | Supplies | 44.45 |
| Came & Co | Annual Insurance | 3,524.57 |
| Mant Leisure | WW1 commemorative bench | 1,215.60 |
| Realise Futures | 3 x picnic benches | 1,752.00 |
| **Cheques for payment:** |  |  |
| Wilkerson’s | Consumables | 149.93 |
| Methodist Church | Meeting room hire | 50.00 |
| Wendy Butler | Holiday cover for cleaning | 47.19 |
| **Balance c/f 31.7.17** |  | 6,053.65 |
| **Balances in Savings:** |  |  |
| Government Stocks |  | 134,683.00 |
| Cambridge B/Soc | Instant access 0.15% | 1,245.18 |
| Lloyds Bank | 32-day notice 0.45 % | 175,311.04 |
| Nationwide B/Soc |  | 412.32 |
| Total monies |  | 317,705.19 |

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|  | £93,791.32 is held by Mills & Reeve to be used to pay for the crossing on A1064.Outstanding commitments:* Work at Rec Centre £29,960 + VAT
* Fencing at Springfield play area £17,800 + VAT
* Play equipment at Springfield £2,475.79 + VAT
* Parking amendments £25,000 + VAT

The clerk has given notice on £75,000 to be transferred from the Lloyds Notice AccountThe payments were authorised. The clerk was authorised to pay invoices in August, to be reported at September meeting.A report of Actual v Budget Income and Expenditure for the 4 months to 31st July was presented and accepted. |
| 11 | **TIME OF MEETINGS**It was agreed to change the meetings start time to 7.00pm henceforth. |
| 12 | **MATTERS FOR NEXT MEETING*** WW1 commemorative event in 2018
* Appointment of trustee for Acle Recreation Centre
* Christmas party
* Acle Academy will attend the October meeting
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| 13 | **DATE OF NEXT MEETING – No meeting is planned for August. The next meeting is Monday 25th September 2017 at 7.00pm** |
| 14 | It was noted that the clerk would only be working on Wednesdays during August. |

 There being no further business, the meeting was closed at 10.10 pm

 Signed:………………………………. Dated: 25th September 2017
 Chairman