Acle Parish Council

Meeting Date: Monday, 25th September 2017
Venue: Methodist Church, Bridewell Lane, Acle
Time: 7.00 p.m.

**PUBLIC FORUM:**

There were 22 members of the public present. Matters raised included: a need for small office premises in the village, the recent removal of the defibrillator in the village centre and a possible location for a new one, the hedge overhanging the footway at Herondale, maintenance issues with the footpath by the Boat Dyke, the flashing speed sign on A1064 not working, dog bins, planters, access to the BP garage, Facebook reports and the proposal for a Community Hub at the former Co-Op stores.

**District Councillor Lana Hempsall** gave a report: improved signage is being investigated to reduce traffic speeds at Acle Bridge, the planning application for the land at Leffins Lane includes office/light industrial units, and noise issues can be reported to Geoff Duke at Broadland District Council, (BDC).

**PRESENT:**
Tony Hemmingway – Chairman
Sally Aldridge, Angela Bishop, Jackie Clover, Barry Coveley, Roger Jay, Chris Linehan, Jamie Pizey and Anna Wade. Parish Clerk Pauline James.

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| 1 | **APOLOGIES** Annie Bassham, David Burnett, and Ellen ThompsonCounty Councillor Brian Iles |
| **2** | **DECLARATIONS OF INTEREST**Barry Coveley and Chris Linehan declared a disclosable pecuniary interest in any financial transactions with the Recreation Centre, as Trustees. Jackie Clover and Roger Jay declared an interest as allotment holders. Jackie Clover is a member of the local Royal British Legion. Tony Hemmingway declared an interest in a payment for work done. |
| **3** | **MINUTES**The minutes of the meeting of 31st July 2017 were agreed to be correct, and were signed by Tony Hemmingway as Chairman of the Parish Council. |
| **4**4.1 | **MATTERS ARISING**The Council was awarded a £700 grant from the Youth Advisory Board towards the cost of paying for a third youth worker. |
| 4.2 | The purchase of the two flats above Barclays Bank was completed. The properties have been insured and advertised for rent. |
| 4.3 | Saffron Housing has had discussions with BDC about a site for a small number of affordable dwellings. |
| 4.4 | BDC said that complaints about music being broadcast outside of Starbucks could only be investigated if an individual complains that it affects his/her property. |
| 4.5 | The Postmaster at Acle Post Office agreed to ask the freeholder of the property if they would permit Christmas lights to be installed along the front of the building. |
| 4.6 | Chris Linehan set up a Parish Council Twitter account. He and the clerk are administrators. |
| **5**5.1 | **CORRESPONDENCE**The Royal British Legion requested funding for maintenance of war memorial. It was noted that there is £600 in the Council’s reserves for maintenance of the war memorial. It was agreed to fund spending up to £100. |
| 5.2 | The Police website listed 11 crimes in Acle in May, 15 in June and 24 in July 2017. |
| 5.3 | Tony Hemmingway and the clerk reported on a presentation by the Broads Authority. The BA has published their Broads Plan 2017 which sets out their ambitions and actions for the next five years. |
| 5.5 | The Broads Authority has recently purchased 620m of river frontage at Acle Bridge and will carry out some maintenance. 24-hour moorings will be provided for visitors, together with a de-masting solution for Acle bridge. They plan to provide facilities such as waste disposal, pump-out of chemical toilets, car parking and possibly a slipway.  |
| 5.6 | The clerk will meet with the Broads Authority to discuss possible improvements for the highways visibility at the Horizon Craft/Pedro’s site at Acle Bridge. |
| 5.7 | The Campaign for the Protection of Rural England has launched its Vision for Norfolk – a debate about how to manage the pressures of population growth, climate change and the end of the partnership with EU. The clerk was asked to write to MP Keith Simpson to support legislation to protect the environment. |
| 5.8 | Mazars have completed the external audit of the accounts for the year ended 31st March 2017. The Notice of Completion of Audit and the Annual Return have been published on the Council’s website. The audit for the five years from 17/18 will be done by PKF Littlejohn LLP. |
| 5.9 | Norwich Airport carried out consultation on its plans to increase flights, and to be allowed flights later at night. |
| 5.10 | The clerk informed the Council of lengthy correspondence from a resident on various village issues. |
| 5.11 | BDC are providing vouchers to residents for a free pack of crocus bulbs, to provide nectar for Spring insects. |
| **6**6.1 | **PLANNINGPlans received between meetings:**1. **Euro Garages Ltd, Starbucks, former Little Chef** – 1 x internally illuminated totem sign, 2x LED individual letter signs, 2 x internally illuminated siren signs. (BA/2017/0256/ADV). There were no objections to the plans.
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| 6.2 | **Plans considered at the meeting:**1. **Hugh Crane Cleaning Equipment Ltd., South Walsham Road** – extension to existing building (20171524). There were no objections to the plans.
2. **Euro Garages Ltd, Starbucks, former Little Chef** – external alterations (BA/2017/0215/FUL). There were no objections to the plans.
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| 6.3 | **Planning decisions from Broadland District Council:**1. **Mrs Rodriguez, Bali Hai, Boat Dyke Lane** – extensions (revised) (20170964) – full approval.
2. **Mr & Mrs Cowles, 5 Beighton Road** – single storey side & rear extensions (revised) (20171180) – full approval.
3. **Co-Op Funeral Services, The Street** – internally illuminated signs (20171189). There were no objections to the plans – advertisement approval.
4. **Mr & Mrs Raynor, The Orchard, 70a Old Road –** conservatory to side (20171296) – full approval.
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| 7 | **HIGHWAYS MATTERS** |
| 7.1 | There was some discussion about providing additional litter bins in South Walsham Road (near to the dog poo bin), Phoenix Close, New Road, Norwich Road. Anna Wade reported that she has spoken to the manager at Starbucks to ask them to provide some litter bins. It was agreed to contact Starbucks to ask if they would sponsor the grasscutting on the A47 roundabout. |
| 7.2 | Issues with parking on New Road near the BP Garage and the resultant loss of visibility have been reported to NCC for consideration under the parking review. |
| 7.3 | A resident asked for white H-bars to be painted in Fletcher Way by school to deal with inconsiderate parking. The details of the costs and how to arrange for this work was passed to the resident. |
| 7.4 | There was a complaint about drivers not respecting the zebra crossing on Norwich Road. The clerk contacted NCC to ensure that the correct signage and lighting levels are in place but had not yet had a reply. |
| 7.5 | Anna Wade spoke to Network Rail about the graffiti on the railway bridge but they said that they do not have any money to remove this at present. It was felt that it would be helpful to know what the price would be for the work, but there were also concerns that, if the bridge were cleaned, then someone might immediately vandalise it again. |
| 7.6 | The clerk was asked to contact Highways England in Bedford about the weed growth on the A47 sliproad in the eastbound direction. |
| 7.7 | Tony Hemmingway reported that he has collected the cable for the new Christmas lights on the Barclays Bank building, and 200 LED lamps. It was agreed to pay for three new strings of lights for the tree on the green. |
| **8**8.1 | **RECREATION CENTRE**Trustee Barry Brooks gave a report – some repairs have been carried out to the skatepark and to the zip wire. The surfacing at the play area is shrinking, but is still under guarantee. Evidence of substance abuse has been reported to the Police. Some of the roof works have been completed. New LEDs have been installed in the entrance area.Prices for converting some of the grassed area to additional car park spaces are expected shortly. |
| 8.2 | It was proposed and agreed by a majority to appoint Shane Tovell as a Parish Council-appointed Trustee. Shane is currently a parish- appointed Trustee. |
| **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 installed. Sovereign will be returning to site to make good the holes around the fencing posts. A problem with the nest swing has been reported to Sovereign.The certified copy of the deed of variation of the S106 agreement with Crocus Contractors Ltd has been received; the variation altered the number of rented v shared ownership properties.There has been some vandalism and some littering. |
| 9.2 | **Compulsory Purchase Order for Cemetery Land:**  The planning application to the Broads Authority for change of use of the land for a cemetery extension and extension to the playing fields was approved. The clerk wrote to MP Keith Simpson who has agreed to contact Department of Communities and Local Government (DCLG) again about the application for a CPO to acquire the land. The issue was featured in the EDP newspaper.DCLG said, “senior managers are currently considering the case for making the CPO.” |
| 9.3 | **Website**: Anna Wade contacted the providers of the VisitAcle.com website – they quoted £35/hr to rectify the business listings page, for about 4 hours work. This was agreed. |
| 9.4 | **A1064:** no further planting can take place until the Autumn. |
| 9.5 | **Youth Club**: The 3rd member of staff has started at the Club. The cap on the number of attendees has been removed. Anna Wade has volunteered to help out once per month.The councillors agreed that the £1 entrance fee could be spent on activities – they are currently planning a Christmas party, small presents and extra games.It was noted that the Youth Club would be shut on Halloween as the young people indicated that they would not be attending.The Service Level Agreement for the year from 1st September 2017 was signed by the clerk on behalf of the Council.  |
| 9.6 | **Allotment Association:** new standing orders have been written for the Association ready for the renewal of the agreement with the Parish Council on 5th October 2017. These were accepted. It was agreed to renew the agreement with the Association for a further 2 years. |
| 9.7 | **Defibrillator:** Angela Bishop offered to speak to the Acle Bridge Inn about assistance with funding for a defibrillator at the bridge. Other locations suggested for defibrillators were Barclays Bank, the old Co-Op stores and Starbucks. |
| 9.8 | **No Cold Calling Zones:** The clerk has applied to NCC for a Zone for Hermitage Close and St Edmunds Road/Glebe Road, where there was very good support for the scheme. There was also good support in New Road, but not in the roads branching off New Road so NCC has been asked to consider how best to treat this area. The clerk has also suggested Mill Road/ Mill Crescent/ Aldis Road and the Englands Road estate.  |
| 9.9 | **Christmas Party:** It was agreed that the Parish Council would pay for the cost of the room hire for a party. Jackie Clover will book the main hall. |
| 9.10 | **Parking in the village:** The clerk contacted the owner of the triangle of land by the eastbound sliproad into Acle; the land is not currently for sale.There was some discussion about the suggestion of creating a large car parking space behind Lloyds, Chemist etc., in the Street. The clerk will try to find out the owners of the various pieces of land. |
| 9.11 | **Extension to Fletcher Room:** deferred |
| 9.12 | **Old Co-Op Store:**Most councillors have inspected the site.BDC is very supportive of the idea and said there were small grants available. They also supported the idea of tourist information.Ideas for the area include comfortable sofas and chairs, displays of children’s art, computer terminals and tea/coffee facilities. Groups like Citizens Advice could be encouraged to rent the space. It may be that food could be ordered from Scooters across the road.At the date of the meeting there had been support from 27 residents and opposition from 10 residents. Eight of the supporters have offered to help run the facility.After some discussion it was agreed to ask the Co-Op for another meeting to go over costs and options again. |
| 9.13 | It was noted that Norfolk County Council has designated Herondale as “surplus to requirements”. This is a technical process whereby NCC decide that they do not have an operational need for the site. No formal decision has been made on the disposal of the site. The clerk has been told that it is expected that the site will be marketed for use as flats with care. The clerk, on behalf of the Parish Council, wrote to NCC to express an interest in acquiring part of the site for an extension to the play area, or for parking. |
| 9.14 | **WW1 Centenary 2018:** the main hall at the Recreation Centre has been booked for 11th November 2018. The Parish Council agreed to pay for the room hire. |
| 9.15  | **Calendar:** it was agreed by a majority that 150 calendars should be ordered and the profits donated to Acle Lands Trust.  |
| 10 | **Social Media Policies**Policy 1 – for posting on the website explaining the Council’s use of social media and that the clerk will only reply to posts within usual office hours. Policy 2 – for employees and membersBoth were approved and adopted. |
| **11** | **FINANCE** |
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| **Receipts:** |  |  £ |
| Lloyds | Interest on savings account | 20.82 |
| Burial and Memorial fess |  | 610.00 |
| Strumpshaw PC | Share of expenses | 35.97 |
| Beighton PC | Share of expenses | 23.94 |
| Broadland DC | Maintenance of toilets 40% | 6,221.50 |
| Broadland YAB | Grant for youth club | 700.00 |
| Lloyds 32-day account | Withdrawal of funds from savings | 75,000.00 |
| **Payments between meetings:** |  |  |
| SWALEC | Electricity for street lights (DD) x 2 | 1,455.18 |
| Anglian Water | Cemetery (DD) | 16.47 |
| Anglian Water | Toilets (DD) | 1,072.19 |
| Farbuild | Works at Rec Centre | 14,400.00 |
| Carlton | Works at Rec Centre | 7,210.00 |
| Siemens | Copier rental 1/4ly | 213.57 |
| YMCA | Staffing | 3,866.50 |
| Mazars | External audit | 1,560.00 |
| PHS | Waste collection fee (DD) | 88.08 |
| Employment costs: |  | 3,674.74 |
| Acle Rec Centre | Youth club room hire July | 96.00 |
| Alan Irvine | Assistance with planning work | 174.00 |
| Garden Guardian | Grasscutting | 1,303.97 |
| Hugh Crane Cleaning | Supplies | 5.46 |
| George Taylor | Repairs | 233.00 |
| Tony Hemmingway | Keys cut for flats | 54.75 |
| Nfk CC | Fee for parking review | 6,000.00 |
| T T Jones | Repairs to street lights | 377.77 |
| Wilkersons | Supplies | 20.55 |
| Wendy Butler | Holiday cover | 56.63 |
| **Online Payments:** |  |  |
| Employment costs: |  | 3,607.44 |
| T T Jones Electrical  | Repairs to street lights | 539.20 |
| Hugh Crane Cleaning | Supplies | 114.26 |
| Garden Guardian | Grasscutting | 1,303.97 |
| Tony Hemmingway | Watering | 90.00 |
| Beighton PC | Share of training course | 11.25 |
| Acle Rec Centre | Youth club – room hire for August | 120.00 |
| Norfolk ALC | Subscription | 427.40 |
| Mills & Reeve | Legal fees | 529.44 |
| Plumbright | Repairs at toilets | 136.26 |
| Sovereign | Balance of play area at Springfield | 2,970.95 |
| Secker & Sons | Service of air con unit at Fletcher Room | 14.27 |
| Justin Nudd | Gardening at flats | 48.00 |
| **Cheques for payment:** |  |  |
| Wilkerson’s | Consumables | 23.28 |
| Methodist Church | Meeting room hire | 50.00 |
| ENTUA | Subscription | 10.00 |
| **Balance c/f 25.9.17** |  | 36,975.90 |
| **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 % | 100,410.08 |
| Nationwide B/Soc |  | 414.32 |
| Total monies |  | 273,728.48 |

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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 £17,960 + VAT
* Fencing at Springfield play area £17,800 + VAT
* Parking amendments £20,000 + VAT

The payments were authorised. A report of Actual v Budget Income and Expenditure for the 6 months to 25th September was presented and accepted. |
| 12 | **MATTERS FOR NEXT MEETING*** Acle Academy representatives will attend the October meeting
* Community Speedwatch
* Information boards
* Planter on the green
* Acle Lands Trust
* Parish council surgeries
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| 13 | **DATE OF NEXT MEETING –The next meeting is Monday 30th October 2017 at 7.00pm** |
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 There being no further business, the meeting was closed at 9.45 pm

 Signed:………………………………. Dated: 30th October 2017
 Chairman