Acle Parish Council

Meeting Date: Monday, 29th January 2018
Venue: Methodist Church, Bridewell Lane, Acle
Time: 7.00 p.m.

**PUBLIC FORUM:**

There were 13 members of the public present. Matters raised included recent thefts in the village, comments on the decision not to proceed with plans for the village hub and a need for storage for the archive records.

Acle First Responders: Claire Sayer gave a report. She is a volunteer working for the East of England Ambulance Service as a local First Responder. They are planning an event on 5th March to publicise the group and to encourage additional volunteers. Claire confirmed that she checks the defibrillator at the Recreation Centre and the one at the Academy and would be happy to take on the checking of the new defibrillator planned for the village centre.

Don Edwards, Vice-Chairman of the Acle Royal British Legion, stated that the branch members were keen to be involved with the plans for any commemoration of the end of WWII and he listed details of the events already planned by the Branch.

**County Councillor Brian Iles** sent a report: discussions at NCC continue for the Herondale site. The project has been passed back to the Adult Social Services department.

**District Councillor Lana Hempsall** gave a brief report.

**PRESENT:**
In the absence of Tony Hemmingway, Vice-Chairman Barry Coveley chaired the meeting.

Sally Aldridge, Annie Bassham, Angela Bishop, David Burnett, Jackie Clover, Barry Coveley, Roger Jay, Jamie Pizey and Anna Wade. Parish Clerk Pauline James.

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| 1 | **APOLOGIES** Tony Hemmingway, Chris Linehan and Ellen Thompson. |
| **2** | **DECLARATIONS OF INTEREST**David Burnett and Barry Coveley declared a disclosable pecuniary interest in any financial transactions with the Recreation Centre, as Trustees.  |
| **3** | **MINUTES**The minutes of the meeting of 18th December 2017 and 15th January 2018 were agreed to be correct, and were signed by Barry Coveley as Chairman of the meeting. |
| **4** | **MATTERS ARISING** |
| 4.1 | The clerk contacted NCC to obtain an invoice for the A1064 works so that the balance can be reclaimed from Mills & Reeve. The cost for the works is expected to be £23,178.20, but the Parish Council had already paid £4,400, so the final invoice will be £18,788.20. Barry Coveley signed a Release Notice on behalf of the Parish Council to ask Mills & Reeve to release the funds to pay the invoice and a Release Notice to apply for the repayment of the remaining funds. |
| 4.2 | The clerk spoke to the member of staff at the Co-Op Funeral Services about the request for blinds to be installed. The staff member noted the request but also reported that other people had said how nice it was that the office was open to view. |
| 4.3 | The clerk reported that the land at the Travelodge and Starbucks, including the shared access driveway, is leased by Travelodge and Little Chef for 25 years from 2004 and owned by Grove Properties in Jersey. |
| 4.4 | Christmas lights – Neal Gurney has said yes to a string of lights on the non-tenanted part of the Post Office, and Lorraine and Tony Auton said yes to some lights at High House. |
| 4.5 | Norfolk Property Services replied to Acle Parish Council’s concerns about the planning application for Land north of Norwich Road, mainly repeating that the application is outline only at this stage, so any questions about parking, open space and house size are irrelevant. |
| 4.6 | The Parish Council’s contractor, Garden Guardian, has been asked to cut the grass verge outside the BP garage on New Road as it is within the village limits and therefore covered by the contract. |
| **5** | **CORRESPONDENCE** |
| 5.1 | The Police.uk website listed 20 crimes in November. At the clerk’s request, PC Ian Kennedy sent a report on recent crimes stating that 15 vehicle crimes were reported on 27th November but that two males were arrested for those crimes. 3 burglaries were reported in December. Residents are invited to the next Safer Neighbourhood Action Panel (SNAP) meeting on Friday, 16th March at 5.30pm at Acle Library. |
| 5.2 | The consultation has started on the Greater Norwich Local Plan. It sets out a vision and objectives for the area of Broadland, South Norfolk and Norwich, identifies land for housing, employment, leisure and retail. For Acle it includes the land already allocated for housing and employment in the earlier Plan, and shows land put forward by landowners for consideration for future development.The Parish Council had already commented on the 7 sites put forward in January 2017. The councillors asked the clerk to repeat their earlier comments, which were mainly objections because the councillors do not feel that it would be appropriate to introduce so many new homes to the west of the village, given that there is no access to A47 in the eastbound direction, without driving through the village centre.New sites have been put forward:GNLP1049 – land North of Charles Close (Savills) – residential development of an unspecified numberGNLP1022 – land north of Hillcrest (Bidwells) – residential development for up to 60 dwellingsThe Council objected to both sites. The councillors felt that housing on the Land north of Charles Close site would be very dislocated from the rest of the village. There appears to be no access to South Walsham Road. Any development here would erode the separation between Acle and the hamlet at Fishley and encroach into the countryside. The Hillcrest site is dislocated from the main part of the village and far from the facilities. A significant increase in housing in this part of the village would cause a lot of vehicle movements through the village centre, in the Yarmouth direction because there is no access to the A47 east from this side of the village. The site is also very close to the A47 and would be noisy and at risk of air pollution.Proposed commercial uses for Station yard and land South of Station Road were accepted.The councillors supported the Campaign for the Protection of Rural England (CPRE) pledge that all efforts should be made to build on current allocations before allocating new land for housing. |
| 5.3 | Police station – Broadland District Council refused to list the Police Station as an Asset of Community Value arguing that the public does not currently have access to the building so it cannot be an asset of community value.The Norfolk Constabulary got in touch to say they would be seeking to sell the plot for residential development and they would consider a direct sale in due course. The clerk was asked to write to express an interest in the purchase of the site. |
| 5.4 | An email was received from the Environment Agency announcing plans to rationalise the Main River Network – including de-maining the Tunstall Dyke. It was felt that this was an excuse to pass on the cost of the maintenance to BDC. The clerk was asked to write to object to the proposal. |
| 5.5 | Correspondence was noted about a lady who tripped outside Barclays Bank. This has been reported to Barclays Bank. |
| 5.6 | It was noted that the Archive Group are still looking for storage for archive materials. There was a question about the “pillbox” on the Springfield site and a report on archaeological findings as part of the dig on the Springfield land. |
| 5.7 | Crocus Contractors sent a draft site layout for land south of the railway station, for 30 dwellings, including 10 affordable dwellings. The councillors confirmed that they would expect footway lighting to be provided on the site and would consider taking on the lights once the site was completed.The clerk was asked to arrange a meeting with Crocus Contractors about adopting the play area and/or open space. |
| 5.8 | The councillors agreed to support NCC in their plans for the Norwich Western Link to link up the new NDR with the A47 west of Norwich. |
| 5.9 | It was agreed to insure the Barclays Bank building for loss of rent from the bank and the flats, with an 18-month indemnity period. |
| **6** | **PLANNING** |
| 6.1 | **Plans discussed at the meeting:** |
|  | 1. **Mr Petley, Acle Garden Machinery –** erection of storage shed and raise level of demonstration area (20180027). There were no objections to the plans, but councillors expressed concern about how the site was being built up, and that the site was a little untidy.
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| 6.2 | **Planning decisions by Broadland District Council:** |
|  | 1. **Mrs Mirrors, White Leys, 1A Crossway Terrace** – enlarge first floor window to floor level and install clear glass (retrospective) (20172110) – full approval.
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|  | 1. **30 St Edmunds Road** – rear single storey infill extension (20172206) – full approval.
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| 6.3 | **Phil Courtier (Head of Planning at BDC)** sent a reply about parking specifications on new developments – the Ministerial statement of March 2015 does not negate Acle’s Neighbourhood Plan, adopted in January 2015, as it remains part of the BDC Development Plan. But different parts of the plans have a different weight. If there is a conflict between Acle’s Neighbourhood Plan and the BDC policy then the more recently adopted policy takes precedence.Councillors expressed concern that BDC stated that they would rely on what the developer wants to do with parking, unless specific local circumstances mean that different levels of parking were required.A recent appeal decision for a site in Blofield said that where policies in a Neighbourhood Plan have become outdated, planning permission should be granted unless adverse impacts significantly outweigh the benefits.The clerk had contacted **Richard Squires,** (Senior Community Planning Officer at BDC), who confirmed that later planning documents would carry more weight than older ones so in some cases Acle’s Neighbourhood Plan would be superseded by later plans. The councillors agreed that they did not feel they had been made aware of this when they worked on the Neighbourhood Plan.It is now possible to update a Neighbourhood Plan or to modify specific policies without changing the whole document, but it would still need to be examined formally and voted on. The councillors did not feel this would be appropriate but appreciated that having a Neighbourhood Plan in place resulted in an increased level of CIL monies being paid to the Parish Council and would benefit the village. |
| 7 | **HIGHWAYS MATTERS** |
| 7.1 | Work continues towards the funding of two flashing SLOW DOWN signs for Acle Bridge. |
| 7.2 | The wooden planter on The Green is rotten and needs replacing. The clerk was asked to contact Acle Academy to ask if they wanted to make something as a project. |
| 7.3 | Hanging baskets – it was noted that James Auton-Warby is keen to water the baskets again this year. |
| 7.4 | BDC want to replace the concrete litter bins in the village centre. The fact that there is no lid means that the contents can become very heavy if wet. It was agreed to consider what litter bins are available. |
| 7.5 | Correspondence continues with NCC Highways about the poor visibility at the pedestrian crossing outside the Co-Op in Norwich Road. |
| 7.6 | The clerk was asked to chase Highways England for a reply about sponsorship of the roundabout at the A47 junction with A1064. The owners of the Acle Bridge Inn have offered to pay towards the maintenance. |
| 7.7 | Flooding at Church Corner and in the underpass on Reedham Road will be reported to NCC. |
| **8**8.1 | **RECREATION CENTRE**Barry Brooks gave a report; the play area repairs have been completed. The AGM is on 27th March. |
| 8.2 | Several quotes have been obtained for the provision of new car park spaces on the grassed area near to the Methodist Church car park, providing spaces for an additional 30 or so cars. The working group, (Jamie Pizey, Angela Bishop, Sally Aldridge, Barry Coveley and Barry Brooks), had reviewed the quotes. It was felt that a tarmac surface, with drainage, would be the best option, costing between £35,000 to £40,000. It was agreed that the Parish Council would pay for this work, hopefully using the monies saved on the work for a crossing on A1064.Barry Coveley offered to investigate options for systems to monitor and/or control parking. |
| **9** | **ACLE LANDS TRUST** |
| 9.1 | Acle Lands Trust gave a report; they have purchased a scythe mower from Norfolk Wildlife Trust to assist with maintenance. The councillors sent their thanks to all the volunteers. |
| 9.2 | The Trust volunteers asked for financial assistance from the Parish Council to purchase a deck costing £583 + VAT and a chipper costing £1,146 + VAT. It was agreed to purchase both items and donate them to Acle Lands Trust. |
| 9.3 | It was reported that there have been multiple encroachments onto Trust Land along the south boundary of Damgate Woods, with bridges constructed in places, garden waste having been dumped and domestic garden plants introduced into the area. It was agreed that this was unsuitable for land under stewardship and that the Acle Lands Trust and Acle Parish Council would send a joint letter explaining why this was unacceptable and asking for all items to be removed from Acle Lands Trust land. |
| **10** | **PROJECTS** |
| 10.1 | **Springfield Land and Play equipment:** Warning signage has been purchased for the flood alleviation lagoon.The current overage total payable to the Parish Council is £311,770.34. |
| 10.2 | **Compulsory Purchase Order for Cemetery Land:**  Nothing to report. The clerk was asked to contact the Minister for Housing, Communities and Local Government to invite him to visit Acle Cemetery to note the lack of space for burials. |
| 10.3 | **Website**: HCOMS, (the website company), have upgraded the system but have not yet carried out the improvements to the Business section. |
| 10.4 | **Parking:**Councillors met with officers from NCC to discuss all the roads under consideration.The latest plans show:The Street by Crossway Terrace – double yellow lines along west side to support parking bays for 7 cars on the east side, restricted to “2 hours, Mon-Fri, 9am to 4pm”. Double yellow lines at junction with Bridewell Lane and South Walsham Road.Old Road – double yellow lines on north side, as far as Carters, to support parking bays for 5 cars, restricted to “1 hour, Mon-Fri, 9am to 4pm”.Mill Lane – double yellow lines at junction with Glebe Road and Mill Crescent. Section of Mill Lane near to The Street single yellow lines to prohibit parking “Mon-Fri 9am to 5pm”.Birtles Way – double yellow lines at junction with The Street.Reedham Road – single yellow lines – “no parking Mon-Fri 9am to 5pm”.Market Manor – double yellow lines at junction with Reedham Road.New Road – double yellow lines at junction with Springfield, New Close, Broadland Way and turning for the BP Garage/Starbucks/Travelodge. Double yellow lines along entire north side. Parking unrestricted on south side east of Broadland Way.It was agreed that the restrictions should be as similar as possible throughout the village so that all restrictions should be 9am to 4pm, and Old Road should be restricted to 2 hours, rather then 1 hour. It was agreed to request double yellow lines in Reedham Road to prohibit parking at any time.The councillors agreed to aim to present the proposals at the Annual Parish Meeting in April and to summarise the plans in the next Community Newsletter.The councillors were pleased to learn that NCC would now support the installation of bollards in New Road to prevent parking on the grass verges, at £100 each. It was agreed to order some bollards, subject to ensuring access for grasscutting equipment. |
| 10.5 | **Youth Club**: It was noted that the split sessions are working well but that the second sessions are less popular than the first, at present. |
| 10.6 | **No Cold Calling Zones:**The NCC Zone has been set up in **Hermitage Close.** Voting packs have been delivered to **Glebe Road and Peter Avenue** so as to increase support for that area, together with **St Edmunds Road** where there is already sufficient support.Packs will also be delivered in the **Englands Road** estate, and in **New Road, New Close, Broadland Way and Elm** **Close.**This will be publicised in the next Community Newsletter. |
| 10.7 | **Defibrillator:** The East of England Ambulance Service will send a quote for a defibrillator and cabinet shortly. The clerk has contacted Barclays for permission to fix the cabinet on their wall.Jackie Clover reported that the owners of the Acle Bridge Inn are happy for a defibrillator to be fixed to the wall of the pub and that a resident is planning a parachute jump to raise funds for this defibrillator. |
| 10.8 | **Portacabin for Archive and Pre-school:**It was noted that the Pre-school had held their AGM recently. The Pre-School is closed to any new children as all sessions are full. The councillors were keen to explore the idea of purchasing a second hand portacabin to extend the current building. |
| 10.9 | **Public Toilets:**The clerk met with BDC. They are obtaining quotes for the refurbishment of the public toilets. They would like to consider handing over the toilets to the Parish Council, together with some funding, after the refurbishment. The councillors agreed that it would be preferable to take on the full management of the toilets, so long as the funding is adequate to pay towards the maintenance and future refurbishment. BDC is currently checking on the lease of the land on which the toilets stand – the landowner is Enterprise Inns. |
| 10.10 | **WW1 Centenary 2018:** It was noted that the Royal British Legion would be involved in any plans for the commemorative events on 3rd November and that any profit made would be donated to the Royal British Legion. |
| 10.11 | **Display at Library:**Angela Bishop offered to take some photos around the village to show what the Parish Council does around the village. |
| 10.12 | **Trees at Allotments:**It was agreed that two dead trees should be removed along the boundary of the allotments. |
| **11** | **FINANCE** |
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| **Receipts:** |  |  £ |
| Lloyds | Interest on savings account | 51.81 |
| UK Power Networks | Wayleaves | 211.00 |
| Upton PC | Share of expenses | 37.80 |
| Beighton PC | Share of expenses | 48.74 |
| Strumpshaw PC | Share of expenses | 48.73 |
| Various | Burial/memorial fees | 95.00 |
| Barclays Bank | Quarterly rental | 6,375.00 |
| Rental on flat 42 | One month in advance | 795.00 |
| Rental on flat 44 | One month is advance | 600.00 |
| Broadland DC | Fee for maintenance of public toilets | 4,977.20 |
| Cash | Sale of calendars | 909.00 |
| HMRC | VAT refund | 1,895.36 |
| **Payments between meetings:** |  |  |
| SWALEC | Electricity for street lights (DD) | 715.65 |
| Anglian Water | Water at allotments (DD) | 34.10 |
| Acle Recreation Cent | Reimbursement of insurance  | 1,026.32 |
| **Online payments:** |  |  |
| Employment costs |  | 3,707.67 |
| Acle Rec Centre | Youth club room hire  | 72.00 |
|  | Christmas party hall hire | 45.00 |
|  | Repairs | 33.53 |
| Hugh Crane Cleaning | Supplies | 153.16 |
| Secker & Son | Repair at Fletcher Room | 156.00 |
| BDC | Litter bin collection | 444.15 |
| Tony Hemmingway | Work on flats and Xmas lights | 161.32 |
| D Starkings | Hedgecutting | 216.00 |
| Property Shop | Letting fee | 720.00 |
| Spick and Span | Cleaning at Flat 44 | 50.00 |
| Jemco | Signs for Springfield lagoon | 36.22 |
| Justin Nudd | Hedgecutting at Play area and Allotments | 350.00 |
| T T Jones | Repairs to streetlights | 559.45 |
| **Cheques for payment:** |  |  |
| Wilkersons | Supplies | 26.42 |
| Acle Dental Surgery | Electricity for Christmas lights | 7.60 |
| Hair & Beauty | Electricity for Christmas lights | 13.00 |
| Acle Society | Delivery of newsletter | 40.00 |
| Methodist Church | Room hire | 70.00 |
| **Balance c/f 29.01.18** |  | 75,426.73 |
| **Balances in Savings:** |  |  |
| Government Stocks |  | 132,420.00 |
| Cambridge B/Soc | Instant access 0.15% | 1,245.18 |
| Lloyds Bank | 32-day notice 0.57 % | 100,560.60 |
| Nationwide B/Soc |  | 414.32 |
| Total monies |  | 310,066.83 |

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|  | £93,791.32 is held by Mills & Reeve to be used to pay for the crossing on A1064. Outstanding commitments: Parking amendments £20,000 + VAT.Annie Bassham had checked the December online payments to the bank statements. The payments were authorised. A report of Actual v Budget Income and Expenditure for the 10 months to 29th January was presented and accepted. |
| **12** | **HEALTH & SAFETY POLICY AND RISK ASSESSMENT** |
|  | The Health & Safety Policy and Risk Assessment were adopted and signed. It was noted that these would be updated further in due course. |
| **13** | **MATTERS FOR NEXT MEETING*** **Storage for Acle Society and Acle Archive**
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| **14** | **DATE OF NEXT MEETING –The next meeting is Monday 26th February 2018 at 7.00pm.** |

**At this point it was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public to discuss personnel matters.**

Anna Wade suggested that Mick Ward might be presented with some form of community certificate to thank him for his work in the village, following a commendation from the Norfolk & Norwich Eco Awards. This was agreed.

There being no further business, the meeting was closed at 9.55 pm

 Signed:………………………………. Dated: 26th February 2018
 Chairman