Acle Parish Council

Meeting Date: Monday, 29th July 2019  
Venue: Methodist Hall, Bridewell Lane, Acle  
Time: 7.00 p.m.

**PUBLIC FORUM:**

There were nine members of the public present. Matters raised included work needed to a highways tree and visibility issues on local roads. There were also some complaints about recent resurfacing of a footway in De Carle Smith Road and adjoining roads.

**District Councillor Lana Hempsall** had nothing to report.

**County councillor Brian Iles gave a report:** he announced that the detailed plans for the Norwich Road site will be available for comments shortly. He also reported that he had received several letters from residents about problems caused by cut-backs to funding for disabilities.

**PRESENT:**   
Chairman: Tony Hemmingway  
Councillors: Sally Aldridge, Angela Bishop, Jackie Clover, Barry Coveley, Jayne Greenacre, and Anna Wade. Also Parish Clerk, Pauline James.

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| **1** | **APOLOGIES** David Burnett, Brian Grint and Jamie Pizey. |
| **2** | **DECLARATIONS OF INTEREST** Barry Coveley declared a disclosable pecuniary interest in any financial transactions with the Recreation Centre, as a Trustee. |
| **3** | **MINUTES** The minutes of the meeting of 24th June 2019 were agreed to be correct, and were signed by Tony Hemmingway as Chairman of the Parish Council. |
| **4** | **MATTERS ARISING** |
| 4.1 | Norfolk County Council Water Management Team visited Beighton Road to check on the water table and to inspect the ditch. They did not find any evidence of grasscuttings in the ditch. They will return to the site following heavy rainfall to check again. |
| 4.2 | Acle Tennis Club sent their thanks to the councillors for the offer of a grant of £7,500 towards the resurfacing of the tennis courts. |
| 4.3 | It was noted that the Barclays Bank building is advertised for let at present. The management company, CBRE, had told the clerk that they did not know what was proposed for the building. The Council’s insurers have asked for the building to be inspected regularly but the clerk has told them that the Parish Council does not have any keys. The councillors expressed their concerns that the Parish Council does not hold a key to the building, despite being the owner, and asked the clerk to follow this up, including getting legal/professional advice, if required. |
| 4.4 | The station footpaths have been cut back. |
| 4.5 | The diseased trees have been felled in Damgate Woods. Network Rail contacted the clerk to say that there are some more trees that need to be felled, near to the railway lines. Nigel Robson offered to contact them to discuss this – he said that he had been told that they would be cut down by Network Rail. This was noted. |
| 4.6 | The plans for the land off Norwich Road are expected to be submitted to Broadland District Council shortly. The Parish Council will call a meeting to consider these plans during August. |
| **5** | **CORRESPONDENCE** |
| 5.1 | BT plans to remove the public phone box in The Street, reporting that 37 calls had been made from there in the past 12 months. It was agreed to apply to own the cabinet so that it could be used to house a defibrillator. |
| 5.2 | Saffron Homes contacted the clerk to ask permission to use the open space at Springfield for an event for local residents to celebrate the end of the building project. Saffron Homes have stated that the footpath at the north of the Springfield site will be completed shortly. BDC has given permission for a couple of trees to be removed to make way for the path. It was noted that the “pill box” has been tidied up by the developers. |
| 5.3 | Tony Hemmingway and the clerk met with Saffron Homes, who have requested that the Parish Council’s covenant should be removed from the Springfield site. The covenant was put in place to prevent the developers from building more houses than had been agreed. The clerk has asked Mills & Reeve for advice on this. |
| 5.4 | Tony Hemmingway and the clerk will also have a meeting with Saffron Housing to discuss the management of the open space provision and the footway lighting on the Leffins Lane site. It was noted that no play equipment is planned for the site. The councillors suggested that something very simple could be provided, such as tractor tyres.  Additional plans have been submitted re Leffins Lane site (phase 1) which show a new footway to be constructed along Leffins Lane and an underground attenuation tank to hold surface water from the site. This was noted. It is not yet known if highway lighting will be provided. |
|  | Revised plans for Phase 2 have been submitted – there will be no industrial or office buildings as there were concerns from Highways about vehicle movements in the site arising from these buildings, within a residential area. |
| 5.5 | The Youth Club wishes to get rid of the pool table. It was agreed that the Recreation Centre would dispose of the table. |
| **6** | **PLANNING** |
| 6.1 | Planning applications considered at the Meeting:   1. **22 Habgood Close** – single storey rear extension and front porch (20191069). There were no objections to the plans. |
| 6.2 | Plans considered between meetings:   1. Amended plans were received for **Acle Garden Machinery** (20190618) – there were no objections to the plans. |
| 6.3 | Planning results from **Broadland District Council:**   1. **7 Hillcrest** – two storey side and rear extensions (20190891) – full approval. 2. **Marsh House, Rotten Marsh** – two storey side extension and erection of a cartshed (20190917) – full approval. |
| **7** | **HIGHWAYS** |
| 7.1 | The councillors thanked Adam Fisher for mending a puncture on the watering cart and Tony Hemmingway for repairing the hose. It was agreed that the hanging baskets were looking very good. |
| 7.2 | The clerk had received some complaints about mess arising from grass verges being trimmed along a pavement, but it turned out it was ready for repairs to the pavement. The repairs were reported to be of a poor quality. |
| **8** 8.1 | **RECREATION CENTRE** Trustee Barry Brooks gave a report: The recent RoSPA report highlighted some minor repairs needed. The planting has been completed in the raised beds in the Memorial Garden. Income at the Centre has increased compared with last year. Works to refurbish the ladies’ public toilets at the entrance have been completed. |
| 8.2 | It was reported that two trustees nominated by the Parish Council have resigned. Their resignations had not been received by the Parish Council. Barry Brooks suggested two replacement people who are currently appointed one by the Tennis Club and one by the Annual General Meeting. It was agreed to put this on the agenda for the next meeting. |
| 8.3 | There was a request to the Parish Council to pay for a Memorial Plaque for the Memorial Garden, costing £1,840.56. The plaque is to record the 33 local men who died in World War 1 and 2.  The clerk reported that £2,560 is left on general budget for the Recreation Centre and £1,119.68 left on the memorial garden/patio budget. It was agreed to pay for the plaque out of these budgets. The councillors asked that the names on the plaque be checked very carefully with the names on the Roll of Honour in the church. |
| 8.4 | The Licence to Occupy for the attic space used for storage by the archive group had been circulated in March. The Licence is for 10 years from 1st January 2019, at £250 per year. Also the Licence does not permit sub-letting, the Recreation Centre have confirmed that Acle Parish Council can give permission for the Acle Archive Group to access the attic space. Anyone using the attic to access the stored items must first get permission from the Recreation Centre administrator for H&S reasons and to ensure that the meeting room is free. |
| **9** | **PROJECTS** |
| 9.1 | **New Cemetery:** Planning permission is expected shortly.  BDC required a mixed hedge to all boundaries so the clerk prepared a mixed hedge specification to be planted 1.5 – 2 m inside a post and wire fence on the boundary. This was noted.  NCC required proof that the hedge alongside the footpath would not overhang the footpath so this has been conditioned as part of the process. This was noted.  Subject to planning permission, it was agreed to proceed with buying the land at £55,000 for 0.55 acres, plus the vendors’ reasonable legal costs and it was agreed to delegate this process to Tony Hemmingway and Barry Coveley. |
| 9.2 | **Herondale:** Saffron Housing sent a report that they have been considering suitable designs for the proposed housing-with-care building. They have commissioned the architect and other members of the design team. The target is to make a planning application in October, and they are still on target for a March 2020 start. They will send a copy of their proposed design once it is available.  The councillors repeated their request that the company meets with local residents as soon as possible. |
| 9.3 | **Parking Restrictions in village centre:** Tony Hemmingway, Sally Aldridge and the clerk met with NCC and agreed some changes to the plans for parking restrictions:  The Street/Crossway Terrace: parking bays will be restricted to 2 hours Mon-Fri between 9am and 4pm, backed up by single yellow lines by Crossway Terrace with no parking between 10am and 11am.  Around The Green: restricted to 2 hours Mon-Fri between 9am and 4pm.  Mill Lane: single yellow lines with no parking between 10am and 11am.  Birtles Way: single yellow lines with no parking between 10am and 11am, double yellow lines at junction.  Priory Close: single yellow lines with no parking between 10am and 11am, double yellow lines at junction.  New Road: double yellow lines at village end, plus double yellow lines at junctions.  The Street by Church corner: double yellow lines on the corner on both sides of the road.  The Street by Gallery: parking bays along west side, as far as crossing, restricted to 2 hours Mon-Fri between 9am and 4pm.  Reedham Road: double yellow lines on both sides as far as underpass.  Norwich Road: double yellow lines at junction with Co-Op car park.  It was noted that the timed parking restrictions between 10 and 11am will have the effect of removing all-day parking and freeing up parking for local residents for 23 hours, and making it easier to park for people using the local businesses. |
| 9.4 | **Plastic-free Community:** Anna Wade gave a report on discussions with local businesses to support the water Refill scheme and to sign up to reduce single-use plastics. The East of England Co-Op has agreed to a “Big Unwrap” at its store. Acle Academy is keen to work with the reduction of single-use plastics.  It was agreed to buy an A-Board for The Green that encourages people to pick up litter around the village, for £365 + VAT. The councillors were keen to stress that Mick Ward already tidies around the village centre and does a good job, but this idea is to complement the work he is doing.  The East of England Co-Operative Funeral Services have given a donation of £100 and will put the board out on the Green as and when appropriate. |
| 9.5 | **Acle Lands Trust:** Nigel Robson will contact Network Rail about the trees in Damgate Wood which may need felling. |
| 9.6 | **Emergency Planning:** There was some discussion about the management of the defibrillators in the village. |
| 9.7 | **Christmas Lights:** It was agreed to accept a quote of £765.26 + VAT from T T Jones to install14 individual circuits of Christmas lights in the Folly Tree, so that if one is damaged and fails, the others will remain lit. |

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| 10 | **FINANCE** | |
| 10.1 | |  |  |  | | --- | --- | --- | | **Receipts:** |  | £ | | 42 The Street | Rent for one month | 795.00 | | 44 The Street | Rent for one month | 600.00 | | HMRC | VAT refund | 4,058.73 | | East of England Co-Op | Donation towards A-frame | 100.00 | | Mills & Reeve | Overage payments | 70,251.54 | | NCC | Payment for verge cutting | 2,033.50 | | Various | Burial/monument fees | 325.00 | | Lloyds | Interest on savings | 58.48 | | Good Neighbours | Reimburse plants | 20.95 | | **Payments made:** |  |  | | Realise Futures | Bench for The Drive | 626.48 | | Anglian Water | Public toilets | 341.47 | | Anglian Water | Cemetery | 14.77 | | Anglian Water | Allotments | 8.47 | | Boyd Sport | Netting for tennis (part of grant) | 3,588.00 | | Playsafety | RoSPA inspection | 267.60 | | **Online payments:** |  |  | | Employment costs: |  | 4,729.33 | | Acle Rec Centre | Youth club room hire x 4 weeks | 96.00 | | Hugh Crane Ltd | Supplies | 85.56 | | Garden Guardian | Grasscutting | 1,490.57 | | T T Jones | Streetlight repairs | 332.18 | | G Nicholls | Topsoil for cemetery | 150.00 | | Sharp | Copying charges | 54.10 | | George Taylor | Tree felling | 780.00 | | Empower | Emergency socket | 1,368.00 | | A C Leigh | Keys (part of grant) | 79.73 | | Ovamill | Cancelled payment | -28,888.80 | | Ovamill | Construction of patio area at Rec | 30,043.20 | | Justin Nudd | Gardening at Barclays | 120.00 | | **Cheques for payment:** |  |  | | Wilkersons | Supplies | 44.27 | | Methodist Church | Room hire – Meetings | 30.60 | | **Balance c/f 29.07.19** |  | 527,657.56 | | **Balances in Savings:** |  |  | | Government Stocks |  | 133,686.00 | | Cambridge B/Soc | Instant access 0.15% | 91,311.50 | | Lloyds Bank | 32-day notice 0.57 % | 101,588.16 | | Nationwide B/Soc | 45-day saver 0.85% | 90,448.77 | | Total monies |  | 944,691.99 | | |
|  | The receipts from the Springfield land will be transferred to the capital reserve.  Outstanding commitments: Parking amendments and purchase of land for cemetery  It was noted that Anna Wade had checked the clerk’s bank reconciliation as at 24th June 2019 and the online payments from the meeting of 24th June 2019. Actual v Budget figures for the 4 months to 29.7.2019 were reviewed.  The payments were authorised. |
| 10.2 | It was noted that the total overage received on the Springfield land to date was £569,478.79, with three more houses yet to be sold.  It was confirmed that Anthony Hemmingway and Barry Coveley were authorised to sign all release forms for the sales of the homes. |
| **11** | **CO-OPTION**  Richard Powell introduced himself. He was co-opted on to the Council unanimously. The clerk was asked to advertise the other vacancy in the newsletter. |
| **12** | **MATTERS FOR NEXT MEETING**   * Capital spending plans |
| **13** | **DATE OF NEXT MEETING:**  **The Next Parish Council Meeting - Monday 30th September 2019 at 7.00pm and an extra meeting if plans are received for land off Norwich Road** |

There being no further business, the meeting was closed at 9.20 pm.

Signed:………………………………. 30th September 2019  
 Chairman