Acle Parish Council

Meeting Date: Monday, 30th September 2019
Venue: Methodist Hall, Bridewell Lane, Acle
Time: 7.00 p.m.

**PUBLIC FORUM:**

There were fifteen members of the public present. Matters raised included vehicle speeds on Reedham Road, flooding at Church Corner at outside Barclays, and local buses. Members of Acle Lands Trust updated the councillors on the felling of some trees which had ash dieback and asked for a grant for a new tool store, to be sited at the Recreation Centre.

**PRESENT:**
Councillors: Sally Aldridge, Angela Bishop, Jackie Clover, Barry Coveley, Brian Grint, Jamie Pizey, Richard Powell and Anna Wade. Also Parish Clerk, Pauline James.

In the absence of Tony Hemmingway, Barry Coveley chaired the meeting.

The clerk reported that David Burnett had resigned as Parish Councillor and Recreation Centre trustee. The vacancy has been advertised by Broadland District Council and on the parish council’s websites in the normal way. If no election for this vacancy is requested, the councillors will be able to co-opt at the October meeting.

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| **1** | **APOLOGIES** Tony Hemmingway and Jayne GreenacreDistrict Councillor Lana Hempsall and County Councillor Brian Iles |
| **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 meetings of 29th July and 19th August 2019 were agreed to be correct, and were signed by Barry Coveley on behalf of the Parish Council. |
| **4** | **MATTERS ARISING** |
| 4.1 | Norfolk County Council had explained that the recent footway surfacing in De Carle Smith Road and Habgood Close was a quick repair so as to extend the life of the main surface.  |
| 4.2 | As reported at the August meeting, Tony Hemmingway, Barry Coveley, Sally Aldridge and the clerk inspected the Barclays Bank property, having temporarily obtained a key from the Barclays branch in Yarmouth. Barclays have confirmed that they are carrying out fortnightly inspections of the building.John Mansfield from Brown & Co also inspected the building. The interior of the building has been left in a poor state following the removal of the fixtures and fittings.Brown & Co have contacted Barclays to propose a rent of £33,000 going forward. They will then discuss a possible surrender of the lease and payments for dilapidations.  |
| 4.3 | BT sent the contract for the adoption of the phone box in The Street. It costs £1. BT will decommission the phone box It was noted that the land is not included. An upgrade to the lighting and fuse spur may be required. APC needs permission from BT to connect a defibrillator and must add signage that it is no longer a phone box. This was noted. |
| 4.4 | Crocus Homes have explained that the completion of the footpath at the north of the Springfield site had to be delayed while waiting for the end of the nesting season. |
| 4.5 | Lana Hempsall had reported that quite a lot of information was missing from the NCC application for the 137 homes on land north of Norwich Road. This will delay a decision on the application. |
| 4.6 | Highways England have confirmed that the footway along the A47 sliproad is programmed for repairs at some point in the future. |
| 4.7 | The A-board has arrived and will be sited around the village to encourage people pick up litter. |
| **5** | **CORRESPONDENCE** |
| 5.1 | Applications for grants for Citizens Advice Bureau, AgeUK, Scotty’s Little Soldiers, and Nfk Accident Rescue Service were discussed but it was agreed to re-consider these at the end of the financial year. |
| 5.2 | Acle Scouts would like to put up dog poo bag bottles around the village, secured to lamp-posts and noticeboards, which dispense dog poo bags for anyone who has run out or forgotten to bring one out on their dog walk. It was agreed to suggest that 4 or 5 are trialled in the village so long as any bottles are removed when they become damaged or unsightly. |
| 5.3 | PKF Littlejohn have completed the external auditor report for the year to 31st March 2019, without comment. The completion of the audit has been advertised on the Parish Council’s website, as required. |
| 5.4 | Broadland District Council has confirmed that the cost of the installation of the play area at Springfield can be used to off-set the remaining Green Infrastructure payments for the development, and that the financial obligation has been discharged. |
| 5.5 | It was noted that there will be a new tenant at 44 The Street shortly. One of the tenants at 42 The Street has moved out, but a new tenant has been found. |
| 5.6 | There was a request to allow the release of helium balloons at the cemetery. It was agreed that it was inappropriate to permit this as it would result in pollution of the nearby countryside and would deplete helium stocks unnecessarily. |
| 5.7 | The Wilsons, who owned the land to be developed off Leffins Lane, have asked if one of the access roads could be named Daniels, the name of the family who had owned that piece of land since 1770. The councillors supported this suggestion. |
| 5.8 | The Local Government Boundary Commission for England is consulting on its 84 wards. The councillors agreed that they see no need to change the Acle ward. |
| 5.9 | The clerk asked for nominations for Christmas hampers. |
| **6** | **PLANNING** |
| 6.1 | Planning applications considered at the Meeting:1. **Orchard Cottage, Pyebush Lane** – raise garage roof, convert garage into office (20191410). There were no objections to the plans.
2. **Adj. 15 Fishley View** – subdivision of plot and erection of single storey building (20191396) – the clerk reported on residents’ objections and NCC Highways’ objection. It was agreed to object strongly to the plans on the grounds that the access to the new site is poor and would restrict parking for the existing bungalow. Also the Acle Neighbourhood Plan requires a minimum of 2 parking spaces for a 2-bed home and only one space would be provided. It was agreed to be an over-development of the site.
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| 6.2 | Plans considered between meetings:1. **1 Calthorpe Green** – conversion of shop unit into 1-bed self-contained apartment (prior notification) (20191276). Councillors regretted the loss of small office space.
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| 6.3 | Planning results from **Broadland District Council:**1. **22 Habgood Close** – single storey rear extension and front porch (20191069) – full approval.
2. **Windle Farm, The Windle** – single storey side and rear extension (20191250) – full approval.
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| **7** | **HIGHWAYS** |
| 7.1 | The clerk was asked to contact NCC to say that the Parish Council is willing to pay for new posts along the grass verges in New Road, to protect the grass and to maintain good visibility for drivers. |
| 7.2 | It was agreed that it would be a good idea to put wildflower seed along the A1064 borders. |
| 7.3 | BDC wants to replace the concrete litter bins on The Green and by the public toilets. It was agreed to purchase 5 new litter bins. |
| **8**8.1 | **RECREATION CENTRE**Barry Brooks gave a report: the various sports clubs have been very successful in 2019. The new Memorial Garden was completed and the memorial tablet looks very good. The refurbishment of the toilets at the entrance to the building, funded by the Recreation Centre, the Social Club and the Parish Council, has been completed.  |
| 8.2 | It was agreed to defer the appointment of three new Parish Council- appointed trustees until the next meeting. |
| **9** | **ACLE LANDS TRUST**It was agreed to pay for a new tool store, up to £5,000, to be sited at the Recreation Centre. |
| **10** | **PROJECTS** |
| 10.1 | **New Cemetery:** Planning permission for the new cemetery on land to the north-west of Pyebush Lane was received.The clerk contacted Nicholas Crane who said he would move forward with the sale of the land once he was less busy with the harvest. |
| 10.2 | **Herondale:**Tony Hemmingway and the clerk met with Crocus/Saffron. They are having plans drawn up for the proposed new building at the Herondale site. They are looking at the viability of construction of additional car parking spaces at the Recreation Centre. |
| 10.3 | **Parking Restrictions in village centre:** The Police got in touch with the clerk to express their concerns about the scheme to prevent parking for one hour, saying that residents will get fined. It was agreed that good publicity will be important at the launch of the scheme.  |
| 10.4 | **Plastic-free Community:**Anna Wade gave a report: committee members continue to talk to local businesses about ways to reduce single-use plastic. Anna was invited to attend Acle Academy’s Student Council meeting. An “unwrap” event took place at the Co-Op. |
| 10.5 | **Youth Club**It was agreed to pay 50% of the cost of the Active Norfolk scheme, being £3,328 for the year, to run alongside the Youth Club. |
| 10.6 | **Emergency Planning:**It was agreed to produce a poster for the village setting out the various locations of the defibrillators. It was confirmed that Clare (First Responder) continues to check the defibrillators regularly. |
| 10.7 | **Leffins Lane**Tony Hemmingway and the clerk met with Crocus. The location of the footway lighting has been agreed on the adoptable roads within the site. The Parish Council will not be responsible for any street lighting on unadopted roads. Crocus will pay for the Council’s legal fees to take on the ownership of the open spaces. |
| 10.8 | **Capital Spending and Village Centre**The clerk was asked to contact BDC to ask for their assistance with improving the village centre and supporting local businesses.There was some discussion about possible capital projects in the village. |
| 11 | **FINANCE** |
| 11.1 |

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| **Receipts:** |  |  £ |
| 42 The Street | Rent for two months | 1,200.00 |
| 44 The Street | Rent for two months | 1,192.50 |
| Barclays Bank | Reimbursement of maintenance 2017 | 1,550.95 |
| Barclays Bank | Reimbursement of maintenance 2018 | 1,323.04 |
| Barclays Bank | Reimbursement of maintenance 2019 | 2,396.65 |
| Barclays Bank  | Quarterly rent | 6,375.00 |
| Mills & Reeve | Overage payments | 27,653.66 |
| Broadland DC | 2nd half precept | 56,215.00 |
| Various | Burial/monument fees | 550.00 |
| Lloyds | Interest on savings | 23.13 |
| Strumpshaw PC | Reimbursement expenses | 68.59 |
| Upton PC | Reimbursement expenses | 26.85 |
| **Payments made:** |  |  |
| Martin Pitchers | Work at the cemetery | 240.00 |
| SWALEC | Electricity for street lights x 2 | 1,439.12 |
| Employment costs: |  | 4,558.15 |
| Sharp | Copying charges | 24.84 |
| Acle Rec Centre | Youth club room hire x 5 weeks | 120.00 |
| Garden Guardian | Grasscutting | 1,490.57 |
| Hugh Crane Ltd | Cleaning materials | 27.90 |
| T T Jones  | Repairs to street lights | 928.10 |
| Acle Methodists | Meeting room hire | 30.60 |
| Acle Society | Delivery of newsletter | 40.00 |
| Wilkersons | Consumables | 24.08 |
| Came & Co | Annual insurance | 2,979.82 |
| Siemens | Copier rental | 213.57 |
| Beach Clean Network | A-board for litter picking | 438.00 |
| Total Gas & Power | Electricity for public toilets | 9.35 |
| PHS | Admin charge re waste at toilets | 91.80 |
| Anglian Water | Water at cemetery | 14.90 |
| **Online payments:** |  |  |
| Employment costs: |  | 4,649.95 |
| Acle Rec Centre | Youth club room hire x 4 weeks | 96.00 |
| Hugh Crane Ltd | Supplies | 181.32 |
| Garden Guardian | Grasscutting | 1,490.57 |
| T T Jones | Streetlight repairs | 840.76 |
| PKF Littlejohn | External audit fee | 1,560.00 |
| Sharp | Copying charges | 36.30 |
| Martin Pitchers | Work at cemetery | 60.00 |
| Mills & Reeve | Legal fees re Springfield | 672.00 |
| Gt Yarmouth Marble | Memorial tablet | 1,326.35 |
| ETC Sports Surfaces | Tennis Club grant | 9,000.00 |
| **Cheques for payment:** |  |  |
| BT Payphones | Adopting phone box | 1.00 |
| Wilkersons | Supplies | 15.03 |
| Methodist Church | Room hire – Meetings | 81.00 |
| **Balance c/f 30.09.19** |  | 592,897.11 |
| **Balances in Savings:** |  |  |
| Government Stocks |  | 136,115.00 |
| 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 |  | 1,012,360.50 |

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|  | The receipts from the Springfield land will be transferred to the capital reserve.Outstanding commitments: Parking amendments and purchase of land for cemeteryIt was noted that Anna Wade had checked the clerk’s bank reconciliations as at 1st August and 15th September 2019 and the online payments from the meetings of 27th July and 19th August 2019, and for payments made between meetings. Actual v Budget figures for the 6 months to 30.9.2019 were reviewed.It was also noted that the standing orders to Pauline James and Mick Ward were to be increased to £1,500 and £800, respectively, to take account of increased pay and hours, and to ensure that they are not affected by the meeting dates being variable.The payments were authorised.  |
| 11.2 | It was noted that the total overage received on the Springfield land to date was £597,132.45, with one more house yet to be sold. |
| **12** | **CO-OPTION**Five residents had expressed an interest in being co-opted: Hannah Jackson, Wendy Kenny, David Stephenson, Keely Thompson and Vince Tapp. Wendy Kenny and David Stephenson were present at the meeting and gave a brief talk as to their interests in the village and why they would like to be co-opted.  |
| **13** | **MATTERS FOR NEXT MEETING*** Christmas tree and Christmas lights
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| **14** | **DATE OF NEXT MEETING:****The Next Parish Council Meeting - Monday 28th October 2019 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 consider the co-option of one councillor.**After some discussion it was agreed to defer the decision until the next meeting when there would be a second vacancy, so long as no election is requested. Two new councillors can then be chosen. |

There being no further business, the meeting was closed.

Signed:………………………………. 28th October 2019
 Chairman