Acle Parish Council

Annual Meeting Date: Monday, 18th May 2020
Venue: Online Meeting
Time: 7.00 p.m.

Following the introduction of new legislation, (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020), which took effect on 4th April 2020, this Parish Council meeting was a virtual meeting, held online. This legislation may remain in place until 7th May 2021.

**PRESENT:**
Councillors: Sally Aldridge, Angela Bishop, Jackie Clover, Barry Coveley, Jayne Greenacre, Brian Grint, Tony Hemmingway (Chairman), Hannah Jackson, Wendy Kenny, Jamie Pizey, Richard Powell and Anna Wade.

Also Parish Clerk, Pauline James.

There were six members of the public present. Tom Hiller asked if the business units at Damgate Lane could be better publicised in and around the village. Cllr Anna Wade explained that the business directory had been updated on the VisitAcle.com site but any new details would be very welcome. The clerk explained that, just before the lockdown, the Council had been planning a leaflet to be delivered to all households, listing local businesses. Tom offered to speak to other tenants at the business units, to collect contact information.

Martin Greenland spoke about the fundraising for the re-thatching of the roof at St Edmund’s Church.

Simon Darter, one of the trustees at Acle Recreation Centre, explained that he is applying for grants and asking for donations to support sports and leisure clubs who use the Recreation Centre. He confirmed that he has already written to other parish councils in the area. The request will be on the agenda for the next meeting.

Broadland District Councillor Lana Hempsall gave a report: pavements are being assessed around the district to find out which ones are narrow and may not permit people to pass at the required distance. BDC continues to work to support local residents. Cllr Angela Bishop sent her thanks to the officers who had supported the Resilience work in the village. Lana said that there had been no decision on when to re-open the public toilets.

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| **1****2** | **APOLOGIES** None.**ELECTION OF CHAIR AND VICE-CHAIR**Tony Hemmingway thanked everyone for helping him during his chairmanship over the past five years, and invitednominations.Angela Bishop was elected as Chair and Jamie Pizey was elected as Vice-Chair.Angela confirmed that she will sign the Declaration of Acceptance of Office and return it to the clerk as soon as possible. |
| **3** | **DECLARATIONS OF INTEREST**Barry Coveley and Jamie Pizey reminded the meeting that they are both trustees of Acle Recreation Centre. Angela Bishop was reimbursed for costs between meetings. |
| **4** | **MINUTES**The minutes of the meeting of 27th April 2020 were agreed to be correct, and will be signed by Angela Bishop as Chair of the Parish Council, at a later date.  |
| **5** | **CLERK’S REPORT** |
| 5.1 | The clerk had circulated a report to all the councillors in advance of the meeting and posted it on the website. The contents of the report were noted. |
| 5.2 | The clerk reported that a complaint about the Parish Council remained unresolved. In accordance with the Council’s Complaints Policy, this was being reported to the full Council meeting: A resident has complained about how his email was handled at the April meeting. His original email was circulated to all the councillors just before the April Parish Council meeting. It was mentioned under the heading “Acle Recreation Centre” and minuted that the clerk would send a reply. The councillors had confirmed to the clerk their view about the matter raised in the original email and confirmed that the clerk should send a reply, setting out the facts of the matter.There is no legal requirement to read out correspondence at a meeting, and it would often be inappropriate to do so. One of the clerk’s roles, as Proper Officer, is to triage the correspondence received:Some correspondence is dealt with, without informing the councillors, such as general enquiries, or correspondence that is better dealt with by another authority.Some correspondence is replied to by the clerk, and reported to the councillors after the reply is sent.Some correspondence is sent to the councillors for their comments, and then the clerk replies.Some correspondence is put on the agenda for a decision by the Council and then the clerk replies. The councillors agreed with the clerk’s summary and had no further comments to make on the matter. The complainant was present during the meeting. |
| 5.3 | Simon Darter, one of the trustees at the Recreation Centre, had written to ask the Parish Council for funds to assist the sports clubs as they attempt to re-open, whilst maintaining social distancing. This will be on the agenda for June meeting. |
| 5.4 | Crocus Construction have agreed to send more information about the management company which could take on the management of the footway lighting on the Leffins Lane site. |
| 5.5 | There has been a report of more dog mess around the village. This was noted.  |
| 5.6 | The RoSPA inspection of the Parish Council’s three play areas will take place in June -Beighton Road, Damgate Lane and Springfield. It was reported that the closure sign had been removed from the Damgate Lane play area. The clerk will put up a new sign. |
| 5.7 | Angela Bishop was thanked for her comprehensive report on the work of the Resilience Group, the setting up of Acle Foodbank, and for her hard work in supporting local residents, including fifteen local families. The report has been posted on the website. Acle Relief in Need has agreed to give a donation towards the foodbank. Blofield Farm Shop and Kelda’s Kitchen continue to support Acle residents. The Broadland group of County Councillors will also be supporting the Acle foodbank. It was noted that Sally Aldridge is joining the Resilience Group. |
| **6** | **PLANNING**None. |
| **7** | **FINANCE**The finance report had been circulated to all councillors in advance of the meeting and posted on the website: |
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| **Receipts:** |  |  £ |
| BDC | CIL money | 742.13 |
| 44 The Street | Rent for one month | 600.00 |
| Upton PC | Reimbursement costs | 136.53 |
| Allotment Ass’n | Reimbursement of water costs | 219.68 |
| Lloyds | Interest | 15.10 |
| Various | Donations for foodbank | 80.00 |
| NCC | Verge cutting money | 2,085.41 |
| Lloyds Inv A/c | Interest | 8.40 |
| BDC | First half precept | 57,339.00 |
| **Payments made:** |  |  |
| Total | Electricity at public toilets | 394.03 |
| Norfolk Pest Solutions | Rat control at allotments | 275.00 |
| Nfk Accident Rescue | Donation | 40.00 |
| Nfk Citizens Advice | Donation | 40.00 |
| EACH | Donation | 40.00 |
| Priscilla Bacon | Donation | 40.00 |
| East Ang Air Amb | Donation | 40.00 |
| Red Cross | Donation | 40.00 |
| NHS Charities | Donation | 40.00 |
| Surfers Against Sewage | Donation | 100.00 |
| Nfk Blind Ass’n | Donation | 40.00 |
| SWALEC | Electricity for streetlights | 672.37 |
| Various | Food bank purchases | 144.54 |
| Angela Bishop | Phone for foodbank | 23.90 |
| BDC | Premises licence | 70.00 |
| **Online payments:** |  |  |
| Employment costs: |  | 4,455.43 |
| Acle Rec Centre | Youth club room hire March | 48.00 |
| John Gallop | Internal audit | 375.00 |
| Garden Guardian | Grasscutting | 1,535.41 |
| **Balance c/f 18.05.20** |  | 374,711.10 |
| **Balances in Savings:** |  |  |
| Government Stocks |  | 138,769.00 |
| BDC | Parish investment scheme | 250,504.15 |
| Cambridge B/Soc | Instant access | 91,507.72 |
| Lloyds Bank | 32-day notice | 102,143.80 |
| Nationwide B/Soc | 45-day saver | 91,219.69 |
| Total monies |  | 1,048,855.40 |
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| Loan  | Strumpshaw Parish Council | 21,000.00 |
| Loan | Acle Recreation Centre | 15,000.00 |
|  |  | 1,084,855.40 |

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|  | Outstanding commitments: Parking amendments, purchase of land for cemetery. Wendy Kenny had checked the April online payments, and payments made between meetings, to the bank statements and the clerk’s recent bank reconciliation.Tony Hemmingway and Barry Coveley had checked the proposed May online payments to invoices.The payments were authorised for payment. |
| **8** | **ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2020**The clerk presented the Accounts for the year ended 31st March 2020. A report of Actual v Budget for the 12 months had been circulated in advance of the meeting. There were no questions on the Accounts and they were approved for signing. |
| **9** | **ANNUAL GOVERNANCE STATEMENT**The councillors approved each line of the Statement and agreed that it should be signed by the Chair on behalf of the Council. |
| **10** | **ACCOUNTING STATEMENT**The Statement was approved for signature by the Chair on behalf of the Council. |
| **11** | **DONATIONS TO CHARITIES AND ST EDMUNDS CHURCH**It was agreed to give a donation of £40 to each of: |
|  | 1. Leonard Cheshire Homes
2. AgeUK
3. Scotty’s Little Soldiers

The councillors supported the project to re-thatch the roof of St Edmund’s Church. It was agreed that the Council gives a grant of £1,000 and lent up to £14,000, to enable the project to go ahead. It was agreed to revisit the loan each year to consider if another grant might be made so as to reduce the loan, while fundraising continues. |
| **12** | **DEFIBRILLATOR**The councillors were very pleased to learn that the East of England Co-Op hadoffered to donate a defibrillator and cabinet to be installed in the former phone box in the Street and were happy to accept this offer. It was confirmed that the Council would pay for a management scheme to monitor, check and maintain the device. |
| **13** | **BARCLAYS SITE** |
|  | The Parish Council is negotiating with Barclays a surrender of their lease, rather than them sub-letting the building.  |
| **14** | **NEW CEMETERY** |
|  | It was noted that the Parish Council is required to erect a fence or hedge along the new boundary with the Cranes’ retained land, and such fence or hedge is not to exceed 2.5m. |
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