Acle Parish Council

Meeting Date: Monday, 26th October 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:**   
Chair: Angela Bishop  
Vice-Chair: Jamie Pizey  
Councillors: Sally Aldridge, Sarah Carter, Jackie Clover, Barry Coveley, Tony Hemmingway, Anna Holt, Hannah Jackson, Wendy Kenny and Richard Powell

Also Parish Clerk, Pauline James.

There were five members of the public present. Matters raised included the access road at the former Barclays premises.

Norfolk County Councillor Brian Iles gave a report: Norfolk County Council is considering its budget for 2021/22, expected to be an increase of 1.99%, plus an extra 2% for adult social care. Brian was asked to let the clerk know what the County Council was doing to help children in poverty, following the recent news item on food vouchers over half-term.

Broadland District Councillor Lana Hempsall gave a report: parish councillors will be offered training on a new planning enforcement policy.

***Sarah Carter*** *had completed her Register of Interests and she signed a Declaration of Acceptance of Office and Acceptance of Code of Conduct just before the meeting started.*

|  |  |  |
| --- | --- | --- |
| **1** | **APOLOGIES** Jayne Greenacre | |
| **2** | **DECLARATIONS OF INTEREST** Barry Coveley and Jamie Pizey reminded the meeting that they are trustees of Acle Recreation Centre. | |
| **3** | **MINUTES** The minutes of the meeting of 28th September 2020 were agreed to be correct, and will be signed by Angela Bishop, as Chair of the Parish Council, at a later date. | |
| **4** | **CLERK’S REPORT** | |
|  | The clerk had circulated a report to all the councillors in advance of the meeting and posted a public version on the website. The contents of the report were noted. | |
| 4.1 | **Purchase of The Chocolate Box:**  The Parish Council’s solicitor had reported that some searches were still awaited, as well as some legal documentation from the vendor’s solicitor. It is hoped to complete in about two weeks’ time.  As soon as the purchase is completed, the clerk will need to obtain an asbestos management report and an electrical safety report. This was agreed.  Sally Aldridge confirmed that each time she visits she is running the taps and flushing the loos to reduce the likelihood of legionella bacteria. | |
| 4.2 | **Acle Foodbank:**  Some further financial donations have been received from local residents. An extra two families are being helped at present. The working party is considering putting together Christmas food boxes for local people in need. A facebook page has been set up for the foodbank. | |
| 4.3 | **Shop Local – Shop Acle and Resilience Work:**  Local families are arranging a pumpkin trail around the village for Halloween. Angela Bishop reminded the meeting that Acle Medical Centre can arrange for prescriptions to be delivered to residents who are unable to leave home. | |
| 4.4 | **Remembrance Service:**  Wendy Kenny will lay the wreath and do a reading on behalf of the Parish Council. The Church service on 8th November is by invitation only so as to limit numbers, but there is an open air service at the Recreation Centre memorial garden at 11.00 on the same day, which is open to all. | |
| 4.5 | **Acle & District Men’s Shed:**  The new committee is working on a constitution so that they can apply for charitable status. They are also applying for a bank account, but there is a delay of about 12 weeks. The councillors confirmed that the Men’s Shed could bank any grants or donations with the Parish Council until their new bank account is set up. The committee continues to look for premises but is interested in the Fletcher Room, if the Pre-School were to move into the former Barclays building. | |
| 4.6 | **Acle Lands Trust:** It was agreed to pay for works on the Constable Doles costing £1,100. It was noted that some ash trees in Damgate Woods had had to be felled. | |
| 4.7 | **Herondale site:** Saffron Housing explained that a temporary access road to the site for construction traffic, off Bridewell Lane, was not possible, because of the trees on the site.  The contractor will have a dedicated traffic marshall to control the safe movement of construction vehicles past the Medical Centre. A dilapidation survey will be carried out of the access road prior to the construction so that any damage done during the works can be remedied at the end of the contract. It was noted that Saffron Housing now owns the access road from the Herondale site, past the Medical Centre, as far as the bend in the road. | |
| 4.8 | **Parking restrictions:**  The consultation has ended. NCC is processing the objections received, and will report back. | |
| 4.9 | The Police have been asked to carried out **speed checks** on A1064, to talk to parents who park on the single yellow lines in South Walsham Road at school pick up time, and to look at traffic speeds on Springfield.  The Parish Council agreed to fund a poster campaign to ask children to draw posters asking people to slow down in the village.  The clerk was asked to contact the Police to ensure that they are aware of Acle children taking part in a dangerous activities on or near to the village roads. | |
| 4.10 | **Norwich Road site:** Lovell delivered a newsletter to local residents whose homes back on to the site. It was noted that the metal barrier that has been put up along Mill Lane is temporary, to secure the site. | |
| 4.11 | Community groups are invited to apply to be included in the forthcoming **BDC Lottery.** The clerk will apply for the Foodbank. | |
| 4.12 | The **meeting dates** for 2021 were agreed. | |
| 4.13 | It was agreed to plant **daffodil bulbs** on verges around the village. Councillors were authorised to buy some bulbs for any suitable pieces of open land, bearing in mind the grasscutting regime starts in March. It was agreed to investigate leaving some verges uncut a little longer. | |
| 4.14 | Adam Fisher is looking into getting a **Christmas tree** for The Green. Jackie Clover will follow this up with Adam. East of England Co-Op has offered of a grant of £100 towards Christmas events. The Church have decided to cancel the Carols around the Tree event, in December. There was a suggestion for a wreath trail, encouraging residents to put a Christmas wreath on their front door. Angela Bishop will look into this.  Tony Hemmingway confirmed that he had put the watering bowser and the Christmas tree lights in the former Barclays building, for storage. | |
| 4.15 | It was agreed to make a donation of £50 to **North Walsham Phoenix Group** as a thank you for Trustee Mal Gray speaking at a recent meeting. | |
| 4.16 | It was agreed to hold an **extra meeting** on Monday 2nd November to consider potential uses of the former Barclays building and professional fees. | |
| 4.17 | There has been no reply yet from Norfolk County Council re extending the **Fletcher Room lease** or selling the land to the Parish Council. | |
| 4.18 | NCC said they had no control over whether of not the **X1** might add an extra stop for a commuter car park. The clerk has now contracted First Group to ask them. | |
| **5** | **PLANNING** | |
| 5.1 | **43 Beighton Road** – ramp and canopy (20201655).There were no objections to the plans. | |
| 6 | **FINANCE** The finance report had been circulated to all councillors in advance of the meeting, and posted on the website: |
|  | |  |  |  | | --- | --- | --- | | **Receipts:** |  | £ | | 44 The Street | Rent for one month | 812.50 | | 42 The Street | Rent | 697.00 | | Upton PC | Reimbursement of costs | 21.83 | | Strumpshaw PC | Repayment of loan | 18,000.00 | | Acle PCC | Repayment of loan | 7,281.60 | | Rec Centre | Loan repayment | 1,875.00 | | Gilts | Interest | 23.21 | | Lloyds | Interest | 3.21 | | Various | Funerals and memorials | 420.00 | | Various | Donations for foodbank | 322.00 | | Broadland D C | Second half precept | 57,339.00 | | **Payments made:** |  |  | | Poppy Appeal | Donation | 200.00 | | Acle Rainbows | Grant for room hire | 257.28 | | Acle Social Club | Bal. of grant for Covid-19 compliance | 201.24 | | Newline | Sanitiser for Rec Centre | 388.77 | | SWALEC DD | Electricity for streetlights | 647.35 | | Wave DD | Water at public toilets | 815.68 | | Wave DD | Water at cemetery | 12.29 | | Mills & Reeve | On account re Chocolate Box purchase | 200,000.00 | | **Online payments:** |  |  | | Employment costs: |  | 4,593.13 | | Hugh Crane Cleaning | Consumables | 212.97 | | Acle Rec Centre | Fogging public toilets x 3 | 150.00 | | Acle Rec Centre | Youth club room hire | 96.00 | | T T Jones | Lighting repairs | 154.90 | | T T Jones | Additional Christmas lights | 1,086.00 | | Vocalvale | Repairs at Fletcher Room | 30.00 | | Sharp | Photocopying charges | 19.15 | | Wilkersons | Supplies | 10.14 | | BDC | Bin collection at Fletcher Room | 680.80 | | BDC | Rates at former Barclays building | 1,578.64 | | G Nicholls | Topsoil at cemetery | 150.00 | | George Taylor | Maintenance work | 310.00 | | Garden Guardian | Grasscutting | 1,535.41 | | **Balance c/f 26.10.20** |  | 269,067.73 | | **Balances in Savings:** |  |  | | Government Stocks | Gilts | 140,781.00 | | BDC | Parish investment scheme | 250,504.15 | | Cambridge B/Soc | Instant access | 91,507.72 | | Lloyds Bank | 32-day notice, int £9.24 | 102,185.80 | | Nationwide B/Soc | 45-day saver | 91,219.69 | | Total monies |  | 945,266.09 | | Mills & Reeve | Client Account | 200,000.00 | | Loan | Strumpshaw Parish Council | 3,000.00 | | Loan | Acle Recreation Centre | 13,125.00 | |  |  | 1,161,391.09 | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Outstanding commitments: Parking amendments, purchase of land for cemetery and purchase of Chocolate Box.  Wendy Kenny had checked the September online payments, and payments made between meetings, to the bank statements, and the clerk’s bank reconciliation, dated 12th October 2020.  Invoices for the proposed October online payments had been shared with the councillors.  The clerk presented the actual v budget report for the 7 months to October 2020. There were no questions on the report and the payments were agreed.  The clerk was asked how much the business rates for the former Barclays building. *The clerk confirmed later that the rates for 2020/21 are £9,984, pro-rata for the time since the Parish Council took back the building from Barclays.* | | |
| **7** | | **RECREATION CENTRE**  Trustee Diane Fisher reported : the administrator and the cleaner are both now back working their normal hours. Bookings are good, and the Parish Council’s assistance with room hire costs being much appreciated.  It has been decided that, despite it being impossible to hold an AGM, trustees who have been appointed by the various appointing bodies will take their places from the next meeting, in November, and will remain in place until March 2022. The outgoing trustees were thanked for their hard work, and the new trustees are welcomed.  *Tony Hemmingway left the meeting at this point.* | |
| **8** | | **FORMER BARCLAYS BUILDING**  It was reported that some of the councillors met with a surveyor and an architect. The architect, Fraser Hall, from Brown & Co has sent a quote for a feasibility study. It was agreed to discuss this at the extra meeting on 2nd November.  A Refurbishment & Demolition asbestos report has been done; the report is awaited.  The clerk spoke to Paul Kelly at Canham Consulting about CDM requirements (Construction (Design and Management) regulations) – they are a possible firm to work as project management, and to carry out CDM services.  Barry Coveley reported that someone had expressed an interest in renting all the downstairs premises. Two people had previously expressed an interest in using the space as a showroom but the councillors felt this would not be as beneficial for the High Street as a shop/café.  The councillors are meeting with Marcus Pearcey from Blofield Farm Shop later this week. He has some ideas for using the building. | |
| **9** | | **HIGHWAYS AND CHRISTMAS LIGHTS** | |
| 9.1 | | Anna Holt has reported broken post for dog poo bin in Bridewell Lane to BDC, but it might be up to the Parish Council to provide the post. | |
| 9.2 | | Jackie Clover and Wendy Kenney sent some photos of noticeboards. Jamie Pizey reported that Acle Society was happy for the Parish Council to take over the maintenance of their noticeboards. It was agreed to consider a new board for Springfield. The clerk will get a price for suitable boards. | |
| 9.3 | | Jamie offered to visit the various premises in The Street where there are meters and switches in early December, to switch everything on and set them to come on 7.30 – 9.00 am and 3.00 – 11.00pm, and then off again in January. | |
| 10 | | **ACLE LANDS TRUST** Already discussed. | |
| 11 | | **WEBSITE** It was agreed to defer this item to a later meeting. | |
| 12 | | **COMMITTEES AND WORKING PARTIES** | |
| Street lighting | | | Tony Hemmingway and Jamie Pizey |
| Christmas switch on and meters | | | Jamie Pizey |
| Planning Committee | | | Tony Hemmingway, Barry Coveley, Sally Aldridge and Jamie Pizey |
| Youth | | | Anna Holt, Hannah Jackson and Sarah Carter |
| Finance | | | Angela Bishop, Jamie Pizey, Tony Hemmingway, Barry Coveley, Hannah Jackson and Sarah Carter |
| Personnel | | | Angela Bishop and Tony Hemmingway |
| Fletcher Room | | | Tony Hemmingway, Jayne Greenacre and Barry Coveley |
| Cemetery extension | | | Tony Hemmingway, Barry Coveley, Jackie Clover, Richard Powell and Jackie Clover |
| Herondale site | | | Angela Bishop, Tony Hemmingway and Sally Aldridge |
| Resilience/Emergency Planning | | | Angela Bishop, Jamie Pizey, Anna Holt, Sarah Carter and Sally Aldridge |
| Acle Regatta | | | Sarah Carter |
| Roads | | | Sally |
| Parking restrictions | | | Sally Aldridge, Jackie Clover and Jamie Pizey |
| Website | | | Anna Holt |
| Environment | | | Jamie Pizey, Jayne Greenacre, Anna Holt, Wendy Kenny and Richard Powell |
| Plastic-free community | | | Anna Holt, Jayne Greenacre and Jackie Clover |
| Play areas | | | Jamie Pizey and Hannah Jackson |
| Noticeboards | | | Jackie Clover and Wendy Kenny |
| Former Barclays building | | | Angela Bishop, Jamie Pizey, Sarah Carter, Sally Aldridge, Jackie Clover, *Tony Hemmingway and Barry Coveley- added afterwards* |
| Chocolate Box building | | | Angela Bishop, Jamie Pizey, Sarah Carter, Sally Aldridge, Jackie Clover *and Barry Coveley - added afterwards* |
| Acle in Need | | | Angela Bishop (elected for 4 years from December 2019 |
| Acle Recreation Centre *(elected in March but have not yet taken their places as no AGM held)* | | | Joe Aldous, Barry Coveley, Simon Darter, Dennis Fisher, Diane Fisher, Tom Hiller, Nick Methold, Gareth Potter and Paul Udall. |
| Acle Lands Trust *(elected in February for one year)* | | | Richard Powell, Adam Fisher, Dennis Fisher, Ken Gale and Nigel Robson. |
| **13** | | **ITEMS FOR THE NEXT AGENDA**   * **Play equipment, sports facilities and allotments – s106 monies** * **Green Infrastructure Monies – BDC** * **Cycling proficiency** * **Noticeboards** * **Christmas trail** * **Premises for Men’s Shed** | |

There being no further business, the meeting was closed at 9.00pm

Signed:………………………………. Dated:……………………………………  
 Chair