Acle Parish Council

Meeting Date: Monday, 14th December 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 eight members of the public present.

The Council presented Certificates of Thanks for volunteer work done during the pandemic to:
Margaret Kingston, Steph Kingston, Wendy Kenny and Serena Littlewood, to Acle Lands Trust volunteers: Nigel Robson, Ken Gale, David Savory, Martin Greenland, Richard Powell, Peter Cawley, Dennis Fisher, Adam Fisher and Barry Brooks and to Bure Valley Conservation Volunteers.

Norfolk County Councillor Brian Iles gave a report: he discussed the proposal for a link road west of the village, joining South Walsham Road and Norwich Road. He reminded residents to report any flooding to Norfolk County Council. Brian was asked to report some highways defects.

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| **1** | **APOLOGIES** Jayne Greenacre  |
| **2** | **DECLARATIONS OF INTEREST**Barry Coveley reminded the meeting that he is a trustee of Acle Recreation Centre. Angela Bishop, Anna Holt and Wendy Kenny each had an interest in a payment. |
| **3** | **MINUTES**The minutes of the meetings of 30th November 2020 were agreed to be correct, subject to the correction of a few names, 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 | **Acle Foodbank:**Work continues to support local families. |
| 4.2 | **Shop Local – Shop Acle and Resilience Work:**Nothing further to report. |
| 4.3 | **Christmas Trail and Outdoor Carol Service:**Angela Bishop and Wendy Kenny joined a meeting to discuss plans for an outdoor carol service. This will take place on Sunday, 20th December at 5.00pm at the Recreation Centre car park, with controls in place to ensure social distancing requirements. |
| 4.4 | **Dr Bike Day – 30th January 2021**Angela has booked this for 30th January from 8.30am to 2.30pm. The cost of £150 may be funded by Cycling UK. The Parish Council will pay for some sets of bike lights that can be fitted on the day.  |
| 4.5 | BDC’s **Overview and Scrutiny Committee** has invited councils to submit topics for discussion at their meetings. The clerk was asked to request that the committee considers the over-development of land resulting from recent planning permissions. |
| 4.6 | BDC has said that **s106 monies** from new developments for formal sports provision could probably be used towards the drainage of the football pitches. This was welcomed. |
| 4.7 | The Council sent their thanks to everyone involved in decorating the **Christmas tree** this year. The village looks especially lovely this year. |
| 4.8 | The local **Poppy Appeal** raised £5,238.73. |
| **5** | **PLANNING** |
| 5.1 | **Rendl, Middlesex Lane** – installation of balustrade to existing flat roof over garage (20202275). The councillors decided to object to the plans because of the likely overlooking of neighbouring properties. |
| 5.2 | During the month the application for **Hereward House, 44 Old Road** – erection of garden shed (retrospective) (20202153) was received. The councillors had 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: |
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| **Receipts:** |  |  £ |
| 44 The Street | Rent for one month | 600.00 |
| 42 The Street | Rent  | 397.50 |
| Various | Funerals and memorials |  |
| Various | Donations for foodbank | 60.00 |
| Blofield PC | Donation for foodbank | 200.00 |
| BDC | Grant for Acle & District Men’s Shed | 100.00 |
| UK Power Networks | Wayleave | 224.02 |
| Good Neighbours | Reimbursement of costs | 362.75 |
| **Payments made:** |  |  |
| Caroline Crane | Foodbank purchases | 124.77 |
| Ken Gale | Christmas lights for tree | 124.95 |
| Sally Aldridge | Tables for foodbank | 91.96 |
| Angela Bishop | Christmas parcels purchases | 422.03 |
| Mills & Reeve | On account re stamp duty and fees |  |
| Info’n Commissioner | Annual fee  | 35.00 |
| SWALEC DD | Electricity for streetlights | 711.42 |
| **Online payments:** |  |  |
| Employment costs: |  | 4,646.40 |
| Westcotec | Movable Vehicle Activated Sign | 4,200.000 |
| T T Jones | Lighting repairs | 944.53 |
|  | Re-lamping Christmas lights | 816.00 |
|  | LED rope lights on Folly Tree | 1,672.80 |
| Rhino | Supplies | 18.90 |
| SLCC | Subs | 262.00 |
| BDC | Rates at former Barclays building | 1,580.00 |
| Gallagher | Insurance for Chocolate Box | 386.60 |
| Angela Bishop | Foodbank | 209.75 |
| Wendy Kenny | Christmas parcels | 7.00 |
| Sharp | Copying | 15.01 |
| **Balance c/f 14.12.20** |  | 215,682.19 |
| **Balances in Savings:** |  |  |
| Government Stocks | Gilts | 138,864.00 |
| BDC | Parish investment scheme | 250,504.15 |
| Cambridge B/Soc | Instant access | 91,507.72 |
| Lloyds Bank | 32-day notice, int £9.24 | 102,195.04 |
| Nationwide B/Soc | 45-day saver | 91,219.69 |
| Total monies |  | 889,972.79 |
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| Loan  | Strumpshaw Parish Council | 3,000.00 |
| Loan | Acle Recreation Centre | 13,125.00 |
|  |  | 906,097.79 |

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|  | Outstanding commitments: Parking amendments and purchase of land for cemetery .Wendy Kenny had checked the November online payments and payments made between meetings to the bank statements, and the clerk’s bank reconciliation, dated 4th December 2020.Invoices for the proposed December online payments had been shared with the councillors.The clerk presented the actual v budget report for the 9 months to December 2020. There were no questions on the report and the payments were agreed. |
| **7** | **RECREATION CENTRE** Barry Brooks, Chairman of the Trustees, gave a report; they are getting quotes for drainage of the football pitches. The NHS has contacted the Centre to book the centre for vaccination clinics in January 2021. Some groups have returned to the Centre and football club has re-started.The administrator has prepared a list of clubs and groups who have accepted the Parish Council’s offer of a subsidised room hire rent, to support them through the pandemic. It was agreed that the clerk could pay the Recreation Centre for these discounts, after copying the list to the councillors for any comments. |
| **8** | **CHOCOLATE BOX BUILDING**The purchase of the building was completed on 7th December.Councillors met with Paul Kelly from Canham Consulting, who has produced a project brief:Possible uses of the building:* Retain newsagent’s on ground floor
* Office accommodation on first floor
* Citizens Advice Bureau
* Tourist Information Office
* Archive Group – short-term use for scanning in photos, or long-term use as base for group

Areas needing attention:* The roof, particularly over the north and centre of the property, requires stripping and lining with a breathable membrane
* Timbers need checking to see if any infestation or need replacing
* Insulation needs improving
* May want to remove chimney breast and stack
* Review heating
* Damp proofing of walls
* Replacement of hard cement render with a breathable render system
* Check electrics, including 5-year inspection
* Asbestos management plan

Revised quotes for the next stages of the project management were reported and noted.The clerk reported on a phone conversation with Paul Kelly who wanted to meet with the councillors and the architect to ensure that the best use was being made of the Parish Council’s buildings. It was agreed to arrange a meeting early in January.The clerk was asked to investigate whether there might be any grants available for the refurbishment. |
| **9** | **FORMER BARCLAYS BUILDING** The clerk presented two designs for the building floorplan that had just arrived from the architect. One design showed the pre-school, with separate spaces for looking after babies and toddlers, as requested by the pre-school committee, taking up approximately two-thirds of the building, with a space for a retail/café unit in the remaining one-third. The design requires a small extension at the rear. The second design showed the building divided in to four retail/office units. The drawings were for discussion purposes only and a third option was expected shortly. Barry Coveley and Tony Hemmingway reported on discussions about solar panels for the roofs. Two quotes have been obtained so far, with another expected. There are still several issues to decide on, before prices can be obtained, including how the benefit from the solar panels is to be shared out. Tony explained that there is a 3-phase electrical supply to the building so there could be up to 12kw of electricity generated from the solar panels, which would require the panels to be fitted on the south-facing flat roof. Details of the outstanding issues will be circulated to the members of the working party.The clerk was asked to get a contractor to check the fire alarm system for the building. |
| **10** | **NEW CEMETERY**It was agreed to appoint Canham Consulting, if necessary, to supervise the works to improve the roadway to the new cemetery. |
| **11** | **HIGHWAYS and CHARGING POINTS** |
| 11.1 | Discussion on the provision of charging points will be left for now. |
| 11.2 | George Taylor has fitted the new litter bins, and turned over the old ones so that people do not put litter in them. Anna Holt offered to get the old bins moved elsewhere in the village so that they can be planted up. |
| 11.3 | Some drains were reported to need clearing out. |
| **12** | **BUDGET AND PRECEPT**The Finance working party had reviewed the clerk’s draft budget for 2021/22, line by line, and recommended the precept should remain the same as 2020/21, at £114,678, which, based on draft figures from Broadland District Council, is £115.25pa per Band D home, or 31.6p per day. The budget predicts a deficit of £7,317 after transfers to and from reserves.2021/22 includes transfers to earmarked reserves of £26,950 and transfers from earmarked reserves of £24,305. Capital works will be paid for from the capital reserve and do not impact on the precept. |
| **13** | **ITEMS FOR THE NEXT AGENDA – 25th January 2021*** **Defibrillator**
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There being no further business, the meeting was closed.

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