Acle Parish Council

Meeting Date: Monday, 25th January 2021
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, Jayne Greenacre, Tony Hemmingway, Anna Holt, Wendy Kenny and Richard Powell

Also Parish Clerk, Pauline James.

There were six members of the public present.

Jon Fox, Regional Repairs Manager for Clarion Housing Group, reported on work being done re the recent flooding of some Beighton Road houses, for the second time. Clarion is meeting with Anglian Water, NCC Highways and the adjacent landowner about improvements that can be done to reduce the likelihood of flooding. New flood-resistant doors are being considered for the properties. They have a new maintenance contract which includes twice-yearly clearing out of ditches. Clarion has a 24-hour help service available for residents via 0300 500 8000. The councillors suggested improvements including the digging of an attenuation lagoon on the adjacent field and improvements to the ditches and drains.

Norfolk County Councillor Brian Iles gave a report: RG Carters have asked to use the land in front of the library for parking of construction vehicles, to be reinstated afterwards.

District Councillor Lana Hempsall was present at the beginning of the meeting but had to leave before giving a report.

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| **1** | **APOLOGIES** Hannah Jackson |
| **2** | **DECLARATIONS OF INTEREST**Barry Coveley reminded the meeting that he is a trustee of Acle Recreation Centre. Angela Bishop and Anna Holt each had an interest in a payment. |
| **3** | **MINUTES**The minutes of the meetings of 14th December 2020 and 18th January 2021 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 | **Acle Foodbank:**Work continues to support local families. Cantley Parish Council sent a donation of £100 and South Walsham Parish Council sent £200 towards the families supported by the foodbank. Limpenhoe, Southwood and Cantley PCC sent £203.04, raised at their Christmas Carol Concert. Acle Relief in Need have given another £250. Freethorpe Parish Council has also promised to send a donation.Angela Bishop reported that, between April and December 2020, over 300 food parcels had been delivered to local families, together with 333 gift parcels and 40 Christmas hampers. She thanked the local community for their generous donations of food and money. |
| 4.2 | **Plastic-free Acle:**Anna Holt gave a report: the campaign continues, to reduce single-use plastics. Ten community allies are needed, to commit to reduce single-use plastics. A grant of £100 had been received from Broadland District Council, which will be used to purchase reusable shopping bags for local residents.*(Anna Holt left the meeting at this point.)* |
| 4.3 | **Dr Bike Day – 30th January 2021**Angela has booked Norfolk Cycles for 30th January, from 9.00am to 2.00pm. They will carry out free cycle safety checks and free minor repairs on the day. The Parish Council will pay for some sets of bike lights that can be fitted on the day, for young people from Acle. |
| 4.4 | **Shop Acle and Resilience:**Angela has ordered some sand-bags for the Beighton Road houses which are at risk of flooding from surface water. |
| 4.5 | The **Broadland Community Lottery** has been launched. Acle & District Foodbank is one of the causes that can benefit from people purchasing tickets. 50% of the ticket money goes to the chosen cause.  |
| 4.6 | **Broadland Futures Initiative:** Richard Powell will send some suggestions to the clerk to be included in the response to the questionnaire. |
| 4.7 | Jamie Pizey sent notice of works being done to the sewage works in **Damgate Lane** this week, which will result in an increase in lorry traffic during this time. |
| 4.8 | Anna arranged with Rhino’s to transport the old **concrete litter bins** to their new locations in New Road. They have been filled with compost and some plants are on order. The clerk sent an email to Rhino’s to thank them for their help. |
| 4.9 | **Christmas Trail and Outdoor Carol Service**The Carol Service was held on Sunday, 20th December, outdoors at the Rec Centre and Methodist Church car parks. The money raised at the event will be given to the Foodbank. |
| 4.10 | Nothing further has been received from the Co-Op about their offer of a refurbished **defibrillator** for the village. |
| 4.11 | Angela has been in touch with BDC to ask about the markets stalls which were promised for the village back in the late Summer. |
| 4.12 | The Parish Council has been in touch with Lovells and Crocus about silt leaching into the ditches in the village. The clerk will also contact Acle Garden Machinery about their importing of soil into their site. |
| **5** | **PLANNING** |
| 5.1 | The **draft Greater Norwich Local Plan** has been published. The proposal shows an additional 140 homes on the fields west of the Norwich Road site and west of Acle Academy, over and above the 200 homes which were proposed in early 2020, but does state that plans should include land for a link road able to cope with HGVs and agricultural traffic, and should leave land available for any future extension to Acle Academy. The public right of way from the top of Mill Lane would be protected.A consultation, but only on the soundness of the plan process, will open in February. The councillors felt that the lack of consultation on the additional homes should be raised. |
| 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  | 772.50 |
| Chocolate Box | Rent for one month | 650.00 |
| Various | Funerals and memorials | 1,160.00 |
| Various | Donations for foodbank | 150.00 |
| Cantley PC | Donation for foodbank | 100.00 |
| South Walsham PC | Donation for foodbank | 200.00 |
| Reedham PCC | Donation for foodbank | 203.04 |
| Acle Relief in Need | Donation for foodbank | 250.00 |
| Upton PC | Donation for foodbank | 90.00 |
| BDC | Grant for Plastic-fee Acle | 100.00 |
| BDC | Funding for public toilets 40% | 5,323.60 |
| Upton PC | Share of stationery costs | 5.85 |
| HMRC | Refund of VAT | 3,806.27 |
| **Payments made:** |  |  |
| Caroline Crane | Foodbank purchases | 27.97 |
| Hugh Crane Ltd | Supplies | 42.35 |
| Angela Bishop | Foodbank purchases | 256.99 |
| Acle Rec Centre | Youth club room hire | 24.00 |
| Acle Rec Centre | Fogging public toilets | 100.00 |
| GG Signs | Gariensis nameplate | 131.04 |
| Broadland DC | Emptying bins | 936.00 |
| Broadland DC | Rates at upstairs office space | 99.89 |
| Greenbarnes | Deposit for noticeboards | 10.00 |
| ADM Plumbing | Gas service at 42 The Street | 96.00 |
| Canham Consulting | Project brief | 540.00 |
| Brown & Co | Architect’s fees | 1,818.65 |
| Flameskill | Fire alarm repairs and batteries | 82.80 |
| Seckers | Service of air conditioning at Fletcher  | 48.60 |
| SWALEC DD | Electricity for streetlights | 665.28 |
| Siemens DD | Copier rental | 205.26 |
| Wave DD | Water at cemetery | 13.24 |
| Wave DD | Water at public toilets | 764.97 |
| Wave DD | Water at allotments | 56.44 |
| **Online payments:** |  |  |
| Employment costs: |  | 4,668.54 |
| T T Jones | Lighting repairs | 1,351.38 |
| Flameskill | Fire service at Fletcher Rm | 187.50 |
| Acle Rec Centre | Room hire youth club | 72.00 |
| Acle Rec Centre | Subsidy of room hire for groups | 441.36 |
| Rhino | Sand bags | 94.80 |
| Anna Holt | Moulton – soil | 60.00 |
| BDC | Rates at former Barclays building | 1,580.00 |
| BDC | Rates at upstairs office space | 100.00 |
| Mills & Reeve | Prof fees re Chocolate Box | 2,633.41 |
| Justin Nudd | Hedges and weeding | 391.50 |
| Chris Staff | Hedges and weeding | 300.00 |
| Caroline Crane | Foodbank purchases | 36.11 |
|  | Foodbank purchases | 17.09 |
| Angela Bishop | Petrol for delivering foodbank parcels | 39.21 |
| ADM Plumbing | Service and repairs at 44 The Street | 389.59 |
| CPRE | Subs | 36.00 |
| **Balance c/f 25.01.21** |  | 211,616.25 |
| **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 | 102,207.64 |
| Nationwide B/Soc | 45-day saver | 91,219.69 |
| Total monies |  | 885,705.07 |
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| Loan  | Strumpshaw Parish Council | 3,000.00 |
| Loan | Acle Recreation Centre | 13,125.00 |
|  |  | 901,830.07 |

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|  | Outstanding commitments: Parking amendments and purchase of land for cemetery .Wendy Kenny had checked the December online payments and payments made between meetings to the bank statements, and the clerk’s bank reconciliation, dated 5th January 2021.Invoices for the proposed January online payments had been shared with the councillors.The clerk presented the actual v budget report for the 10 months to January 2021. There were no questions on the report and the payments were agreed. |
| **7** | **RECREATION CENTRE** Barry Brooks, Chairman of the Trustees, gave a report; the Recreation Centre has closed again, due to the lockdown, with staff on furlough and working minimum hours. Trustee Simon Darter has been successful in applying for another grant. The NHS has signed a contract to use the hall for Covid-19 vaccinations, from January to August, but no start date has been given yet. The Trustees have agreed that no AGM will be held in 2021 so all trustees will remain in place until Spring 2022. This was noted.Four quotes have been obtained for **solar panels** and a grant is being applied for towards the cost.The Parish Council previously agreed to pay for a proportion of **room hire** for groups hiring rooms at the Recreation Centre, up to £800. A list of those clubs which have taken up this offer, and 25% of their booking fees, comes to £441.36, to be paid out the £10,000 Small Business Grant from BDC. It was agreed to pay this £441.36 and to carry forward the remaining £358.64 for when the Centre can re-open.It was also agreed to carry forward to the next financial year the unspent balance of the general grant for the Recreation Centre, which is £4,007.BDC has reported that only the **S106** agreements for the Herondale site and for the 15 homes on Leffins Lane have agreements that permit the expenditure to be incurred by the Parish Council before the S106 monies are collected in. The clerk has requested confirmation from BDC as to how much money will be coming from the Leffins Lane site. Some will be for formal sports provision, which would pay towards the drainage of the football pitches and/or the replacement of the lighting in the indoor bowls club. The Herondale site will generate £18,630 for formal play equipment, but none for formal sports provision. BDC said that just over £47,000 in **Community Infrastructure Levy** should be coming to the Parish Council in April, from the Leffins Lane site, with a further £141,000 to come on the Norwich Road and Leffins Lane sites in due course. The clerk suggested that these CIL monies could be used for the current projects, such as the drainage of the football pitches and the replacement of lighting in the Indoor Bowls centre, and then the Council could support another project to use the S106 monies which are earmarked for formal sports. Barry Brooks reported that they hope to do the drainage in September. The lighting in the Indoor Bowls is expected to cost about £10,000.**Acle Social Club** said that they had received a small grant from BDC and would not be applying to the Parish Council for a grant, but may need a loan to fund cashflow in March or April, depending on the lockdown situation. This was noted. |
| **8** | **CHOCOLATE BOX BUILDING**The clerk reported that no grants suitable for the refurbishment of the building were available via the Norfolk Community Foundation website.The clerk will copy emails from the architect and the project manager to the working party. |
| **9** | **FORMER BARCLAYS BUILDING** The fire alarm has been serviced.The clerk will copy emails from the architect and the project manager to the working party. |
| **10** | **HIGHWAYS, FLOODING & PLANTERS** |
| 10.1 | Several drains have been reported to Highways to be jetted. A slippery pavement surface in St Edmunds Road was checked by NCC and they confirmed that the usual mix had been used. |
| **11** | **VILLAGE ENVIRONMENT**This will be discussed at the February meeting. |
| **12** | **CLERK’S HOURS**The clerk reported that she had worked 60 hours over her contracted hours for the year of 2020 which, at 25 hours contracted per week, is 2.4 weeks of overtime. It was noted that she would rather have time off than be paid for the overtime. This was agreed but it was also agreed to monitor this over the next few months. Angela and Tony will meet with the clerk to carry out her staff appraisal.  |
| **13** | **ITEMS FOR THE NEXT AGENDA – 22nd February 2021*** **An update to the Neighbourhood Plan**
* **An update on the parking restrictions**
* **Signage at the Barclays building about the parking**
* **An update on the land to be purchased for the next cemetery**
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There being no further business, the meeting was closed at 9.16pm.

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