Acle Parish Council

Meeting Date: Monday, 27th September 2021
Venue: Acle Methodist Church
at 7.00p.m.

**PRESENT:**
Chair: Angela Bishop
Vice-Chair: Jamie Pizey
Councillors: Sally Aldridge, Jackie Clover, Barry Coveley, Tony Hemmingway, Wendy Kenny and Richard Powell. Also, Parish Clerk, Pauline James.

Eleven members of the public were present. Matters raised included an application from Acle United Football Club for a grant.

District and County Councillor Lana Hempsall gave a report: Broadland District Council plans to extend the food waste collection to Acle in the near future. Information leaflets will be delivered to households to remind residents what can and cannot be placed in the recycling bin, in an effort to improve recycling rates, as the wrong item placed in a recycling bin can result in the whole load being discarded and put in landfill. Norfolk County Council has announced a £1m Road Safety Community Fund which would provide up to £10,000 each for smaller road safety schemes, such as lowering speed limits or making changes to road signs and markings, to help address local issues and concerns.

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| 1 | **APOLOGIES** were accepted fromSarah Carter, Hannah Jackson and David Stephenson. |
| 2 | **DECLARATIONS OF INTEREST**Jackie Clover and Barry Coveley reminded the meeting that they are trustees of Acle Recreation Centre. Jamie Pizey and Angela Bishop each had an interest in some payments. |
| 3 | **MINUTES**The minutes of the meeting of 19th July 2021 were agreed to be correct, and were signed by Angela Bishop, as Chair of the Council. |
| 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:**Sally Aldridge gave a report. The Foodbank is currently supporting eight families. Brundall & Blofield Good Neighbours are collecting and delivering the food parcels for the families in their parishes. A freephone number has been set up (0800 774 7286), which will also be used for Acle Good Neighbours. |
| 4.2 | **Acle Beeline**:Richard Powell gave a report: the long grass is about to be cut. Wildflower seeds will be purchased and some distributed to the schools.Crocus Contracting were very supportive of the proposal for swift boxes and have purchased ten “swift bricks” to install in the new housing at Leffins Lane.Lovells were also keen to help and suggested that they might make up some wooden boxes for their new houses off Norwich Road. |
| 4.3 | **Summer Markets:**Angela reported: the market ran over twelve weeks. Angela thanked Broadland District Council for the stalls, Rick Goodley and Robert Monument for putting up the stalls each week, Jackie Clover, Simon Clover, Jamie Pizey, Tony Hemmingway and Wendy Kenny for their general help.The markets had made a surplus of £55. The Council had agreed to spend £500 but this was not needed. It was therefore agreed that this £555 could be spent on the Jubilee events in 2022. |
| 4.4 | **Acle & District Men’s Shed:**The Headteacher at the Primary School, and NCC’s Education Estates Manager, have said they will not permit the Men’s Shed to use the Fletcher Room at the school, citing safeguarding issues. The councillors expressed their disappointment at this decision, but it was agreed instead to look again at the strip of land at Recreation Centre, next to the Outdoor Bowls. A second-hand modular building could be purchased for this site and then the Fletcher Room building could be sold, once the Pre-School has moved into the Barclays building. |
| 4.5 | **Flooding:**NCC sent their report into the flooding over the winter of 20/21. It only mentions one property being flooded at Beighton Road, whereas three were affected, and only seems to indicate that NCC can monitor the situation, rather than be more pro-active to solve the issues, which is disappointing. |
| 4.6 | The proposals for the **parking restrictions** in the village to reduce all-day parking have still not yet been approved by NCC Committee. |
| 4.7 | Nigel Robson will attend the October meeting to talk about Acle Parish Council taking on the lease for **Jubilee Wood**.  |
| 4.8 | There is no news on the proposed **drone film** of the village. |
| 4.9 | The clerk has obtained a quote from Mike Hall in the village, (Micro-Tec) for a new **laptop**: £695 plus £65 to set up and transfer the files and programmes from the old laptop. This was noted. |
| 4.10 | **Cuppa Care** might be able to bring their advice bus to Acle from November, for monthly visits. They offer refreshments and advice. Barry Brooks was asked to discuss with the Trustees if they could park at the Recreation Centre. In the longer-term it was thought this might be a suitable use for the office space at the Chocolate Box. |
| 4.11 | BDC have confirmed that the cost of the aerator for the football pitch can be reimbursed from s106 monies from the 35 dwellings site at Leffins Lane. There will be a total sports contribution of £38,788 and an allotment contribution of £1,767 available. Permission has to be agreed with BDC before any items are purchased. The clerk has asked BDC if s106 monies could also be used to pay for the football club team shelters. |
| 4.12 | A memorial plaque thanking communities for their help during the pandemic is to be presented to villages at some point before Christmas by one of Norfolk’s Deputy Lord Lieutenants. The blue plaque features “Live your best and act your best and think your best today”, a quote from Harriet Martineau, a 19th century social theorist. |
| 5 | **PLANNING** |
| 5.1.1 | **49A Damgate Lane –** installation of a separate sectional building as a garden room/office (20211461). There were no objections to the plans. |
| 5.1.2 | **Acle Garden Machinery –** raise and use land as part of the unit additional to that permitted by PP 20190618 and erect extension of storage shed permitted by PP 20190618 (20211179). This is a re-consultation. The councillors repeated their objections to the plans, being an over-development of the site that puts the nearby dykes and diches at risk, including land downstream that is a SSSI.The application states that the previous land for demonstrations was flooded by the water table. This is believed to be puddling from compaction, rather than the water table. Adding additional earth to this land will only result in more drainage issues. The councillors were also concerned about the risk of slippage of the sides of this built-up land and wondered what structural engineering calculations were available to prove the stability of this land.NCC's Natural Environment Team has requested a Preliminary Ecological Appraisal and the Broads Drainage Board has indicated that a Drainage Strategy is required, and the Parish Council would like these reports to be conditioned as part of any approval. |
| 5.1.3 | **Beighton Road Barns –** variation of condition 2 of PP 20190256 to change number of dwellings from 6 to 3 (20211651). The councillors welcomed the reduction from 6 to 3 dwellings as this should result in a reduction in cars parked, and in vehicle movements. The councillors requested that no sub-divisions should be possible once these homes are developed. The councillors were concerned about the potential impact on the drains in the area, as the homes on the corner of Beighton Road, opposite the site, have flooded twice in recent years, from run-off from the nearby fields, and asked for reassurance that the drainage is adequate for the site. They also requested a condition that the parking spaces and driveways must always be constructed with permeable substances. Previously the Sustainable Drainage Strategy was a pre-commencement condition, and the clerk will ask for confirmation that this is the case for this new application. |
| 5.2 | A planning meeting was held on 9th August. The following comments were agreed by Jamie Pizey, Sally Aldridge, Sarah Carter and Jackie Clover:**Rendl, Middlesex Lane –** balustrade, with obscure glass (20211217). No objections.**Oak Hill Barn, The Hill** – garden office (20211225). No objections.**Land north of Norwich Road** – various, including surface water basis (20211254 & 20210261). These plans were noted. Sally asked if the basins would be fenced and Lovells have confirmed that the basins will not be fenced. |
| 5.3 | **Planning decisions by Broadland District Council:****Braidwood, South Walsham Road** – garden room and wet room (20210999) – full approval**10 Springfield** – 2 storey side and single storey rear extensions (20211130) – full approval |
| 6 | **FINANCE**The finance report had been shared with all councillors in advance of the meeting, and posted on the website: |
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| **Receipts:** |  |  £ |
| 44 The Street | Rent x 2 | 1,200.00 |
| 42 The Street | Rent  | 1,295.00 |
| Chocolate Box | Rent x 2 | 1,300.00 |
| Various | Funerals and memorials | 1,765.00 |
| NCC | Verge cutting | 2,110.43 |
| Community Lottery | For foodbank | 108.00 |
| Market Income | Various | 898.00 |
| Upton PC | Reimbursement of costs | 55.40 |
| Brundall PC | Donation for foodbank | 200.00 |
| **Payments made:** |  |  |
| Caroline Crane | Foodbank purchases | 219.26 |
| Acle Rec | Youth Club room hire | 96.00 |
| Mills & Reeve | Payments for cemetery (+VAT) | 74,520.00 |
| SWALEC | Electricity at former Barclays | 19.44 |
| SWALEC DD | Streetlighting x 2 | 1,492.72 |
| Siemens DD | Copier rental | 205.26 |
| BDC | Rates on Barclays | 998.00 |
| BDC | Rates on Chocolate Box office | 292.00 |
| Angela Bishop | Foodbank | 51.28 |
| Roar Electrical | Electrical work at flat | 159.22 |
| Garden Guardian | Grasscutting | 1,565.86 |
| Rhino | Supplies | 9.59 |
| CRM Gardening | Removal of branches | 55.00 |
| Nfk ALC | Training – Sarah | 36.00 |
| Flameskill | Testing fire alarm in Barclays | 102.00 |
| Tudor Printing | Signs for wildflower areas | 25.00 |
| Hugh Crane | Supplies | 145.60 |
| Wilkersons | Supplies | 34.51 |
| Property Shop | Report for flat | 102.00 |
| Sharp | Copying | 19.02 |
| PKF | External audit | 1,200.00 |
| Methodists | Room hire | 10.20 |
| Came & Co | Insurance for the year | 4,249.38 |
| Pavilion Band | Deposit re jubilee | 75.00 |
| SLCC | Conference fee (virtual) | 120.00 |
| Brundall & Blof’d GN | Delivery for foodbank | 6.00 |
| Employment costs |  | 6,759.09 |
| **Online payments:** |  |  |
| Employment costs |  | 4,705.00 |
| Acle Rec Centre | Fogging public toilets | 100.00 |
| Garden Guardian | Grasscutting | 1,565.86 |
| BDC | Rates at Barclays | 998.00 |
| BDC | Rates at offices at Chocolate Box | 292.00 |
| Wilkersons | Various consumables | 11.75 |
| SWALEC | Electricity at Barclays | 18.79 |
| Hugh Crane Cleaning | Supplies | 141.39 |
| PHS | Duty of care waste disposal | 92.70 |
| Methodists | Room hire | 30.60 |
| TT Jones  | Lighting repairs | 620.75 |
| **Balance c/f 27.09.21** |  | 145,457.05 |
| **Balances in Savings:** |  |  |
| Government Stocks | Gilts | 135,079.00 |
| BDC | Parish investment scheme  | 251,002.65 |
| Cambridge B/Soc | Instant access | 91,636.36 |
| Lloyds Bank | 32-day notice | 102,230.75 |
| Nationwide B/Soc | 45-day saver | 91,418.75 |
| Total monies |  | 816,824.56 |
| Loan | Acle Recreation Centre | 13,125.00 |
|  |  | 829,949.56 |

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|  | Outstanding commitments: Parking amendments.Hannah Jackson had checked the July online payments to the bank statements, and the clerk’s bank reconciliation dated 31st August 2021. Wendy Kenny and Jackie Clover had checked payments made between meetings to the bank statements.Invoices for the proposed September online payments had been shared with the councillors in advance of the meeting, together with the Actual v Budget Report for six months. The payments were approved.The external audit report for the year ended 31st March 2021 has been completed without comment from the auditors. The completion of audit has been advertised on the website as required. |
| 7 | **RECREATION CENTRE** Trustee Barry Brooks gave a report: the application continues for grants for solar panels. The insurance claim for the losses suffered during the pandemic was successful. Bookings are good. Barry reported that it had been decided not to purchase the aerator for the football pitch. A contractor will be hired instead to do the work.The Cricket Club will be applying to the Parish Council for funding for covers for the Cricket Square, and for replacement practice nets. This will be on the agenda for the next meeting.Jamie Pizey was appointed as a Parish Council-appointed trustee, to replace Simon Darter who had resigned. |
| 8 | **APPLICATION FOR A GRANT FROM THE FOOTBALL CLUB**Acle United Football Club had applied for funding for new gates for the area used to store the two team shelters, and a top to cover the area, and for new team shelters, and for netting to prevent the footballs being kicked on to neighbouring land.Broadland District Council has said that the village’s S106 money could be used to pay for the shelters, and possibly the netting, but not for the enclosure. Lana Hempsall offered £500 from her district councillor’s funding.After some discussion, it was agreed to investigate options further and to put this back on the agenda for the October meeting. |
| 9 | **CHOCOLATE BOX BUILDING**Planning permission has been granted for the replacement doors and windows, the reinstatement of a window to the left of the front door, and the Velux windows. The clerk has therefore placed the order for the doors and windows, as previously agreed. The expected time of fitting is February 2022.The clerk reviewed the detailed specification for the refurbishment works and circulated it with her comments to the working party, and sent her comments to the project manager at Canham Consulting (Paul Kelly). It was agreed to set up a working party meeting to discuss what is needed to be able to move the newsagent’s trade out of the premises for the duration of the refurbishment.The clerk asked the councillors to think of names for the upstairs and downstairs offices, as these are needed for rates and postal purposes. The councillors thanked Jamie Pizey and Sarah Carter and their families, who tidied the car park and moved the tree to the Springfield play area. It was agreed to arrange a skip for clearing out the rear yard. |
| 10 | **FORMER BARCLAYS BUILDING** Planning Permission was granted on 6th September.The retail units can trade under Use Class E (retail sales, cafés, banks, estate agents, offices)The **retail units** can only open between:07.30 – 22.00 Monday to Friday08.30 – 21.00 Saturday10.00 – 16.00 Sunday and bank holidaysThe **pre-school** can only open between:07.45 – 18.15 Monday – Friday08.45 – 16.15 SaturdayNot open on Sunday and bank holidaysDetails of the acoustic fencing have to be agreed with the planning officer.Any new external lighting has to be agreed with the officer.Brown & Co are drawing up the building regulations paperwork, and technical specification for quotes.Under the terms of the insurance, the building has to be inspected weekly as it is unoccupied.Angela Bishop reported that two people had expressed interest in the new retail units, one for a delicatessen, and one for a café.  |
| 11 | **LAND FOR NEW CEMETERY**Mills & Reeve have provided a report on the title, which has been circulated. The Highways Search is still awaited. It is expected to show that the track to the land is unadopted, but the councillors agreed that they are happy to proceed with the purchase on this basis.The Broads Authority asked if the Parish Council still wished for the proposed site for a cemetery, north of the current cemetery, i.e., on Mr Molineux’s land, to be allocated in the Local Plan. It was agreed that, until the new land has been purchased, the allocation should remain.It was noted that Acle Recreation Centre has asked for the site allocation for an extension to the playing fields to remain in the Broads Local Plan.The clerk reported that rules and conditions will be required for the new cemetery. It was agreed that glass vases should not be permitted in either the current or the new cemetery as they pose a danger when they get blown over or knocked over. |
| 12 | **HIGHWAYS** |
| 12.1 | **Request for a dog poo bin:**The clerk was authorised to review bin provision and order bins as appropriate. |
| 12.2 | **Bins overflowing in Boat Dyke Lane from people coming off the boats:**The clerk reported this to the Broads Authority and asked them to provide more bins for people visiting the Broads. |
| 12.3 | **Hanging Baskets:**The watering has finished for the season. Thanks to Isla, Martha, Charley-Anne and Megan-Louise, and their dads, for doing the watering. Jackie Clover was thanked for planting the baskets.Wendy Kenny offered to replant the former litter bins on Old Road. |
| 12.4 | **VAS:** Jamie Pizey reported that the device was installed outside the Police Station, monitoring incoming traffic to the village and the following was recorded: 10th July – 26th AugustTotal vehicles recorded 78,561Average Speed (85th Percentile) 31.9mphMaximum Speed recorded on 18th July (2.05am) 55mphAM Peak time 11:00-12:00PM Peak time 16:00-17:00 Point of note, approx. 23% of vehicles were above the 30mph limit with an average over-speed of 33.4mph from those vehicles. |
| 12.5 | **Posters on bus shelter:**It was agreed to remove any posters that are put up on the shelter. |
| 13 | **DEFIBRILLATOR**Upton resident, Ken Wallis-Gare, who works for the emergency services, has recommended a package for a defibrillator and storage case, for £1,250 + VAT. He has offered to check the defibrillator regularly. CIL money could be used for this purchase. This was agreed.The Council will also pay for the electrical connection to keep the cabinet frost free in the former phone box in the street.  |
| 14 | **COMMUNITY ASSETS** |
|  | Communities can request Broadland District Council to list buildings or land as Assets of Community Value. Residential property cannot be listed. Assets must be shown to further the social wellbeing or social interest of the local community. Once accepted then, if the asset is put up for sale (other than as a going concern,) the community gets a 6-week interim period during which they must express an interest in bidding for the building. There is then a 6-month moratorium when the asset cannot be sold, to allow the community to put a bid together. There is no community right to BUY the asset, just to BID.The Parish Council had listed:Lloyds Bank buildingHerondale buildingLibrary buildingPublic Toilets buildingSignal Box buildingThe Post Office had been listed but was removed from the list when it was sold as a going concern.BDC would not accept a request to list the Police Station, as they said it had not been open to the community in recent times.The Lloyds Bank listing expires on 5th December this year. BDC have asked if we wish to apply to extend this. The building is owned by a Mr Leonard in Reedham. It was agreed to request that the listing be extended. |
| 15 | **EVENTS**Angela Bishop reported on plans for the Christmas Carol Event, and the Jubilee Events in 2022. |
| 16 | **CO-OPTION OF A NEW COUNCILLOR**There were three candidates for co-option. After some discussion, it was agreed to co-opt Indra Goodson. |
| 17 | **ITEMS FOR THE NEXT AGENDA –** Monday,25th October 2021, at 7.00pm in the Methodist Church. |

**At this point it was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public** **to discuss management of the Chocolate Box refurbishment and staff hours**

**CHOCOLATE BOX BUILDING AND BARCLAYS BUILDING**

It was agreed to appoint Brown & Co to manage the projects.

**STAFFING**The clerk requested that she be allowed to reduce her hours from 25 per week to 14 per week. She proposed that she would continue to prepare the Agendas, write the Clerk’s Report, type the Minutes and do all the Financial work, including payments, reconciliations, accounts, audit, budgets, payroll, pensions and VAT returns, working with a deputy clerk and having an overview of projects and assets.

It was proposed that a **Deputy Clerk and Assets Manager** be appointed, working the 11 hours given up by the Parish Clerk, plus an additional 10 hours per week, to include: Project Management, Asset Management, including flats, Barclays and Chocolate Box, play areas, cemetery, Fletcher Room, Risk Assessments, Review of Policies, Publicity and dealing with members of the public.

It was noted that both roles might involve some occasional overtime. Some of the work is seasonal, being busier with the budget setting in December and the accounts and audit in April.

Councillors noted that other parish councils of a similar size employed more staff or paid for more staff hours, than Acle. It was agreed to proceed with advertising the role, with a view to employ someone from 1st January, or earlier if possible.

There being no further business, the meeting was closed.

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