Acle Parish Council

Meeting Date: Monday, 29th November 2021  
Venue: Acle Methodist Church  
at 7.00p.m.

**PRESENT:**   
Chair: Angela Bishop  
Councillors: Sally Aldridge, Jackie Clover, Barry Coveley, Hannah Jackson, Wendy Kenny.  
Also, Parish Clerk, Pauline James.

Ten members of the public were present. Matters raised included the provision of charging sockets at the Recreation Centre for electric vehicles.

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| 1 | | **APOLOGIES** were accepted fromSarah Carter, Indra Goodson, Tony Hemmingway, Jamie Pizey and David Stephenson. Between meetings Indra has signed a Declaration of Acceptance of Office and has completed her register of interests.  *(The clerk also circulated apologies from Richard Powell, and District & County Councillor Lana Hempsall after the meeting.)* | |
| 2 | | **DECLARATIONS OF INTEREST** Jackie Clover and Barry Coveley reminded the meeting that they are Trustees of Acle Recreation Centre. | |
| 3 | | **MINUTES** The minutes of the meeting of 25th October 2021 were agreed to be correct, after adding that the grant for the Men’s Shed had to include providing disabled access to the sheds, and were signed by Angela Bishop, as Chair of the Parish 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: Freethorpe Primary School donated several boxes of food. Families will receive a Christmas parcel and additional food as there will be a three-week gap between deliveries. | |
| 4.2 | | **Acle Beeline**: Nothing to report. | |
| 4.3 | | **Poppy Appeal:**  It was agreed not to increase the donation from the £50 agreed last month, and that the higher donation last year was to reflect difficulties with fundraising during the pandemic. | |
| 4.4 | | **Rent for land at Primary School for Fletcher Room** Norfolk Property Services, as agents for Norfolk County Council, have proposed an increase in the rent for the site, from £350pa to £2,640pa. It was noted that the rent had not increased from £350 since 2001, but it was felt that the proposed rent is excessive, for the size of the land. The clerk will ask when the next rent review will be. | |
| 4.5 | | **Network Rail** appears to accept that the Parish Council’s contractors are not permitted to access the track to deal with the trees which they say need to be felled, and they say they are not allowed to work on trees outside their boundary. They are apparently discussing this within their organisation as it is an issue everywhere. Nigel Robson has mentioned a tree surgery firm he has worked with before on this and proposes a meeting with Network Rail and this tree surgeon on site.  Nigel reported that six ash trees and one alder had to be removed from within Damgate Wood, because of disease.  A member of the public had asked if he could rent the land for pheasant shooting and for training his dog. The Lands Trust felt this was not in accordance with the aims of the Trust. This was noted. | |
| 4.6 | | Broadland District Council has offered to put up a **nameplate** for Barclay End and Bulwark Lodge, off New Road. This was welcomed. | |
| 4.7 | | Norfolk County Council is still awaiting committee approval for the **parking restrictions** scheme. It is hoped that the scheme would be put in place in the first quarter of 2022. | |
| 5 | | **PLANNING** | |
| 5.1.1 | | **Wyncot, Pyebush Lane** – replacement dwelling (20212004). There were no objections to the plans. | |
| 5.1.2 | | **Land North of Damgate** **Lane** – 4 self-build dwellings (outline) (20212094). The councillors agreed that they had no objections to the application generally, but had concerns about the removal of some of the front hedge. (Barry Coveley declared an interest as his house is close to this site, and took no part in the voting.) | |
| 5.1.3 | | **23 Mardling Run** - Ash (T1) - recent failure of top section of scaffold branch on western portion of crown has exposed remainder. 1.5m reduction of entire crown and crown clean (thinning of a maximum of 15% of branches and removal of deadwood) current height approx 12m and crown spread 10m. (20212111). This was noted. | |
| 5.2 | | **Planning decisions by Broadland District Council:**  **East of England Co-Op** – installation of roof mounted solar pv panels (20211806). Full approval.  **Acle Garden Machinery** - Details Reserved by Condition 3 (External Materials) and Condition 4 (Validation Sampling of Material to be Used in Raising of Land) of Planning Permission 20190618 (20211819) – approved.  **Acle Garden Machinery** - Details Reserved by Condition 3 (Validation Sampling of Material to be Used in Raising of Land) of Planning Permission 20202078 (20211825) – approved.  (There is no decision yet on application 20211179).  **49A Damgate Lane** - Installation of a separate sectional building as a garden room/office (20211461) – full approval. | |
| 6 | | **FINANCE** The finance report had been shared with all councillors in advance of the meeting, and posted on the website: |
|  | | |  |  |  | | --- | --- | --- | | **Receipts:** |  | £ | | 44 The Street | Rent | 600.00 | | 42 The Street | Rent | 722.50 | | Chocolate Box | Rent | 650.00 | | Various | Funerals and memorials | 455.00 | | Broadland DC | Payment towards public toilets (40%) | 5,355.20 | | Upton PC | Share of expenses | 40.40 | | BDC | Lottery re foodbank | 51.00 | | HMRC | VAT refund | 1,935.31 | | BDC | S106 payment towards cricket covers | 3,945.00 | | Indra Goodson | Cash donation from craft sale, for foodbank | 500.00 | | **Payments made:** |  |  | | Caroline Crane | Foodbank purchases | 152.37 | | Poppy Appeal | Donation | 50.00 | | SWALEC DD | Streetlighting | 723.41 | | Telecoms World | 0800 number for foodbank | 1.21 | | Ben Burgess | Roller Mower | 5,976.00 | | Networld Sports | Team Shelters | 4,850.00 | | Durrant Cricket | Wicket covers | 4,734.00 | | Comm’y Action | Course on play area inspection | 40.00 | | Wel Medical | Defibrillator | 954.00 | | Geoxphere | Mapping subscription | 183.60 | | Southern Electric | On account re electricity at Barclays | 100.00 | | HMRC | Late filing fee (have appealed) | 200.00 | | Stock Exchange | LEI annual fee re gilts | 78.00 | | Lynsey Gooch | Purchase of flower bulbs | 53.38 | | Roger Impey | Delivery foodbank | 9.00 | | British Gas | Two days’ standing charge flat 44 | 0.93 | | **Online payments:** |  |  | | Employment costs: |  | 5,141.92 | | Acle Rec Centre | Youth Club room hire | 96.00 | | Garden Guardian | Grasscutting | 1,565.86 | | BDC | Rates at Barclays | 998.00 | | BDC | Rates at offices at Chocolate Box | 292.00 | | Wilkersons | Various consumables | 91.45 | | Hugh Crane Cleaning | Supplies | 102.15 | | Moulton Nurseries | Plants for planters | 28.74 | | SLCC | Subscription | 90.00 | | Methodists | Room hire | 142.80 | | Sharp | Copying | 17.41 | | T T Jones | Lighting repairs | 390.90 | | George Taylor | Tree works for Lands Trust | 260.00 | | **Balance c/f 29.11.21** |  | 178,659.69 | | **Balances in Savings:** |  |  | | Government Stocks | Gilts | 134,633.00 | | BDC | Parish investment scheme | 251,002.65 | | Cambridge B/Soc | Instant access | 91,636.36 | | Lloyds Bank | 32-day notice | 102,235.55 | | Nationwide B/Soc | 45-day saver | 91,418.75 | | Total monies |  | 849,586.00 | | Loan | Acle Recreation Centre | 11,250.00 | |  |  | 860,836.00 | |
|  | | Outstanding commitments: Parking amendments.  Jackie Clover and Hannah Jackson had checked the October online payments to the bank statements, payments between meetings, and the clerk’s bank reconciliation dated 27th October 2021.  Invoices for the proposed November online payments had been shared with the councillors in advance of the meeting, together with the Actual v Budget Report for eight months. The payments were approved. | |
| 7 | **RECREATION CENTRE** Trustee Barry Brooks gave a report: Income is reduced for the Indoor Bowls centre.  The Recreation Centre has been successful in obtaining a grant of £22,752, being 36% of the cost of installing 246 **solar panels** on the roof, £63,200, and requested that the Parish Council pays £30,000 towards this cost. The Trustees have decided to put all savings resulting from this scheme in an earmarked reserve for pay for additional solar panels.  The Parish Council had previously put £20,000 in the budget for this item, following the decision in November 2020 to support this project in principle.  With Jackie Clover and Barry Coveley taking no part in the voting because they are trustees, only four councillors remained, eligible to vote. It was agreed to defer the decision to the next meeting, on 13th December. It was agreed, however, to pay for a survey of the roof, costing £900, as this would need to be done quickly so as to take advantage of the grant.  It was confirmed that the Parish Council no longer needed the occupational licence for the **archive loft** as all the documents have been removed. | | |
| 8 | **TRUSTEE FOR ACLE RECREATION CENTRE** Gareth Potter has resigned as trustee. Clerk sent him an email to thank him for his time as trustee.  There were no nominations for a new trustee. | | |
| 9 | **CHOCOLATE BOX BUILDING** Angela Bishop, Jamie Pizey, Barry Coveley, Jackie Clover, Wendy Kenny and the clerk attended an online meeting recently with Fraser Hall, the architect, and Stephen Cummins, from Real Consulting – a project and cost management company.  They have used industry standards to work out an estimated cost for the refurbishments, £750- £1500/m2, which gives an estimated cost for the main Barclays building of £262,500 - £525,000, plus £50,000 - £100,000 for the rear extension. Professional fees are estimated at 10 – 12% of the build cost. Plus, there needs to be a contingency fee. They talked about £75,000 - £100,000 for the Chocolate Box works.  The councillors were very concerned that these costs were much higher than expected and it was agreed to call an informal meeting to discuss the options. | | |
| 10 | **FORMER BARCLAYS BUILDING** As above. | | |
| 11 | **LAND FOR NEW CEMETERY** The Transfer has been amended by the solicitors but should be ready for signing shortly. | | |
| 12 | **ACLE AND DISTRICT MEN’S SHED**  Just after the last meeting, Barry Coveley came up with the proposal to site the two modular buildings for the Men’s Shed on the piece of grass in front of the indoor bowls centre. The trees on that piece of grass are due to be removed as they shade the roof where the solar panels will be. This site has several advantages over the site between the outdoor bowls and Swallowtail Place; it is much more level, it would be possible to construct a ramp for disabled access to the sheds, there is good parking provision, it is nearer to the main centre for toilets, it is more visible so less risk of vandalism etc.  This proposal was put to the trustees at their last meeting. Several trustees were not in favour of this site being used because they felt the buildings would be unattractive but there has been some further discussion, since that meeting, and a majority are now in favour of one building being sited there, with the possibility of adding a second building at a later date.  Barry Coveley and another trustee from the Men’s Shed went to Fakenham to inspect two possible modular buildings. These are priced at £5,500 each, + VAT, including delivery. There was some disappointment that only one building would be permitted on this new site and it was requested that this be raised again with the Trustees. | | |
| 13 | **HIGHWAYS** | | |
| 13.1 | **VAS:** Jamie Pizey sent a report of vehicle speeds on A1064, showing a top speed of 70mph. 7% of drivers were breaking the 40mph speed limit. | | |
| 13.2 | The councillors sent their thanks to all who were involved with the **Christmas tree and the Christmas lights.** A second tree will be put up at the Methodist Church shortly, ready for the Carol Service and Christmas market on 11th December. | | |
| 13.3 | The Royal British Legion asked if the Parish Council might cut back or remove the shrubs at the **war memorial** in the churchyard, so as to improve visibility for those attending Remembrance events.  The councillors decided that any removal would require Diocesan approval and that they would prefer merely to trim the shrubs. | | |
| 14 | **ACLE SOCIETY** There is a meeting on 3rd December to discuss options for the production and delivery of the Acle News and the Village Directory. They no longer have enough volunteers to deliver around the village and the cost of printing has gone up a huge amount. A grant will be considered again on 13th December. | | |
| 15 | **EVENTS** Nothing further to report. | | |
| 16 | **APPOINTMENT OF DEPUTY CLERK AND ASSETS MANAGER**  Becky Furr has been appointed:   * Probationary period of 6 months * SCP 26 (being SCP 25 + 1 for CiLCA) – currently £15.83/hour * After 6 months, increases to SCP 27 * Thereafter increases by one SCP per year, until SCP 32   From 1st December, Becky has offered to work up to 7 hours per week for Acle PC, while she helps Coltishall PC to appoint a new clerk, and will then work the full 21 hours per week for Acle PC from 1st January. This was noted and approved. | | |
| 17 | **NEXT MEETING –** Monday, **13**th December 2021, at 7.00pm in the Methodist Church  Budget meeting – Monday, 6th December at 7.00 in Methodist Church | | |

There being no further business, the meeting was closed.

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