Acle Parish Council

Meeting Date: Monday, 31st October 2022
Venue: Acle Methodist Church
at 7.00p.m.

**PRESENT:**
Councillors: Sally Aldridge, Sarah Carter, Jackie Clover, Barry Coveley, Indra Goodson, Tony Hemmingway, Wendy Kenny, Jamie Pizey and Richard Powell. Also, Parish Clerk, Pauline James and Deputy Clerk, Fiona Richardson.

There were nine members of the public present. Matters raised included speeding in the village.

District and County Councillor Lana Hempsall gave a report: the foodwaste collection has been rolled out to Acle, Norfolk County Council has a funding shortfall, and Lana is to attend a meeting on flooding issues.

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| 1 | **APOLOGIES** Angela Bishop and David StephensonIn the absence of Angela Bishop, Jamie Pizey chaired the meeting.The clerk reported that Hannah Jackson has resigned as councillor. The councillors sent their thanks to Hannah. Since there are elections in May 2023, the councillors will not be co-opting for this vacancy. |
| 2 | **DECLARATIONS OF INTEREST**Jamie Pizey, Barry Coveley and Jackie Clover reminded the meeting that they are Trustees of Acle Recreation Centre. Indra Goodson had an interest in a payment. |
| 3 | **MINUTES**The minutes of the meetings of 26th September and 24th October 2022 were agreed to be correct, and were signed by Jamie Pizey, as Chair of the meeting. |
| 4 | **CLERKS’ REPORT** |
|  | The parish 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 and adopted. A copy is appended to these minutes. |
| 4.1 | **Men’s Shed:**The Men’s Shed members have been constructing the access ramp to the buildings. |
| 4.2 | The Broads Authority is consulting on its **Local Plan Review**. The councillors had no comments on the consultation. |
| 4.3 | The Broads Authority is also consulting on its **Design Guide**. The councillors had no comments on the consultation. |
| 4.4 | The **Patient Participation Group** at Acle Medical Centre is keen to do some work at the garden behind the Methodist Church, that has been supported by Acle Good Neighbours and Acle Parish Council. This was noted with thanks. |
| 4.5 | Angela Bishop sent a report about the library setting up as a **Warm Place** to support local residents, with hot drinks and warm clothes. It was agreed to pay for a trolley for the drinks. |
| 5 | **PLANNING** |
| 5.1 | **Hugh Crane Works, South Walsham Road** – proposed radio base station (20221649). There were no objections to the plans. |
| 5.2 | **Planning results from Broadland District Council:** |
| 5.2.1 | **Wyncot, Pyebush Lane –** conversion of outbuilding to annexe (20220686) approval but with the condition that the living accommodation shall be incidental to the use of the main dwelling and shall not be occupied at any time as a separate and un-associated unit of accommodation. |
| 5.2.2 | **6 Habgood Close –** front extension and raised decking to rear (20221149) – full approval. |
| 5.2.3 | **5 Bensley Close** – alterations and extension (20221370) – full approval. |
| 5.3 | **Land North of Damgate Lane –** 4 self-build dwellings (outline) (20212094) will be considered by the BDC Planning Committee on 2nd November. |
| 6.1 | **FINANCE REPORT**The finance report had been shared with all councillors in advance of the meeting: |
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| **Receipts:** |  |  £ |
| 42 The Street | Rent  | 897.50 |
| Chocolate Box | Rent | 650.00 |
| Various | Funerals and memorials | 1,250.00 |
| Broadland DC | Lottery income for foodbank | 18.00 |
| Broadland DC | Second half precept | 61,680.00 |
| Cambridge B/soc | Account closed | 91,915.10 |
| Barratt & Cooke | Cash from redeemed gilts | 30,000.00 |
| Burlingham Gardeners | Donation for foodbank | 110.00 |
| Upton PC | Share of costs | 42.76 |
| **Payments made:** |  |  |
| Wave DC | Water at cemetery | 16.10 |
| Wave DD | Water at public toilets | 1,066.33 |
| Anglian Water DD | Water at allotments | 285.32 |
| SWALEC DD | Electricity for streetlighting | 745.39 |
| Telecoms World DD | Telephone costs | 72.18 |
| The Chocolate Box | Refund of rentals for moving premises | 1,302.00 |
| Fiona Richardson | Expenses | 38.79 |
| Community Action | Training fee | 40.00 |
| Tudor Printing | Maps and photo of the Queen | 114.00 |
| Lynden Denny | Remedial works at Fletcher Room | 235.00 |
| George Taylor | Maintenance over 6 months | 445.00 |
| Jimmy Forsyth | Decorating flat 44 | 608.50 |
| Smiths of Derby | Service of clock | 266.40 |
| Indra Goodson | Water bottles as prizes | 56.00 |
| Castle Windows | Rec Centre annual maintenance donation | 9,000.00 |
| Appliances Direct | New dryer for flat 44 | 279.92 |
| Norse (Infinity) | Legionella works at Fletcher Room | 1,096.68 |
| **Online payments at meeting:** |  |  |
| Employment costs | Employment, NI, pension and exps | 8,331.60 |
| Methodists | Room hire | 96.30 |
| D Starkings | Hedgecutting | 216.00 |
| Abbey Memorials | Inspection of memorials | 724.80 |
| Copy IT | Copying | 15.64 |
| WT Construction | Works at Chocolate Box | 59,904.00 |
| WT Construction | Works at Barclays building | 60,055.20 |
| Broadland Windows | Doors and windows | 11,616.36 |
| Acle Rec Centre | Room hire for youth club | 119.00 |
| Broadland DC | Rates for Barclays Building | 998.00 |
| Broadland DC | Rates for Brian Grint Centre | 292.00 |
| Garden Guardian | Grasscutting | 1,675.36 |
| Tudor Printing | Signage | 58.80 |
| Hugh Crane Cleaning | Consumables | 111.18 |
| T T Jones | Repairs to lights and new lanterns | 2.978.14 |
| **Balance c/f 31.10.22** |  | 117,938.21 |
| **Balances in Savings:** |  |  |
| Government Stocks | Gilts (as at 5th October 2022) |  87,536.00 |
| BDC | Parish investment scheme  | 251,444.41 |
| Cambridge B/Soc | Closed |  0.00 |
| Lloyds Bank |  | 102,348.22 |
| Nationwide B/Soc | 45-day saver  | 91,601.58 |
| Total monies |  | 650,868.42 |
| Loan | Acle Recreation Centre | 11,250.00 |
|  |  | 662,118.42 |

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|  | Outstanding commitments: £Chocolate Box - refurbishment works 14,405.00Chocolate Box – windows (ret’n) 829.74Barclays - refurbishment works 127,313.00Barclays – guttering and fascias 9,297.65Available money after these costs 499,023.03Also parking scheme costsInvoices for the proposed October payments, and all payments made between meetings, had been shared with the councillors in advance of the meeting, together with a report of Actual v Budget for seven months. The payments were approved. |
|  | It was agreed to donate £50 to the Royal British Legion. |
| 7 | **RECREATION CENTRE**  |
| 7.1 | Trustee Barry Brooks gave a report: The indoor bowls club is very successful at present, with new members signed up. New windows have been installed in the main hall. Acle Lands Trust members have offered to plant some new trees on the Recreation Centre land. Dog fouling remains a problem.Barry said that an **occupational licence** would be prepared for the Acle Lands Trust shed which the Parish Council bought. |
| 7.2 | The Trustees requested that S106 monies be used for works at the **outdoor** **bowls club:**Urgent work to improve the grass surface £2,340.71 + VAT (approved by BDC). This was approved. The application for funding towards fencing and seating has not yet been approved by BDC. The clerk advised that the current pool of S106 money was used up. Additional funding should be available shortly, once it is collected from developers, by Broadland District Council. |
| 8 | **CHOCOLATE BOX AND BRIAN GRINT CENTRE** |
| 8.1 | There have been three site meetings since the last Parish Council meeting, for members of the Refurbishment Working Group, and one meeting of the Project Group.It is planned that the Chocolate Box shop area will re-open on 14th November. The builders will then continue to work on the upstairs office space and increase the work being done at the Barclays building. |
| 9 | **FORMER BARCLAYS BUILDING** |
| 9.1 | There have been three site meetings since the last Parish Council meeting, for members of the Refurbishment Working Group, and one meeting of the Project Group. Bycrofts have been appointed to act as agents to let the units. The deputy clerk will organise Energy Performance Certificates for the units, ready for letting.One prospective tenant has asked if a canopy could be erected outside unit 3. This was agreed, subject to more details of the size and colour. |
| 10 | **HIGHWAYS** |
| 10.1 | It was agreed to buy a **new dog poo bin** for Station Road.  |
| 10.2 | Richard Powell reported that he has scarified patches of grass on **village verges** and spread wildflower seeds. This was noted. |
| 10.3 | Crocus sent notice that they had requested a traffic speed analysis to be done along **Leffins Lane**. |
| 10.4 | Jamie Pizey reported the reports of **speed checks** in Reedham Road, which have been sent to the local police, and offered to move the speed monitoring device to South Walsham Road to monitor speeds in that location. |
| 11 | **EVENTS**It was agreed to pay for events for the **Coronation** weekend of 6th/7th May. Early suggestions include the screening of the vent in the main hall and a children’s party.Barry Brooks offered to check that the hall was booked to the Parish Council for these events. |
| 12 | **CODE OF CONDUCT**The model Code of Conduct was adopted. |
| 13 | **REQUEST TO SELL LAND AT FORMER BARCLAYS SITE**A resident has asked to buy some land for parking. The councillors agreed that it was not appropriate at this stage to consider selling the land. |
| 14 | **NEXT MEETING –** Monday,28th November 2022, at 7.00pm in the Methodist Church |
| 14.1 | Discussion about the land adjacent to the Travelodge will be on the agenda for the next meeting. |
| 15 | **At this point it was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public to consider VAT advice for letting the Council’s buildings.** The options are: |
|  | 1. Opt to Tax for the buildings – ie charge VAT on rentals, and can reclaim the VAT on expenditure, but this is detrimental to tenants who are not VAT-registered, or else APC can absorb this VAT on the rentals, which reduces income.
2. Issue a non-business lease to Acle Borderland Trust, which is a charity with Acle PC as the sole trustee, for a peppercorn rent. ABT would collect all the rents, zero-rated, and can apply the funds for the benefit of the residents of Acle. Acle PC would continue to pay for all works on the building and reclaim the VAT. Acle PC cannot receive any of the rental income.
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|  | The VAT specialist said that it appeared likely that the Trust could be used in this way, but recommended that a barrister, Janet Turner KC, be asked to give her legal opinion.The barrister’s fees for this work would be:(i) Initial advice as to form of entity £400 + VAT.(ii) Formation of the new entity, merger of the Trust and ending the Charity Commissionscheme will be the subject of a separate quote once the facts are known.(iii) Non-business Head Lease £1,750.00 + VAT.(iv) Commercial sub-lease £1,250 + VAT. It was agreed to ask for the initial legal advice and to emphasise that the Council would prefer to continue to act via the Trust. The barrister would be asked to prepare the non-business head lease but Mills & Reeve are already preparing the commercial sub-leases.The councillors noted that the Council is the sole trustee of the charity and that they, as parish councillors, are not personally liable for the any actions of the Trust. |

There being no further business, the meeting was closed at 8.45 pm.

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