Acle Parish Council

Meeting Date: Monday, 30th January 2023
Venue: Acle Methodist Church
at 7.00p.m.

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

District and County Councillor Lana Hempsall sent her apologies:

There were nine members of the public present. Matters raised included a proposed travellers’ site and the registration of footpaths.

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| 1 | **APOLOGIES** Tony Hemmingway(David Stephenson arrived later) |
| 2 | **DECLARATIONS OF INTEREST**Jamie Pizey, Barry Coveley and Jackie Clover reminded the meeting that they are Trustees of Acle Recreation Centre. Richard Powell had an interest in the reimbursement of the Green-Tech invoice. |
| 3 | **MINUTES**The minutes of the meeting of 12th December 2022 were agreed to be correct, and were signed by Angela Bishop, as Chair of the Parish Council. |
| 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 | It was agreed to donate £395 for the **Acle Winter Beer Festival** which will take place over the weekend of 24th/26th February. Proceeds will be sent to Acle Academy PTA and Acle Primary School FOSA.  |
| 4.2 | There was some discussion about the requirements for **legionella testing**. Neither the parish clerk nor the deputy clerk feel qualified to be the named responsible person for legionella testing. The councillors agreed to pay for someone else to do the testing. |
| 4.3 | Saffron Housing Trust reported that the **car park at Swallowtail Place** has been designed to cope with rainfall, unless the rainfall is a 1 in a 100 Annual Exceedance Event, plus a 40% additional contingency for future climate change. They have asked the Recreation Centre to monitor any flooding in the future and to send them photos, so that they can see if the flooding on 17th November was an exceptional event or if there is a problem with the drainage. |
| 4.4 | The new date for the hedgerow planting at the **new cemetery** is scheduled for Wednesday 15th February. It was scheduled to go ahead on the 18th January, and lots of volunteers did turn up to assist, however, the ground was simply too frozen to work with. The councillors thanked everyone who is helping with this. |
| 4.5 | BDC have invited bids for the **UK Shared Prosperity Fund,** as part of its Levelling Up agenda. The primary goal is to “build pride in place”. The criteria are:- improved community facilities- improved community engagement- a better understanding of local needs to develop community facilities- match-funding from the parish council would be preferredThis was noted. |
| 4.6 | **BDC** have launched an App which sends you an alert the day before each bin collection day, and sets out which **bin(s)** is to be collected. |
| 4.7 | A consultation on proposed sites for **Gypsy and Traveller sites** starts today running until 13th March. One site put forward is next to the White House and the A47 junction with B1140. This will be on the agenda for the February meeting. |
| 4.8 | Angela Bishop, Jamie Pizey and Sarah Carter were interested in meeting with Acle Medical Centre to discuss their plans for expansion. The Medical Centre has disputed the patients:GP ratio that was put forward by the planning consultant for a site for possible new housing. |
| 5 | **PLANNING** |
| 5.1 | **Swallowtail Place –** to modify planning obligations under S106 to remove open space contribution (20230018).Saffron Housing Trust have submitted documents to prove that the project will not return a profit for many years and therefore asking that its obligation to pay open space contributions be cancelled. They were due to pay £48,713, for play equipment, allotments and green infrastructure. This was noted. |
| 5.2 | **Anchorage Veterinary** **Hospital** – installation of external air conditioning units (20222054). The consultation period ended before our meeting on 30th so I sent back an objection asking for the noise impact assessment be done as some of the units are very close to neighbouring properties. Two neighbouring properties have also objected. |
| 5.3 | BDC decided that the proposed application for housing on **land south of Leffins Lane** does not require an Environmental Impact Assessment as it was felt that the application would not be likely to have significant effects on the environment. (20221946). This is not a formal planning application and only deals with this aspect of the planning process. This was noted. |

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| 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 |
| Broadland DC | Lottery income for foodbank | 16.00 |
| Donations for foodbank | Business, parish council and residents | 910.00 |
| HMRC | VAT repayment | 52,461.03 |
| Various | Burial fees or memorials | 105.00 |
| Upton PC | Share of costs | 80.10 |
| **Payments made:** |  |  |
| WT Construction | Chocolate Box | 4,341.14 |
| WT Construction | Former Barclays building | 73,783.20 |
| SWALEC DD | Electricity for streetlighting | 720.64 |
| Siemens DD | Copier rental | 205.26 |
| Telecoms World DD | Foodbank and Barclays phones x 2 | 142.01 |
| Wave DD | Water at cemetery | 15.99 |
| Anglian Water DD | Water at allotments | 76.96 |
| Total  | Electricity at public toilets | 118.51 |
| Broadland DC | Waste bin servicing | 1,659.84 |
| KLM | Football goal post fixings | 2,334.24 |
| BB Surveys | GPS at new cemetery | 120.00 |
| Fenland Leisure | Matting | 646.20 |
| Acle Rec Centre | Room Hire Youth Club | 89.25 |
| Lynden Denny | Repairs at flat 44 | 80.00 |
| YMCA  | Half year Youth Club fee | 4,758.00 |
| Rhino | Grit for bins | 90.00 |
| Tudor Printing | Signs for flats | 118.80 |
| Oddbods | Cleaning play equipment | 282.00 |
| Hugh Crane Ltd | Cleaning sundries | 215.70 |
| Micro-Tec | Replacement laptop | 594.00 |
| Fiona Richardson | Expenses | 230.21 |
| Acle Methodists | Room hire | 69.55 |
| Green-Tech | Tree guards etc | 507.60 |
| SSE | Electricity at Barclays x 2 | 93.13 |
| David Jones | Emergency plumber for flat 42 | 194.99 |
| Acle Borderland Trust | Transfer of monies to Trust | 15,200.58 |
| Nch Drain Service | Blockage at flat 42 | 120.00 |
| Seckers | Service at Fletcher Room | 30.00 |
| Wilkersons | Consumables | 66.69 |
| Blockbusters | Drains clearance | 195.00 |
| Sam Wilson Visuals | CGI for Barclays building x 2 | 425.00 |
| Roger Impey | Travel costs for foodbank | 7.20 |
| N Moore | Deposit for children’s party | 50.00 |
| **Online payments at meeting:** |  |  |
| Employment costs | Employment, NI, pension and exps | 7,001.78 |
| Copy IT | Copying (incl newsletters) | 21.49 |
| SLCC | Training re property management | 72.00 |
| Rhino | Grit for bins | 138.52 |
| Hugh Crane Ltd | Supplies | 106.40 |
| CPRE | Subs | 60.00 |
| Broadland Windows | New door at rear of Chocolate Box | 1,426.50 |
| Flameskill | Checking fire extinguishers Fletcher Rm | 49.50 |
| T T Jones | Christmas lights  | 432.00 |
| T T Jones | Repairs to lights and new lanterns | 926.62 |
| **Balance c/f 30.01.23** |  | 57,924.75 |
| **Balances in Savings:** |  |  |
| Government Stocks | Gilts (as at 5th January 2023) | 90,634.00 |
| BDC | Parish investment scheme  | 251,444.41 |
| Nationwide B/Soc | 45-day saver  | 91,601.58 |
| Total monies |  | 491,604.74 |
| Loan | Acle Recreation Centre | 9,375.00 |
|  |  | 500,979.74 |

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|  | Invoices for the proposed January payments had been shared with the councillors in advance of the meeting. The clerk’s bank reconciliations as at 4th January and 30th January 2023 were checked by Barry Coveley and Wendy Kenny, along with all payments made between meetings. The clerk shared a report of Actual v Budget receipts and payments for ten months. The payments were approved.The cash balance of £15,000 included in the Gilts figure above will be repaid to the current account. |
| 7 | **RECREATION CENTRE**  |
| 7.1 | NCC have asked if Acle PC would buy the **electric vehicle charging points**, and then donate them to the Recreation Centre. This is because the grant-giving body will only give the grant to a local authority and not to a charity. The funding is from NCC, external funding and a contribution from the Recreation Centre. Acle Parish Council will not be responsible for any maintenance or further costs once the charging points are installed. |
| 7.2 | Trustee Barry Brooks gave a report: The Accounts have been sent to the auditors. The two new dog litter bins have been installed. |
| 7.3 | The AGM is booked for 28th March. Acle Parish Council will appoint trustees at the next PC Meeting. It was agreed to try to arrange a meeting with the current trustees beforehand, if they wish to be considered for the forthcoming year. |
| 8 | **CHOCOLATE BOX AND BRIAN GRINT CENTRE** |
| 8.1 | There have been two site meetings since the last Parish Council meeting, for members of the Refurbishment Working Group. The work is “practically complete” and a list of faults has been supplied to the builders, for correction before the retention is released. |
| 8.2 | Quotes for resurfacing the area to the side of the building. This was moved to closed session at the end of the meeting. |
| 8.3 | Just checking electricity bills in case we need to reimburse tenant for extra use when heating was on to dry out the building. |
| 8.4 | The councillors agreed to charge £15 hire charge per session, for the smaller rooms, and £20 per session for the upstairs larger room, and £10 per session for the side courtyard, being either a morning, afternoon or evening booking. |
| 8.5 | Angela asked for ideas for what to put in a time capsule to be buried under the car park. |
| 8.6 | It was agreed to install a camera so that anyone in the building can see who is at the door, to support lone workers in the building. |
|  | *David Stephenson entered the meeting at this point.* |
| 9 | **FORMER BARCLAYS BUILDING** |
| 9.1 | There have been two site meetings since the last Parish Council meeting, for members of the Refurbishment Working Group. |
| 9.2 | There have been several viewings of the new units. This was moved to closed session at the end of the meeting. |
| 9.3 | Quotes for fascias and flat roofs.This was moved to closed session at the end of the meeting. |
| 9.3 | After some discussion it was agreed to name the building *Folly Tree House.* The deputy clerk will check with Broadland District Council that this is permissible and then will apply to get the building’s name formally changed. |
| 9.4 | There was some discussion as to whether to paint the brickwork of the building. It was agreed to render and paint just the piece of wall where the cashpoint used to be, to make it more attractive. Then it was proposed and agreed to commission a metal silhouette of an oak tree and have that fixed to this piece of wall, which might mean that it was no longer necessary to render and paint the wall. |
| 9.5 | It was agreed to have the door for the utility meter cupboard made from wood, rather than from metal. |
| 10 | **HIGHWAYS** |
| 10.1 | The recurrent flooding in St Edmunds Road has been reported to Norfolk County Council again, with the comment that remedial works will be done within six weeks. |
| 10.2 | The clerk was asked to contact MP Jerome Mayhew about National Highway’s poor response to the light outages on A47. |
| 11 | **EVENTS** |
| 11.1 | **Coronation**It was agreed to reimburse the Men’s Shed for the cost of updating the throne for the Coronation. Angela confirmed that the Recreation Centre main hall is booked for the weekend of the Coronation. |
| 11.2 | It was agreed to hold summer markets again, so long as this is acceptable to the tenants in the new units. |
| 11.3 | Angela proposed holding a Christmas market, again at Barclays, and a budget of £500 was agreed for this. |
| 12 | **NEXT MEETING –** Monday,27th February 2023, at 7.00pm in the Methodist Church |
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