Acle Parish Council

Meeting Date: Monday, 24th April 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, Richard Powell and David Stephenson. Also, Parish Clerk, Pauline James and Assistant Clerk, Kristina Smyth.

District and County Councillor Lana Hempsall gave a report: the proposed travellers’ site adjacent to the A47 is looking unlikely. NCC Highways are investigating replacement soakaways for St Edmunds Road and are looking at options to improve pedestrian access at the bus stop outside Folly Tree House. Lana was asked why the food waste collection was not offered to Acle Pre-School. Lana explained that this was because the waste collection from the Fletcher Room is classified as commercial, and food waste collection is not extended to commercial premises.

There were six members of the public present. Matters raised included the charging points at the Recreation Centre.

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| 1 | **APOLOGIES** Parish Councillor Tony Hemmingway and Deputy Clerk Fiona Richardson |
| 2 | **DECLARATIONS OF INTEREST**Jackie Clover, Barry Coveley and Jamie Pizey reminded the meeting that they are Trustees of Acle Recreation Centre. Angela Bishop had an interest in a payment to her daughter, Scarlett, and some expenses. |
| 3 | **MINUTES**The minutes of the meetings of 27th March 2023 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 | **YMCA staff for Acle Youth Club** The YMCA has increased its costs by 100%. The working party and the assistant clerk met to discuss the options, and some councillors attended the youth club last week. The YMCA said they couldn’t extend the service at the current rate, even for a month, and seemed set on telling the young people and the staff that the youth club would be closing, with a party to be held that week to end the service. It was agreed that Angela Bishop would write a letter to hand out to all parents whose children attend the Youth Club, explaining that the Parish Council had not intended to close the service and that it was hoped to re-open the Club as soon as possible. |
| 4.2 | **Bus stop at Folly Tree House:**The proposal is to fill in some of the layby outside the building so that there is a longer piece of straight kerb for the bus to pull up against, with a more level piece of pavement. This was supported. It was agreed not to move the bus shelter from its current site. |
| 4.3 | **Acle Men’s Walk & Talk:**The first walk will take place on Sunday, 14th May, starting from Acle Bridge at 9.30am. |
| 4.4 | Norfolk CC replied that they do not have sufficient money to re-open the **Postwick Park & Ride** at this point. The other park & ride sites are not yet back up to pre-pandemic levels of usage so they cannot afford to open another one. |
| 4.5 | Barry Coveley and Barry Brooks met with Academy officers, to show them around the facilities at the Recreation Centre. The **Academy** hopes to raise funds for a new **sports centre** and it is hoped that this new facility will not compete with the Recreation Centre. |
| 4.6 | The assistant clerk has been speaking to Anglian Water about a **new water supply for the new cemetery** and will report back when more details are known. Richard Powell confirmed that he will continue to water the new hedging plants. |
| 4.7 | **Elections**Twelve people stood for election, for the twelve places, so all twelve are duly elected. The old Parish Council ends on Tuesday, 9th May and then the new Parish Council starts. The councillors were reminded that they need to send their election expenses returns to Broadland District Council. |
| 4.8 | The **old cemetery wall** has been repaired after it was damaged by persons unknown. |
| 4.9 | The **Map Board** has been installed on The Green. |
| 4.10 | Councillors supported the initiative for **mini forests** and suggested that there might be a suitable location on one of the new building sites. |
| 5 | **PLANNING** |
| 5.1 | **Enchanted Florist** – change of use 2023-0884. The BDC website says it is change of use to C2 (children’s residential home) but the application form says change of use to C3 (residential).It was agreed to object to the loss of retails space as it was felt that the viability of the village centre would be affected, especially since there had been several people apply for the units at Folly Tree House. The parish clerk was asked to apply to register the shop as an Asset of Community Value. |
| 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 |
| 44 The Street | Rent | 600.00 |
| Broadland DC | Lottery income for foodbank | 16.00 |
| Broadland DC | Final 10% for public toilets | 1,379.00 |
| Acle Borderland Trust | Grant for village facilities | 34,915.00 |
| Various | Burial fees or memorials | 880.00 |
| Upton PC | Reimbursement of costs | 115.70 |
| HMRC | VAT refund | 15,523.61 |
| Lloyds | Bank interest | 20.52 |
| BDC | CIL monies | 21,715.64 |
| BDC  | S106 monies for cricket club costs | 5,417.14 |
| **Payments made:** |  |  |
| SWALEC DD | Electricity for streetlighting | 674.28 |
| Telecoms World DD | Foodbank and Barclays phones  | 71.03 |
| Wave DD | Water at cemetery | 9.35 |
| Pauline James | Expenses | 493.59 |
| Angela Bishop | Expenses for Coronation event | 231.40 |
| Fiona Richardson | Expenses | 102.37 |
| WTC | Work at Folly Tree House | 16,138.92 |
| Payroll costs | Employment and HMRC | 1,390.30 |
| Networld Sport | Cricket Club netting (S106) | 6,500.57 |
| Drainage Board | Annual drainage rate | 55.17 |
| Acle Rec Centre | Room hire for youth club | 161.00 |
| Jen Taylor | Gardening at FTH | 100.00 |
| A11 Maintenance | Rebuild of cemetery wall | 1,620.00 |
| **Online payments at meeting:** |  |  |
| Employment costs | Employment, pension and exps | 6,491.36 |
| Sharp | Copying | 30.65 |
| Wilkersons | Consumables | 74.77 |
| Hugh Crane Ltd | Consumables | 187.78 |
| Garden Guardian | Grasscutting | 1,842.91 |
| Total Energies | Electricity at public toilets | 37.73 |
| Com’y Action | Subs | 50.00 |
| Rialtas | Making tax digital for VAT subs | 117.37 |
| Norse | Legionella risk assessments and work | 720.00 |
| Broadland DC | Rates at Folly Tree House | 1,154.00 |
| Broadland DC | Rates upstairs at BGC | 299.00 |
| Broadland DC | Rates downstairs at BGC | 92.00 |
| T T Jones | Repairs to lights and new lanterns | 1,985.16 |
| Angela Bishop | Expenses for coronation events | 85.70 |
| Moulton Nursery | Plants | 25.97 |
| Norfolk ALC | Annual subs and hosting website | 627.36 |
| Roger Impey | Mileage re foodbank delivery | 7.20 |
| **Broadland DC**  | Premises licence for village centre | 70.00 |
| **Balance c/f 24.04.23** |  | 57,868.99 |
| **Balances in Savings:** |  |  |
| Government Stocks | Gilts (at latest valuation) | 75,634.00 |
| BDC | Parish investment scheme (int £4,653.23) | 256,097.64 |
| Nationwide B/Soc | 45-day saver (int £1,419.58) | 93,021.16 |
| Total monies |  | 482,621.79 |
| Loan | Acle Recreation Centre | 9,375.00 |
|  |  | 491,996.79 |
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|  | Invoices for the proposed April payments had been shared with the councillors in advance of the meeting. The parish clerk’s bank reconciliation dated 31st March 2023 and all payments made between meetings were checked to bank statements by Sarah Carter.The parish clerk has completed the Accounts for the year ended 31st March 2023, and the records will be checked by John Gallop, the Council’s internal auditor, shortly. |
| 7 | **RECREATION CENTRE**  |
| 7.1 | Trustee Barry Brooks asked if the Parish Council could assist with the purchase of a new **projector** for the main hall. There was some discussion, but the final cost was not known, so it was agreed that the Recreation Centre should buy the projector and then the councillors would decide on a donation, depending on the cost. |
| 7.2 | It was agreed that assistance with the Centre’s **insurance** costs would be considered when setting the budget for 24-25. |
| 7.3 | **Acle Tennis Club** had asked for financial assistance with the replacement of floodlights, but no further details had been received. |
| 7.4 | The **charging points** are expected to be fitted shortly. The Parish Council will receive the grant via Norfolk County Council, will purchase the charging points and then donate them to the Recreation Centre. This was noted. |
| 7.5 | **New information boards** are being prepared, giving information on the pillboxes in the village, and one board will be sited at the Recreation Centre car park. |
| 8 | **CHOCOLATE BOX AND BRIAN GRINT CENTRE** |
| 8.1 | It was agreed that the space to the side of the Brian Grint Centre should be black asphalt, with flecks, with a kerb along the boundary with Stonemason’s Court, and with a post and rope edging. |
| 9 | **FOLLY TREE HOUSE (FORMER BARCLAYS BUILDING)** |
| 9.1 | There have been two site meetings since the last Parish Council meeting, for members of the Refurbishment Working Group.It was agreed that the front section of the ground floor of the building, including the 3 columns are to be painted cream (matching the florists). It will be the area in front of Units 1 & 2. A marine ply board has been fixed across the frontage for businesses to attach their signs, it was decided that it will be black. The parapet to be painted black. WT Construction have quoted £1,200. This was accepted.There was some discussion about adding signage for the Folly Tree House name and some signage, on the front building wall, where the cashpoint was. There was some concern that this area had already been promised to one of the tenants for a display board. The councillors felt that it was more important to have the signage for the Folly Tree House name. |
| 9.2 | It had proved difficult to obtain prices for galvanised bow-topped railings for the boundary with the frontage and the pavement, where the quality of the product could be ensured. The deputy clerk will continue to get quotes.  |
| 9.3 | The parish clerk and deputy clerk had an online meeting with Mills & Reeve to go over the proposed commercial lease between Acle Borderland Trust and each tenant. It is agreed to ask M&R to send the draft lease to each prospective tenant so that they have time to look it over and take their own legal advice.It was agreed that the tenants’ commercial bins should be sited on the grassed area to the rear of the site, towards the car park exit.It was noted that the Parish Council would be responsible for gritting the car park, as landlord. |
| 9.4 | It is proposed that the Folly Tree House and Chocolate Box buildings will be leased to Acle Borderland Trust. The Parish Council’s barrister is corresponding with the Charity Commission to persuade them to add a second trustee for Acle Borderland Trust.  |
| 10 | **HIGHWAYS** |
| 10.1 | **Parking at Acle Primary School:**There have been issues with parents parking on the yellow zigzag lines outside the school. NCC have agreed to install some new signage, within 84 days, so that the no parking restriction on the yellow zigzags can be enforced by the police. |
| 10.2 | Indra Goodson reported that the owners of Scooters Café are interested in being able to put two picnic benches on **The Green**. Broadland District Council has confirmed that a licence is needed to put chairs and tables on the highway. Norfolk County Council classify The Green as “highway”. As before, it was agreed that Scooters Café would remain responsible for the benches and would need to pick up any litter generated by customers. |
| 10.3 | It was agreed to install the Coronation Throne on The Green. This has been made by Acle & District Men’s Shed, with artwork by local artist Sara Edwards. |
| 11 | **BEELINE**Richard Powell gave a report: various areas have been marked out on verges around the village, the Damgate Lane play area and the churchyard. The white posts will be removed once it is clear to the grasscutting contractors where the grass is to be left uncut.It was agreed to ask the Men’s Shed if they would make some bee posts/hotels for the village. |
| 12 | **EVENTS** |
| 12.1 | The Coronation events have been advertised locally. Bunting is to be added around The Green. |
| 12.2 | Planning for the Summer Markets continues. Angela Bishop will apply for the first Temporary Event Licences. |
| 13 | **NEXT MEETING –** Monday,22nd May 2023, at 7.00pm in the Methodist Church |
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