Acle Parish Council

Annual Meeting Date: Monday, 22nd May 2023  
Venue: Acle Methodist Church  
at 7.00p.m.

**PRESENT:**   
Chair: Angela Bishop  
Councillors: Sally Aldridge, Sarah Carter, Jackie Clover, Barry Coveley, Indra Goodson, Tony Hemmingway, Wendy Kenny, Jamie Pizey, Richard Powell, Jess Royal and David Stephenson. Also, Parish Clerk, Pauline James.

There were many members of the public present. Matters raised included recent flooding at Beighton Road. County Councillor Lana Hempsall said that a study of the site had been completed and a feasibility study was taking place, so as to be able to work out the cost for the various necessary improvements. She was asked to find out what progress had been made and to give an update at the June meeting. The parish clerk offered to copy the NCC Flood Reports and deliver to the residents. There was some discussion about providing some sort of floodwater barrier to put across the road.

Dave Savory gave a report on the Acle Pre-School, including their wish to be able to accommodate younger children, which would require a second room. The clerk explained that the Council had been preoccupied with the works at the Folly Tree House, and that it would be useful to know the Pre-School’s budget so as to work out what rent for the building, or a replacement building, could be charged. The land is currently rented from Norfolk County Council by Acle Parish Council.

District and County Councillor Lana Hempsall gave a report: Broadland District Council agreed to include the Pre-School in its food waste collection. She has asked the Planning Committee to look at the planning application for the change of use at the building formerly rented by the Enchanted Florist as it is against policy to reduce retail space. Repairs to the soakaways in St Edmunds Road are due to be done shortly. Norfolk County Council plans to upgrade the bus stops at Folly Tree House.

The councillors each completed a Declaration of Acceptance of Office form before the meeting started.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | | **ELECTION OF CHAIR AND VICE-CHAIR** Angela Bishop was unanimously elected Chair and signed a Declaration of Acceptance of Office. Jamie Pizey was unanimously elected Vice-Chair. | | |
| 2 | | **APOLOGIES** Deputy Clerk Fiona Richardson | | |
| 3 | | **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. | | |
| 4 | | **MINUTES** The minutes of the meetings of 24th April 2023 were agreed to be correct, and were signed by Angela Bishop, as Chair of the Parish Council. | | |
| 5 | | **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. | | |
| 5.1 | | **YMCA staff for Acle Youth Club** The working party agreed a temporary contract with the YMCA to enable the Youth Club to continue, at a cost of £3,248.75, from 2nd May to 1st August (extended by one week to cover one week it had to close). There will be three staff at each session, permitting a maximum of 30 young people attending, but just for the junior youth club, 18.00 to 20.00, staff hours 17.45 – 20.15, for £249.90 per week. Councillors attended an online meeting on 18th May – YMCA have quoted for 52 weeks from 8th August for this service £12,995 = £249.90/ week.  After some discussion it was agreed to accept the quote for the 52 weeks from 8th August.  The YMCA will send a report of numbers of attendees each month. | | |
| 5.2 | | The parish clerk has been appointed as a **trustee of Acle Borderland Trust,** and the Charity Commission has approved the lease of the buildings from Acle Parish Council to Acle Borderland Trust. This weas noted. | | |
| 5.3 | | **Bus stop at Folly Tree House:** NCC would like to designate the bus stop as a Gold Standard stop. This involves:   * Equalities Act 2010 compliant boarding point * Covered waiting area e.g. bus shelter * Safe crossing and disabled access including drop-kerbs * Improved public realm including additional seating and lighting * Cycle parking provision * Bus stop flag * RTPI stop-specific departure display with audio announcements/disruption messaging * Printed stop-specific timetable * QR code linking to mobile bus departure board   The works are fully funded by NCC. Acle Parish Council will take over the maintenance of the assets. NCC have designed new signage showing the Norwich/Yarmouth directions ready for when the signage for Folly Tree House has been put up. | | |
| 5.4 | | NCC have said that the improvements to the soakaways in St Edmunds Road should start within 14 weeks. | | |
| 5.5 | | Anglian Water quoted £15,000- £16,000 to install a water supply to new cemetery. It was agreed that a private, metered, supply from the nearby bungalow would be much cheaper, paying for the water and a compensation fee.  It was noted that the permitter fencing is partly done. | | |
| 5.6 | | The speed signs have been delivered and will be put up shortly. | | |
| 5.7 | | Correspondence had been received from TCV who can help with environmental projects. This will be passed onto Acle Lands Trust. | | |
| 5.8 | | The clerk will attend a BDC meeting about reviewing Neighbourhood Plans on 28th June. | | |
| 5.9 | | The clerk tried to register the Enchanted Florist premises as an asset of community value but the officer said that I had to prove current community use, other than it being a shop. It was confirmed that flower arranging lessons had been held in the shop. | | |
| 6 | | **PLANNING** | | |
| 6.1 | | **Land to rear of Pharmacy** – create 2 2-bed apartments etc (20221719) Revised. It was agreed to object to the application, on the same grounds as for the previous drawings. | | |
| 6.2 | | **Land off Damgate Lane** – reserved matters for Plots 2, 3 & 4. (2023/1131, 2023/1037 and 2023/1036). There were no objections to the plans. | | |
| 7 | | **ACCOUNTS AND ANNUAL RETURN** The parish clerk presented the accounts for the year ended 31st March 2023 and the internal auditor’s report. There were no questions on the accounts. The councillors then considered the Governance Statement and agreed that positive answers could be given. It was then agreed to approve the Accounting Statement and Angela Bishop was authorised to sign the Annual Return on behalf of the Parish Council. | | |
| 8.1 | | | **FINANCE REPORT** The finance report had been shared with all councillors in advance of the meeting: |
|  | | | |  |  |  | | --- | --- | --- | | **Receipts:** |  | £ | | 42 The Street | Rent | 897.50 | | 44 The Street | Rent | 600.00 | | Broadland DC | Lottery income for foodbank | 16.00 | | Broadland DC | First half precept | 64,620.00 | | Upton PC | Reimbursement of costs | 66.33 | | Various | Donation for foodbank | 80.00 | | Men’s Shed | Rent for 23-24 | 160.00 | | **Payments made:** |  |  | | SWALEC DD | Electricity for streetlighting | 793.78 | | Angela Bishop | Expenses for Coronation event | 10.37 | | N Moore | Entertainer for Coronation party | 130.00 | | Fiona Richardson | Expenses | 37.83 | | Acle Methodist | Room hire | 99.00 | | Appliance Plus | Repairs at flats | 54.00 | | WTC | Work at Folly Tree House | 9,012.00 | | Payroll costs | Employment and HMRC | 1,810.80 | | Moulton Nurseries | Plants | 73.42 | | Ronnie Dugdale | Baskets | 625.00 | | British Gas | Electricity at BG Centre for 2 years | 1,892.52 | | Irrigation Services | Bowls club irrigation (S106) | 5,752.80 | | R Turner | Deposit re railings | 1,000.00 | | Mills & Reeve | Legal fees re rental agreement | 1,003.20 | | **Online payments at meeting:** |  |  | | Employment costs | Employment, pension and exps | 6,248.45 | | Sharp | Copying | 17.94 | | Wilkersons | Consumables | 14.00 | | Hugh Crane Ltd | Consumables | 153.56 | | Garden Guardian | Grasscutting | 1,842.91 | | SSE | Electricity at Folly Tree House | 110.41 | | SLCC | Deputy clerk’s training | 24.00 | | Flameskill | Fire extinguishers at Folly Tree House | 1,239.85 | | John Gallop | Internal Audit fee | 450.00 | | 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 | | Seckers | Annual service at Fletcher Room | 174.36 | | Acle Rec Centre | Youth Club room hire | 161.00 | | Mills & Reeve | Work on leases for Folly Tree House | 1,490.40 | | D P Builders | On account re cemetery fencing | 700.00 | | **Balance c/f 22.05.23** |  | 87,842.25 | | **Balances in Savings:** |  |  | | Government Stocks | Gilts (at latest valuation) | 77,198.00 | | BDC | Parish investment scheme | 256,097.64 | | Nationwide B/Soc | 45-day saver | 93,021.16 | | Total monies |  | 514,159.05 | | Loan | Acle Recreation Centre | 9,375.00 | |  |  | 523,534.05 | |  |  |  | |
|  | Invoices for the proposed May payments had been shared with the councillors in advance of the meeting. The parish clerk’s bank reconciliation dated 2nd May 2023 and all payments made between meetings were checked to bank statements by Jackie Clover. | | | | |
| 9 | **RECREATION CENTRE** | | | | |
| 9.1 | Barry Brooks gave a report: There had been some flooding on to the field, coming from Pyebush Lane. NCC agreed to attend to empty the storage tank. The flooding from Swallowtail Place had been resolved. | | | | |
| 9.2 | Trustee Barry Brooks asked if the Parish Council could assist with the purchase of a new **projector** for the main hall, costing £400. This was agreed. | | | | |
| 9.3 | The grant from Norfolk County Council has not been received yet, so the parish clerk has not paid the deposit for the **charging points**. The Trustees have accepted the terms and conditions, ready for the installation. | | | | |
| 10 | **CHOCOLATE BOX AND BRIAN GRINT CENTRE** | | | | |
| 10.1 | Louise Bunn had asked to use the Brian Grint Centre for staff until Folly Tree House is ready. This was agreed and was discussed further in private session. | | | | |
| 10.2 | The clerk showed an example of the post and rope edging that was to be installed at the courtyard space to the side of the building. This was agreed. | | | | |
| 11 | **FOLLY TREE HOUSE (FORMER BARCLAYS BUILDING)** | | | | |
| 11.1 | The contractors, WT Design and Construction Ltd, sent notice on 15th May that the company had ceased trading. The councillors and staff have been busy finding contractors to finish off the works. This was discussed further in private session. | | | | |
| 11.2 | R Turner has been approved to provide and install the railings along the front of the site, for £3,160 and has been asked to quote for installing a handrail to the disabled access ramp at the rear. | | | | |
| 11.3 | George Taylor will put in the foundation slabs for the container, hopefully on 1st June, so the container has been provisionally booked for the following week. | | | | |
| 11.4 | It had been noted that the paint is peeling off the railings up to the flats, which was painted last Summer by Ovamill. The clerk will contact Ovamill to inspect the paintwork. | | | | |
| 12 | **HIGHWAYS** | | | | |
| 12.1 | **Flooding –** this was noted under public session. | | | | |
| 12.2 | A complaint was noted about increased **parking in New Road**. As there are no restrictions, this is permitted. Norfolk County Council decided where the parking restrictions should end, stating that new Road is wide enough for parking not to be an issue. | | | | |
| 13 | **GENERAL POWER OF COMPETENCE** The Parish Council re-confirmed its eligibility to adopt the General Power of Competence, under the Localism Act 2011. The criteria are that two-thirds of the councillors must have been elected, or stood for election, and the clerk must be qualified. | | | | |
| 14 | **EVENTS** | | | | |
| 14.1 | Angela Bishop reminded the meeting that the Summer Markets start on 15th June, for 8 weeks. | | | | |
| 15 | **NEXT MEETING –** Monday,26th June 2023, at 7.00pm in the Methodist Church  To include: Flooding update and Use of The Green by Scooters. | | | | |
|  |  | | | | |
|  |  | | | | |