Acle Parish Council

Annual Meeting Date: Monday, 26th June 2023
Venue: Acle Methodist Church
at 7.00p.m.

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

Sally Greetham (Head of Operations at Clarion Housing) attended the meeting and explained that Clarion were carrying out regular clearing out of the ditch in Beighton Road to help with the storage of water in the case of heavy rain and that they have fitted flood doors to their properties. The residents present asked for confirmation that the new doors were indeed “flood doors” as they only had slightly higher thresholds. Sally said that Clarion could help residents where they have been refused household insurance.

There were 13 members of the public present. Matters raised included flooding and maintenance issues in Beighton Road and Hillcrest.

District and County Councillor Lana Hempsall sent a report:
*1.  People from Abroad team are calling for donations of furniture and electrical goods to support refugees needing to settle in Norfolk, please check out NCC website for details
2.  I hope you have all contributed to the walking and cycling infrastructure plan survey, link on my facebook page
3.  Beighton Road update -BDC and NCC officers surveyed the site on Thursday to explore options for improved drainage.  They spoke to local residents and appraised them of the situation. A meeting of all parties will be scheduled shortly
4.  Beaconsfield House, I called in this application for determination by planning committee should officers be minded to approve it
5.  Gypsy and Traveller site at North Burlingham has not been put forward to examination stage.  Huge thanks to Jerome Mayhew MP who was instrumental in getting National Highways to submit their consultation response which detailed that the land was required for ongoing drainage of the A47 improvements
6.  No news on the land south of Leffins Lane application
7.  No update on EV points at Recreation centre
8.  I’m looking for community projects to fund with my BDC councillor grant, so please contact me , I have £500 to spend at present, possibly going up to £1000
9. Adult Social Services will be officially launching a summer long period of engagement with residents in Norfolk called ‘Conversations Matter’.  We want to hear from people even if they have not used our service.  We want to get as many people’s views as possible to help shape our strategy for the next five years.*

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| 1 | **APOLOGIES** Barry Coveley and Wendy Kenny  |
| 2 | **DECLARATIONS OF INTEREST**Jackie Clover and Jamie Pizey reminded the meeting that they are Trustees of Acle Recreation Centre. Tony Hemmingway and Sarah Carter each had an interest in some expenses. Angela Bishop had an interest in a payment to her daughter, Scarlett, and some expenses. Jess Royal informed the meeting that she is a member of the BDC panel which considers Tree Preservation Orders. |
| 3 | **MINUTES**The minutes of the meeting of 22nd May 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 | **New cemetery:**The clerks expressed concerns about the amount of land that would be taken up on the site by the proposed turning circle for a hearse. It was agreed that a parking specialist could be consulted about the options. It was also agreed to approach the adjacent landowner to ask if a hearse could be parked temporarily on their land during funerals.Assistant clerk Kristina Smyth is asking the solicitors for a suitable legal agreement for a water supply from the neighbours. Richard Powell and his son have been watering the new hedges, hiring in a bowser. Richard thanked Barry Brooks and Rick Goodley at the Recreation Centre for their assistance with this.The parish clerk told the meeting that there were only three or four burial spaces left in the current cemetery, although it would be possible to bury people in some of the areas currently left as walkways. |
| 4.2 | **Play areas:**The RoSPA inspections have been done. Repairs will be carried out as soon as possible.The clerks felt that it will soon be time to start looking at replacement equipment for Damgate Lane, as well as for the Beighton Road site. |
| 4.3 | **Flooding:**Jamie Pizey reported on the recent meeting with Clarion Housing, Broadland District Council, Norfolk County Council and the owner of the field at Beighton Road, Jane Jones. Work is needed to repair the drain, which has collapsed. Jamie had told the meeting that the work needs to be done quickly as there is a risk of heavy rains over the summer. |
| 4.4 | **YMCA staff for Acle Youth Club:**The agreement was approved from 8th August to 20th August 2024, for £12,995, for the Junior Youth Club only, from 18.00 to 20.00 every Tuesday, with quarterly emails reporting on the numbers attending. Angela Bishop signed the agreement on behalf of the Parish Council. |
| 4.5 | **Bus Shelters:**NCC has got in touch to say that they hope to fit the electric information board in the bus shelter by the public toilets, towards the end of the year. NCC |
| 4.6 | The grant for the **charging points** for the Recreation Centre was received from Norfolk County Council. The parish clerk paid 50% on account towards the works. |
| 4.7 | Norfolk County Council (NCC) is working in partnership with local authorities to create a **Local Cycling and Walking Infrastructure Plan.** It appears that there is no funding available at present to pay for the plans, but it is hoped to get the scheme ready for when there might be funding, when the cycle and walking routes could be extended out of the village.*Jess Royal left the meeting at this point.* |
| 5 | **PLANNING** |
| 5.1 | **The Rectory** – stone pine – Tree Preservation Order. The councillors supported the Order.  |
| 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 | 20.00 |
| Norfolk CC | Grant for charging points | 15,949.98 |
| Upton PC | Reimbursement of costs | 42.76 |
| Various | Burial and memorial fees | 1,480.00 |
| Broadland DC | S106 money for irrigation equipment | 4,794.00 |
| Various | Sale of hanging baskets | 400.00 |
| **Payments made:** |  |  |
| SWALEC DD | Electricity for streetlighting | 697.83 |
| Telecoms World DD | Phone lines | 93.04 |
| Total DD | Electricity at public toilets | 44.40 |
| Siemens DD | Copier rental | 205.26 |
| Angela Bishop | 4 x Temp Licences | 84.00 |
| Angela Bishop | Purchase of traffic cones | 49.99 |
| Anglian Car Charging | Charging points (part) | 9,869.99 |
| Fiona Richardson | Expenses | 143.90 |
| Acle Methodist | Room hire | 55.00 |
| East Coast Waste | 2 x skip hire | 492.00 |
| TC Garrett | Roofing repairs | 823.86 |
| Payroll costs | Employment and HMRC | 2,164.92 |
| YMCA | Youth club to August | 3,248.00 |
| Acle Rec Centre | Youth club room hire x 2  | 263.75 |
| British Gas Lite | Electricity at BG Centre  | 333.07 |
| P James | Cash for foodbank purchases | 100.00 |
| R Turner | 2nd on account re railings | 1,000.00 |
| Mills & Reeve | Legal fees re rental agreement | 6,528.58 |
| T T Jones | Lighting repairs | 487.54 |
| Acle Rec Centre | Donation for projector | 400.00 |
| Nflk Association | New councillor training for Jess Royal | 72.00 |
| Anglian Plant Hire | Hire of bowser (net of refunded deposit) | 60.00 |
| Anglo Scottish | Container | 3,480.00 |
| DP Builders | Balance of cost re fencing at cemetery | 750.00 |
| Rhinos | Materials for FTH | 690.56 |
| J Belgrave- Lock | PAT-testing | 10.00 |
| Nfk Home Services | Plumbing repairs at Fletcher Room | 78.00 |
| Connect Electrical | Electrical testing at BGC | 1,122.06 |
| Tony Hemmingway | Reimb racking re container | 486.31 |
| Woolco | Water leak at FTH | 480.00 |
| Moulton Nurseries | Plants for Springfield | 178.87 |
| Lock & Key | Master key re FTH | 64.80 |
| **Online payments at meeting:** |  |  |
| Employment costs | Employment, pension and exps | 8,449.16 |
| Sharp | Copying | 28.50 |
| Wilkersons | Consumables | 103.61 |
| Garden Guardian | Grasscutting | 1,842.91 |
| SSE | Electricity at Folly Tree House | 56.47 |
| SLCC | Parish clerk’s training | 72.00 |
| Playsafety | RoSPA inspections | 316.20 |
| Brenda Berry | Plants for war memorial | 30.00 |
| 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 |
| **Balance c/f 26.06.23** |  | 66,300.68 |
| **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 |  | 492,617.48 |
| Loan | Acle Recreation Centre | 9,375.00 |
|  |  | 501,992.48 |
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|  | Invoices for the proposed June payments had been shared with the councillors in advance of the meeting. The parish clerk’s bank reconciliation dated 1st June 2023 and all payments made between meetings were checked to bank statements by Sally Aldridge, Jackie Clover, Tony Hemmingway and Jess Royal. The clerk presented an Actual v Budget report for the 3 months to June. The payments were approved. |
| 7 | **RECREATION CENTRE**  |
| 7.1 | Trustee Diane Fisher gave a report: Gas and electricity costs have increased, despite the solar panels. The flooring is to be replaced in the Bure Room, the kitchen is to be replaced in the Yare Room and repairs are to be carried out on part of the flat roof. The All Weather pitch needs re-surfacing and the fencing repaired. |
| 7.2 | The Recreation Centre asked if Acle Parish Council might pay for a **new mower** to cut the slopes around the football pitch and other areas, expected to be about £3,500, using S106 monies. The parish clerk has emailed BDC to ask if they would support this use of the S106 monies. This was agreed. |
| 7.3 | The Parish Council originally provided the **zip wire and skatepark** and donated them to the RecreationCentre.These both need refurbishment. The parish clerk has emailed BDC to ask if they would support this use of the S106 monies. |
| 7.4 | **Acle Tennis Club** asked if Acle Parish Council could apply for S106 monies to be used for LED lighting for courts 1,2 and 3. The clerk has emailed BDC to ask if there are sufficient funds to pay for this. Generally, the councillors supported the use of S106 money for sports facilities as the S106 money is allocated for sports provision, and the Parish Council has no sports facilities itself. |
| 7.3 | The Recreation Centre trustees were asked if they might store some **safety fencing**, which could be used by the Parish Council and the Recreation Centre.  |
| 8 | **CHOCOLATE BOX AND BRIAN GRINT CENTRE** |
| 8.1 | It was agreed to purchase a filing cabinet and a filing cupboard for use by the **Archive Group** upstairs. It was also agreed to buy a small fire-proof cabinet to be put in the downstairs room, to be used for the most precious documents. |
| 9 | **FOLLY TREE HOUSE (FORMER BARCLAYS BUILDING)**Work continues to complete the refurbishment.The paving to the front has been completed, along with the railings. A railing has to be added to the brick wall along the disabled access ramp to the rear, to meet building control regulations. The councillors thanked everyone who has helped with the completion of the refurbishment. |
| 9.1 | **Signage** – Indra Goodson had ordered metal letters to spell out *Folly Tree House* and two copies of a metal tree design from Moulton Nurseries. |
| 9.2 | **Lining machine** – Jamie Pizey reported that he could source a suitable lining machine for the car park. |
| 9.3 | **Location of commercial bins** – it was decided to delegate this to the working party as each tenant would have different requirements for siting their bin(s). |
| 9.4 | **Container** – This was delivered and installed. Tony Hemmingway has installed robust shelving so that each of the market stalls has its own shelf. The bowser can also be stored in the container. The Council plans to do something to mitigate the visual impact on neighbours and the deputy clerk will meet with residents. |
| 9.5 | It was agreed to consider purchasing a flower planter to disguise an inspection cover. |
| 10 | **HIGHWAYS** |
| 10.1 | Jamie Pizey gave a report from **Vehicle Activated Sign which had been in South Walsham Road:***63,000 vehicle counts, that’s ~2000 per dayPeak times, usual 8-9am and 4-5pm%age of cars above 30mph=17.47%Highest amount of speeder %age is Saturday 19.6% and Sunday 21%Average speeder is at 33.3mphTop speed is 55mph, most days there’s regularly 40mph vehicles*These figures have been sent to the local police. |
| 10.2 | There has been no further information received on the use of **The Green** by Scooters Café.  |
| 11 | **EVENTS** |
| 11.1 | Angela Bishop gave a report: The first two markets were very successful, with 9 stalls booked at the first week and 10 stalls booked at the second. The Parish Council’s market stalls are now stored in the new container at the rear of Folly Tree House. Angela sent her thanks to the Co-Op for storing the stalls over the winter.  |
| 12 | **TRAINING** |
| 12.1 | The parish clerk and deputy clerk are attending an online course on updating **Neighbourhood Plans** this week. The parish clerk is also attending a whole day online conference on recent changes to planning rules.  |
| 12.2 | Jess Royal has done **new councillor training**. |
| 12.3 | The deputy clerk would like to book to do the **Certificate in Local Council** **Administration (CiLCA),** which starts in September. She would prefer to do the studying within her current hours, with the assistant clerk covering her work. This was agreed.  |
| 12.3 | There was some discussion about doing **whole council training**. It was agreed that it might be useful to do asession for some councillors to explain the use of the shared folder. David Stephenson suggested that it might be useful to set up email groups for working parties. |
| 13 | **COMMITTEES AND WORKING PARTIES** |
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| **The following groups were agreed:** |
| Street lighting | Tony Hemmingway and Jamie Pizey |
| Christmas switch on and meters | Jamie Pizey and Tony Hemmingway |
| Planning Committee | Tony Hemmingway, Barry Coveley, Sally Aldridge, Jamie Pizey and Jess Royal |
| Youth | Sarah Carter, David Stephenson, Jess Royal, Angela Bishop, Jackie Clover and Wendy Kenny |
| Finance | Angela Bishop, Jamie Pizey, Tony Hemmingway, Barry Coveley and Sarah Carter |
| Personnel | Angela Bishop and Tony Hemmingway |
| Fletcher Room | Tony Hemmingway and Barry Coveley |
| Cemetery extension | Richard Powell  |
| Swallowtail Place liaison | Angela Bishop and Sarah Carter |
| Resilience/Emergency Planning | Angela Bishop, Jamie Pizey, Sarah Carter and Sally Aldridge |
| Acle Regatta | Sarah Carter |
| Roads | Sally Aldridge and David Stephenson |
| Website | David Stephenson |
| Environment | Jamie Pizey, Wendy Kenny, Richard Powell, David Stephenson and Jess Royal |
| Plastic-free community | Jackie Clover and Jess Royal |
| Play areas | Jamie Pizey and David Stephenson |
| Folly Tree House building and Brian Grint Centre | **Refurbishment Group (builders and technical):**Angela Bishop, Jamie Pizey, Tony Hemmingway and Barry Coveley **Project Group (marketing, tenants, decoration and longer-term vision):** Angela Bishop, Jamie Pizey, Sally Aldridge, Jackie Clover, Tony Hemmingway, Barry Coveley, David Stephenson, Wendy Kenny and Indra Goodson.**Rent Review:**Angela Bishop and Jamie Pizey |
| Acle in Need | Angela Bishop (elected for 4 years from December 2019 |
| Death of a Royal | Angela Bishop |
| Markets | Angela Bishop and Wendy Kenny |
| Acle Recreation Centre*(for info only – appointed February 2023 for one year)* | Diane FisherJoe Aldous Sarah Cameron Jackie CloverBarry CoveleyDennis FisherDenis Goodley Tom HillerJamie Pizey |
| Acle Lands Trust*(elected in March 2023 for one year)* | Adam Fisher, Dennis Fisher, Richard Powell, Anna Rodriguez and Ken Gale |

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| 14 | **NEXT MEETING –** Monday,31st July 2023, at 7.00pm in the Methodist ChurchTo include: Updating Acle’s Neighbourhood Plan, and Plastic Free Communities |
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