Acle Parish Council

Annual Meeting Date: Monday, 31st July 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, Jess Royal and Richard Powell. Also, Parish Clerk, Pauline James and Deputy Clerk, Fiona Richardson.

There were six members of the public present. Matters raised included an overhanging hedge in Norwich Road, the crossing point from Springfield in Old Road and the poor condition of a public footpath. These items will be reported to Norfolk County Council.

District and County Councillor Lana Hempsall sent a report: Revised plans have been submitted for the land South of Leffins Lane, but these do not address all the concerns raised. Broadland District Councillors have an allowance of £1,000 to spend on local groups. The Postwick Park & Ride will re-open in September, to see what demand there is from the public. The poor road surface in The Street is being considered for repair. Some overgrown verges have been reported to Norfolk County Council.

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| 1 | **APOLOGIES** Tony Hemmingway and David Stephenson. |
| 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. |
| 3 | **MINUTES**The minutes of the meeting of 26th June 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 public copy is appended to these minutes. |
| 4.1 | **New cemetery:**The assistant clerk, Kristina Smyth, continues to look at options for a water supply. It was agreed to investigate a bore hole with a manual pump, and/or an underground storage tank.The turning space for a hearse is also being investigated.It was agreed to investigate options for memorial plaques, such as a memorial wall or wooden beam.**Current cemetery:**It was agreed that the soil left over from burials and the weeds on the Molineux’ field side should be cleared away, and the crowns lifted on the trees, so as to fit in more burials. The compost bins will also be emptied. |
| 4.2 | **Pre-School and Fletcher Room:**The Pre-School committee asked if it might be possible to put a new building in place this time next year, ie during the school summer holidays. The committee believes that, if they move the sheds, then a larger building could be fitted on the existing land that is leased from Norfolk County Council, rather than having to apply for an increased plot of land, which would be complicated. They sent a drawing showing how they propose to lay out the land to the right-hand side of the building.The Pre-School would prefer a building with two rooms, with a smaller room for younger children. Previously the councillors had felt that one room should be available for other residents to hire, out of Pre-School hours, so they would need to be able to tidy away at the end of the school day. The committee members were happy with this idea. The assistant clerk will be asked to find out some rough prices.The clerk has suggested that they work out how much it costs them to run, per day, so that it can be estimated if the rent they pay to Acle Borderland Trust can be increased to cover the higher rent paid to Norfolk County Council and the costs to run the building. As an indication, the clerk has calculated that, in a year with no major repairs, it costs APC/ABT about £1,800pa to run the Fletcher Room.The Pre-School committee has been successful in obtaining a grant towards improving the outside space. This was noted. |
| 4.3 | **Plastic-free Communities:**Indra Goodson will obtain prices for a fabric re-useable bag**,** to feature the Folly Tree House logo. |
| 4.4 | **Flooding:**The clerk purchased a 10ft water-activated flood barrier for each of the households affected by the risk of flooding.NCC has carried out two site visits and a GPS survey has been done, to establish levels in the area.Broadland District Council has arranged another meeting with Clarion and with the landowner on 11th August. Jamie Pizey will attend. |
| 4.4 | **Acle Youth Club:**Jackie Clover has received updates on numbers attending. |
| 4.5 | **Bus Shelters and bus stops:**NCC has improved the bus stop locations in Old Road, Norwich Road and the A47 sliproads, and provided a new bus stop in New Road, to provide safe access for bus users. These bus stops can be used for stopping services. These bus services which come into Acle will be publicised.NCC has reported that a design engineer has been allocated to the Gold Standard bus stop scheme for the stop at Folly Tree House. Now that the signage is in place at Folly Tree House, NCC will provide the new signage for the two bus stops in The Street, indicating direction of travel. |
| 4.6 | Two broken windows have been replaced at the **public toilets.** The councillors were disappointed to learn that no further action had been taken following recent vandalism at the toilets. It was agreed to investigate cameras for the space outside the toilets. |
| 4.7 | **Councillors’ updates:**Councillors were reminded that they can ask the clerks by email or by phone if they would like clarification on any issue. It was also suggested that a councillor could book a meeting with a clerk at the Brian Grint Centre to discuss any issues.  |
| 4.8 | **Communications:**A new email address has been set up which sends an email to all three clerks:Acleclerks@googlegroups.com . This will be publicised on the websites so that residents can email one address and any replies can be read by all the clerks. It is also planned to add FAQs on the websites, with links to the appropriate services, and on the email footers.The clerk has considered various methods to identify emails by topic but most would involve considerable extra work for the clerks and require good uptake by councillors.The clerks will be writing a “Who Does What” leaflet, setting out the roles of the Parish Council, Broadland District Council, Norfolk County Council, The Broads Authority and National Highways etc., to be delivered to each household. It was agreed to include an item on dog fouling, the locations of the defibrillators, the forthcoming revision to the Neighbourhood Plan, and the Beeline scheme. |
| 4.9 | **Declaring a Climate Emergency:**Many town and parish councils have declared a Climate Emergency. The issue is then what to do afterwards. The clerk is attending some training on Carbon Literacy and will report back to the Council. Jess Royal and Richard Powell will be on the working party for this. Jess Royal informed the meeting that Broadland District Council had just adopted a Climate and Environment Emergency. |
| 4.10 | **MP Jerome Mayhew** will visit the village on Tuesday, 29th August, to meet residents and to learn about local issues. This has been advertised locally. |
| 4.11 | BDC approved the use of **S106 funds** for the mower for cutting the slopes at the Recreation Centre, and for the LED lighting for the tennis club. |
| 4.12 | The clerk attended a meeting at the site **north of Leffins Lane**. The last house was being handed over to its new residents. It was noted that there has been a delay getting the footway constructed on the north side of Leffins Lane.  |
| 4.13 | BDC sent details of its proposed **Public Spaces Protection Order – Vehicle Related Anti-Social Behaviour.** This was supported. |
| 4.14 | It was agreed to pay the invoices for recent machinery repairs for **Acle Lands Trust**. |
| 5 | **PLANNING** |
| 5.1.1 | **Acle Dental Surgery** – internal and external alterations 2023/1827. There were no objections to the plans. |
| 5.1.2 | **25 Old Market Close** - proposed single storey rear extension. Construction of detached outbuilding 2023/1848. There were no objections to the plans. |
| 5.1.3 | **Acle Academy** – multi-use sports court with fencing 2023/1758. Environmental Quality at BDC has objected because no information on hours of use and possible lighting. It was agreed to object to the plans because of the proximity to homes, especially in Aldis Road, and the likely disruption to those residents from noise and from balls going over the fence into their gardens. |
| 5.1.4 | **Anchorage Veterinary Hospital** – installation of external air conditioning units 20222054 – amended information. There is still no Noise Impact Assessment, so it was agreed to object to the plans, because of the impact on neighbouring properties. |
| 5.1.5 | **Applewood, 23 South Walsham Road –** extensions 2023/2202. There were no objections to the plans. |
| 5.2 | Decisions by **Broadland District Council**: |
| 5.2.1 | **The Enchanted Florist** – refusal, contrary to planning policies. |
| 5.2.2 | **M & L Hempsall, Southacre, South Walsham Road** 2023/0306– building for gym – approval, with restriction that, “The use of the building hereby approved shall be incidental to the use of the main dwelling and shall not be occupied as a separate and unassociated planning unit”. |
| 5.2.3 | **Land south of Leffins Lane** 20220159**:**The applicants have submitted several new documents for the application for the new site, but none of the documents appears to answer any of the concerns that Acle Parish Council raised. |
| 5.3 | **Acle’s Neighbourhood Plan:**It was agreed to begin the process to review and update the Neighbourhood Plan, once the current major projects have been completed. |
| 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  | 987.50 |
| 44 The Street | Rent | 600.00 |
| Broadland DC | Lottery income for foodbank | 16.00 |
| HMRC | VAT refund | 14,620.39 |
| Various | Burial and memorial fees | 1,545.00 |
| Various | Sale of hanging baskets | 30.00 |
| Markets income: | 15th June | 146.00 |
|  | 22nd June | 166.00 |
|  | 29th June | 121.00 |
|  | 6th July | 151.00 |
|  | 13th July (rained off) | 70.50 |
|  | 20th July | 201.00 |
| Mills & Reeve | Refund of monies | 296.40 |
| Acle Society  | Donation towards bench | 400.00 |
| Acle Allotments | Refund of water used | 398.64 |
| Upton PC | Refund of costs | 508.44 |
| **Payments made:** |  |  |
| SWALEC DD | Electricity for streetlighting | 720.07 |
| Telecoms World DD | Phone line for foodbank | 15.97 |
| Wave DD | Cemetery water | 20.83 |
| Comm-Tech | Phone and internet at Briand Grint Centre | 97.33 |
| Acle Garden M/c | Mower for S106  | 3,500.00 |
| British Gas Lite | Electricity at Chocolate Box | 1,121.23 |
| Roger Impey | Delivering for foodbank | 6.30 |
| Robert Chapman | Works at FTH | 1,903.25 |
| Acle Methodist | Room hire | 77.00 |
| Hayes Computing | Annual website hosting | 144.00 |
| Hugh Crane Ltd | Consumables | 99.26 |
| Payroll costs | Employment and HMRC | 2,329.29 |
| Kristina Smyth | Expenses, including Ring doorbell | 75.99 |
| Acle Rec Centre | Youth club room hire  | 115.00 |
| Able Group | Plumbing repairs at 44 The Street | 1,443.00 |
| P James | Foodbank purchases | 77.00 |
| P James | Flood barriers | 134.04 |
| Cooks | Extra keys | 160.80 |
| Broadland DC | Waste collection at Fletcher Room | 344.14 |
| **Online payments at meeting:** |  |  |
| Employment costs | Employment, pension and exps | 6,213.38 |
| Mills & Reeve | Legal fees re leases | 1,555.20 |
| Garden Guardian | Grasscutting | 1,842.91 |
| SSE | Electricity at Folly Tree House | 62.31 |
| SLCC | Parish clerk’s training | 180.00 |
| George Taylor | Various works | 545.00 |
| 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 31.07.23** |  | 30,467.91 |
| **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 |  | 456,784.71 |
| Loan | Acle Recreation Centre | 9,375.00 |
|  |  | 466,159.71 |
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|  | Invoices for the proposed July payments had been shared with the councillors in advance of the meeting. The parish clerk’s bank reconciliation dated 31st July 2023 and all payments made between meetings were checked to bank statements by Barry Coveley and Jackie Clover. The clerk presented an Actual v Budget report for the 4 months to July. The payments were approved. |
| 7 | **RECREATION CENTRE**  |
| 7.1 | Trustee Barry Brooks gave a report: The charging points are now connected and working. The kitchen is to be upgraded. Repairs to the zip wire are still outstanding. |
| 7.2 | The Recreation Centre requested assistance with the cost of replacement flooring in the Yare Room, costing around £5,000. Copies of four quotes were provided. It was agreed to pay half of the cost, being £2,500. |
| 7.3 | NCC Highways have been asked to clear the underground rainwater storage tank on the playing field again as Pyebush Lane has been flooded on several occasions. |
| 8 | **CHOCOLATE BOX AND BRIAN GRINT CENTRE** |
|  | Issues with the electrical supply and billing continue to cause problems. |
| 9 | **FOLLY TREE HOUSE (FORMER BARCLAYS BUILDING)**Work continues to complete the refurbishment.The clerks’ report included an update on the requirements for Building Control, the electricity metering, repairs and an update on the prospective tenants.The commercial bin store is to be located beyond the container.Everyone who has been working on this project was thanked. |
| 9.1 | **Screeding of Floors** – Quotes were reviewed in private session. |
| 9.2 | The **signage and the building name** were put up. Thanks to Simon Clover for doing this. |
| 9.3 | The clerk had sent the councillors information on the **flats**. |
| 9.4 | Mills & Reeve are updating the **Head Lease** between Acle Parish Council and Acle Borderland Trust. This was noted. |
| 9.5 | It was agreed to appoint Jackie Clover and Wendy Kenny to a new working group for **Floral Displays,** to decide on a planter to cover the manhole cover and to prevent vehicular access. |
| 10 | **HIGHWAYS** |
| 10.1 | There has been no further information received on the use of **The Green** by Scooters Café.  |
| 10.2 | It was agreed to approach the landowners to ask if they would be prepared to allow a **permissive path** alongside the Academy and along South Walsham Road to link with the road to Fishley. |
| 11 | **EVENTS** |
| 11.1 | Angela Bishop gave a report on the successful Summer Markets. |
| 12 | **NEXT MEETING – No full Council meeting is planned for August. The next full Council meeting is Monday, 25th September 2023,** at 7.00pm in the Methodist Church. |