Acle Parish Council

Annual Meeting Date: Monday, 25th September 2023
Venue: Acle Methodist Church
at 7.00p.m.

**PRESENT:**
Chair: Angela Bishop
Councillors: Sally Aldridge, Jackie Clover, Barry Coveley, Indra Goodson, Tony Hemmingway, Wendy Kenny, Jess Royal and David Stephenson.
Also, Parish Clerk Pauline James, Deputy Clerk Fiona Richardson and Assistant Clerk Kristina Smyth.

There were ten members of the public present. Matters raised included a request for 20mph speed limit in the village.

District and County Councillor Lana Hempsall gave a report including issues with the roundabout at the junction of Norwich Road and Leffins Lane, and the inspection chamber being installed in Beighton Road as part of works to reduce flooding.

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| 1 | **APOLOGIES** Sarah Carter, Jamie Pizey and Richard Powell. |
| 2 | **DECLARATIONS OF INTEREST**Jackie Clover, Barry Coveley reminded the meeting that they are Trustees of Acle Recreation Centre. Angela Bishop had an interest in a payment to her daughter, Scarlett and the reimbursement of some expenses. Barry Covely had an interest in a payment to himself for materials. David Stephenson reminded the meeting that his wife works for the Pre-School. |
| 3 | **MINUTES**The minutes of the meeting of 31st July 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. A bore hole is not possible because a manual pump would not be sufficient for the distance to the water table. **Ideas for memorial plaques:** some examples from other cemeteries were shared.It was agreed to start some **maintenance** - including grasscutting, tidying up the access land and cutting back vegetation along the access track.**Current cemetery:**There had been an application for another memorial **bench**. This was agreed.A **replacement tap** has been fitted. |
| 4.2 | **Pre-School and Fletcher Room:**Kristina Smyth presented some research into likely costs for a replacement building: costs for a new building would likely cost £200,000 to £250,000, plus the cost of levelling the site and installing utilities. It was agreed that Kristina should look into what grants might be available and also consider local sponsorship or donations. It was noted that, at present, 30 of the children attending the Pre-School are from Acle, with 6 from other villages. |
| 4.3 | **Flooding at Beighton Road:**There have been two more meetings between Broadland District Council, Norfolk County Council, Clarion and the landowner. NCC’s work to install an inspection chamber has begun today, and a new pipe has been put in the field by the Internal Drainage Board. |
| 4.4 | **Plastic-free Communities:**Indra Goodson will obtain prices for a fabric re-useable bag**,** to feature the Folly Tree House logo. |
| 4.5 | **Community Garden at Methodist Church:**Several years ago, Acle Good Neighbours set up a garden on this piece of land, with agreement from Acle Methodist Church, collecting grants for benches and putting in flower boxes. The plan was to create a calm environment which would appeal especially to people with dementia, so colourful and scented plants, and decorations which moved in the wind were installed. The plants were maintained for a while by a member of the group, but this person has since died. Sally Aldridge has been talking with a working party who have approached local and county organisations for advice about what would work best. This working party is getting quotes to level some of the area to make it more accessible, and hope to have volunteers helping with the garden. They hope to get grants from various funds.It was agreed to support this scheme and to donate £500 towards the costs. |
| 4.6 | **Climate Emergency:**The clerk shared a calculation of Acle’s carbon footprint, for information. It is similar to that of the Broadland area as a whole. |
| 4.7 | **Crossing from Springfield across Old Road (4.7)**Roundels on Old Road by the crossing at Oaks Lea/The Drive have been agreed and ordered by NCC, hopefully will be completed over next two months. |
| 4.8 | **Public Toilets:**Unfortunately, there as some further vandalism to the gents’ toilets in August; a toilet was ripped off the wall. This was reported to the police.Fiona Richardson will continue to chase BDC for a date for refurbishment and is meeting with the crime prevention officer shortly to discuss CCTV. |
| 4.9 | **Bus stop signage** has been installed at Folly Tree House. |
| 4.10 | **Allotments and ditch in Boat Dyke Lane:**The ditch to the front and side of the allotments has silted up again. The parish clerk met with members of the Allotment Association and with Dave Savory, on behalf of the Bure Valley Conservation Volunteers, who have agreed to have a working party to start to clear the ditches, on 8th November. It was agreed that the Parish Council will pay for the skips and any machinery that is needed, and noted that the labour will be done on a voluntary basis. |
| 4.11 | **Beighton Road Lease** – Clarion have advised that it would cost £4,750 to extend the lease to a new 20-year lease, owing to new legislation applicable to all leases over 7 years. Currently there are 7 years left so there is no point in renewing as a short-term lease. Fiona will ask Clarion if they will give a donation towards the refurbishment. |
| 4.12 | Fiona has started her Certificate in **Local Council Administration (CiLCA)** course. Kristina will cover when Fiona is studying. |
| 4.13 | The clerk attended the recent online meeting with the Police & Crime Commissioner and the local police officers. The Commissioner was talking about the public consultation on the budget for 2024/25. The local police said that local young people had asked if the skatepark could be extended. The Recreation Centre trustees said that this would not be possible owing to a lack of space.The local police officers had attended Fletcher Way following a report of people driving without sufficient care near to the school. |
| 4.14 | Great Yarmouth Local Plan documents were noted. |
| 5 | **PLANNING** |
| 5.1.1 | There is a prior notification application for a conservatory at **12, Priory Close** 2023/2734**.** This means that the applicants apply to BDC for a decision as to whether the works need planning permission. This was noted. |
| 5.1.2 | There is also an application for works to a tree under a TPO at **45 Cavell Road**. This was noted. |
| 5.1.3 | There was an application that came in during the summer for an extension at **14 Orchard Close** 2023/2570. There were no objections to the plans. |
| 5.1.4 | **12, Damgate Lane** – Division of plot and erection of new bungalow with new vehicular access 2023/2815. The councillors objected to the plans on the grounds of overdevelopment of the plot and loss of amenity for both plots. |
| 5.15 | The **Broads Authority** asked if they could remove the allocation for a new cemetery that is currently in their Local Plan, for the land north of the current cemetery. It was agreed to keep the allocation. |
| 5.2 | Decisions by **Broadland District Council**: |
| 5.2.1 | **Acle Dental Surgery** – internal and external alterations 2023/1827. Approval. |
| 5.2.2 | **Applewood, 23 South Walsham Road –** extensions 2023/2202. Approval. |
| 5.2.3 | **25 Old Market Close** - proposed single storey rear extension. Construction of detached outbuilding 2023/1848. Approval. |
| 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 x 2 | 1,437.25 |
| 44 The Street | Rent x 2 | 1,200.00 |
| Broadland DC | Lottery income for foodbank x 2 | 33.00 |
| Various | Burial and memorial fees | 845.00 |
| Markets income: | 27th July | 141.00 |
|  | 3rd August | 150.00 |
| Various | Bank interest | 55.73 |
| Upton PC | Refund of costs | 45.72 |
| BDC | S106 monies for mower | 2,833.50 |
| BDC | 50% re public toilets | 7,591.50 |
| BDC | Refund of part of investment | 40,000.00 |
| **Payments made:** |  |  |
| SWALEC DD | Electricity for streetlighting x 2 | 1,466.98 |
| Telecoms World DD | Phone line for foodbank x 2 | 31.43 |
| Wave DD | Water at Brian Grint Centre | 24.11 |
| Total DD | Electricity at public toilets x 2 | 81.77 |
| Comm-Tech DD | Phone and internet at Brian Grint Centre | 58.36 |
| Siemens DD | Copier rental | 205.26 |
| PHS DD | Duty of care re waste collection | 101.40 |
| Seckers | Air conditioning at Fletcher Room | 49.38 |
| BDC | Rates at Folly Tree House | 1,154.00 |
| BDC | Rates at Brian Grint Centre – upstairs | 299.00 |
| BDC | Rates at Brian Grint Centre – downstairs | 92.00 |
| Garden Guardian | Grasscutting | 1,842.91 |
| Flameskill | Fire Risk Assessment FTH | 714.00 |
| Roger Impey | Delivering for foodbank | 6.30 |
| Acle Methodist | Room hire | 99.00 |
| Hugh Crane Ltd | Consumables | 227.10 |
| Payroll costs | Employment and HMRC | 10,443.38 |
| Acle Rec Centre | Youth club room hire x 2 | 258.75 |
| Sharp | Copying  | 15.46 |
| P James | Foodbank purchases | 68.34 |
| P James | Stationery | 25.84 |
| P James | Microsoft fee | 74.99 |
| F Richardson | Expenses | 31.25 |
| Rhino | Materials for Folly Tree House | 19.19 |
| Moulton Nurseries | Signage for Folly Tree House | 224.98 |
| Moulton Nurseries | Planters and plants | 288.67 |
| YMCA | 6 months at Youth Club | 6,497.50 |
| Nfk ALC | Fiona – training re cemeteries | 36.00 |
| Wilkersons | Consumables for FTH | 196.07 |
| Angela Bishop | Reimbursement expenses | 22.95 |
| Louisa Mutton | Reimbursement cost of electrician | 125.00 |
| Mills & Reeve | Legal fees re leases | 4,633.20 |
| PKF Littlejohn | External audit fee | 1,638.00 |
| Gallagher | Insurance for the year | 5,457.71 |
| Brown & Co | Valuation of buildings for insurance | 3,020.28 |
| Infinity Norse | Legionella works | 216.00 |
| Luke Thacker | Post & rope and Englands Road path | 600.00 |
| C&M Glass | Replacement window at public toilets | 144.00 |
| Ovamill | Railing at rear of FTH | 4,664.40 |
| Rob Chapman | Work at FTH | 2,312.00 |
| Various | Materials for FTH works | 222.41 |
| Roar Electrical | Testing at flat 42 | 120.00 |
| Reform Flooring | Part new flooring at Rec Centre | 3,366.00 |
| **Online payments at meeting:** |  |  |
| Employment costs | Employment, pension and exps | 7,313.57 |
| Hugh Crane Ltd | Consumables | 36.74 |
| Barry Coveley | Door vent | 10.00 |
| Garden Guardian | Grasscutting | 1,842.91 |
| T T Jones | Repairs to streetlights | 115.97 |
| SLCC | Training | 52.30 |
| Property Shop | Letting fee re 42 | 954.00 |
| Boston Seeds | Beeline | 323.58 |
| Smith of Derby | Service of church clock – donation | 279.60 |
| 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 |
| Mills & Reeve | Re unit 1 | 580.80 |
| Mills & Reeve | Re leases generally | 554.04 |
| Mills & Reeve | Re unit 3 | 2,041.20 |
| Norfolk ALC | CiLCA training | 300.00 |
| MG Plumbing  | New tap at cemetery | 135.36 |
| **Balance c/f 25.09.23** |  | 16,053.53 |
| **Balances in Savings:** |  |  |
| Government Stocks | Gilts (at latest valuation) | 77,198.00 |
| BDC | Parish investment scheme | 216,097.64 |
| Nationwide B/Soc | 45-day saver  | 93,021.16 |
| Total monies |  | 402,370.33 |
| Loan | Acle Recreation Centre | 9,375.00 |
|  |  | 411,745.33 |
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|  | Invoices for the proposed September payments had been shared with the councillors in advance of the meeting. The parish clerk’s bank reconciliation dated 4th September 2023 and all payments made between meetings were checked to bank statements by Sally Aldridge, Jackie Clover, Barry Coveley and Indra Goodson. The clerk presented an Actual v Budget report for the 6 months to September. The payments were approved.It was noted that the deposits on the rent had been paid to Acle Borderland Trust. |
| 7 | **RECREATION CENTRE**  |
| 7.1 | Trustee Barry Brooks gave a report: work on the replacement lights at the Tennis Club has started. Two amounts for the works to the grass for the outdoor bowls and the cricket club will be sent to BDC to ask if S106 funds might be used. |
| 7.2 | Repairs to **zipwire and play equipment** have been ordered, as discussed at a previous meeting, for £921.04 + VAT. The play equipment and the zip wire were provided by the Parish Council, several years ago. |
| 8 | **CHOCOLATE BOX AND BRIAN GRINT CENTRE** |
| 8.1 | Issues with the electrical supply and **billing** continue to cause problems.The post and rope edging has been installed. |
| 8.2 | Bookings were noted. |
| 9 | **FOLLY TREE HOUSE (FORMER BARCLAYS BUILDING)** |
| 9.1 | The **Head Lease** of the ground floor of the building from Acle Parish Council to Acle Borderland Trust was signed on 31st August. The lease is for a peppercorn rent, for 6 years and 3 months to 30th November 2029.  |
| 9.2 | The work was signed off by **Building Control** on 17th August. |
| 9.3 | Lorraine and Ray De’Ath (trading as The Vault – Acle) have leased **Unit 2** and will be providing a café/ coffee shop.Paul and Michelle Davies (Trading as Ideal Flooring) have leased **Unit 3** and will be selling flooring.Final negotiations are taking place for the leases for Units 1 and 4.The clerks’ report included an update on the electricity metering, repairs, flooring, legionella works, insurance values, bin stores and details of the service charges payable by the tenants.Everyone who has been working on this project was thanked again. |
| 9.4 | **Unit 2 licence application:**Ray De’Ath has applied for a premises licence for Unit 2, for the supply of alcohol, on and off the premises, from 10am to 10pm Monday to Saturdays, and 10am to 4pm on Sundays. The clerk was asked to point out that the planning permission for the units only allows use until 9pm on Saturdays. The councillors objected to the proposal for off-premises sales. |
| 9.5 | The councillors agreed that Ricky Goodley could be approached todo **call outs** during non-work hours, for fire alarms. |
| 9.6 | It was agreed to move to private session the discussion of payments to tenants as recognition of noise disturbance during refurbishment. |
| 10 | **HIGHWAYS** |
| 10.1 | A member of the public asked for a **new dog litter bin** for the path at the end of Habgood Close, at the entrance to the Rec Centre grounds. This was agreed. |
| 11 | **EVENTS** |
| 11.1 | Angela Bishop gave a report on the successful **Summer Markets**. |
| 11.2 | It was agreed to purchase a **Christmas tree** for The Green, and to discuss with Ideal Flooring if they would be happy to have a smaller tree outside their front door. Fiona will ascertain if T T Jones have the Christmas lights for the front of FTH and to get a quote to put them back up. |
| 12 | **STAFFING** |
|  | It was agreed to move to private session a discussion as to whether to make the assistant clerk’s role permanent. |
| 13 | **NEXT MEETING – The next Council meeting is Monday, 30th October 2023,** at 7.00pm in the Methodist Church. |
|  | **At this point it was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public to discuss compensation for tenants and the assistant clerk role.** |
| 14.1 | It was agreed to pay **compensation** for upstairs tenants. |
| 14.2 | It was agreed to make the **Assistant Clerk** **role** permanent, at 10 hours per week, but up to 13 hours per week during busy periods, at a cost of £10,700, for 10 hours per week, and £13,900 for 13 hours per week, including E’ers pension contributions. It was noted that Brundall Parish Council’s staffing is a total of 52 hours per week, whereas Acle Parish Council’s is 45 – 48. |

There being no further business, the meeting was closed at 9.15pm.

Signed:………………………………. Dated:………………………
 Chair