Acle Parish Council

Annual Meeting Date: Monday, 30th October 2023  
Venue: Acle Methodist Church  
at 7.00p.m.

**PRESENT:**   
Jamie Pizey – Vice-Chair  
Councillors: Sally Aldridge, Sarah Carter, Jackie Clover, Barry Coveley, Indra Goodson,   
Tony Hemmingway, Wendy Kenny and Jess Royal.  
Also, Parish Clerk Pauline James and Deputy Clerk Fiona Richardson.

There were four members of the public present. Matters raised included possible safety improvements to the path from Oaks Lea onto Old Road and support for turning off streetlights during the early hours of the morning.  
  
District and County Councillor Lana Hempsall gave a report including planning applications, complaints about diversion signs, and the introduction of electric buses in Norwich.  
  
In the absence of Angela Bishop, Jamie Pizey chaired the meeting.

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| 1 | | **APOLOGIES** Angela Bishop, Richard Powell 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. | | |
| 3 | | **MINUTES** The minutes of the meeting of 25th September 2023 were agreed to be correct, and were signed by Jamie Pizey, on behalf 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:** There was further discussion about options for providing water for the new cemetery. Richard Powell sent the excellent news that only 6 trees have died out of the 1,850 recently planted.  **Current cemetery:** The hedges have been cut. The lower branches on the boundary trees have been removed, lifting the crowns, to make more room for access for burials. | | |
| 4.2 | | **Pre-School and Fletcher Room:** The assistant clerk continues to meet with companies to get rough prices to replace, or add to, the current Fletcher Room. Barry Coveley has offered to be the lead councillor on this project.  It was noted that the Pre-School have just paid for replacement surfacing at the front of the building.  Barry Coveley, Tony Hemmingway, the parish clerk and the assistant clerk held a meeting with David Savory, chair of the Pre-School, to discuss their current financial circumstances and future forecasting to be able to factor into any decision on the renewal of the building. As Norfolk County Council had recently increased the ground rent from £350pa to £2,640pa, even just to cover this increase in ground rent, the Pre-School would have to pay significantly higher rent.  The parish clerk asked the councillors to consider subsidising the Pre-School. This will be on the agenda for the next meeting. Meanwhile, the Pre-School will investigate if there are any grants available. | | |
| 4.3 | | **Flooding:** Sadly the gardens of the new properties at Beighton Road were flooded again on Friday. The fire brigade and staff from Clarion Housing Association attended the site. Clarion have confirmed that the water did not enter any homes.  There is another meeting of NCC, BDC, the landowner and Clarion Housing Association on 17th November. | | |
| 4.4 | | **Plastic-free Communities:** Indra Goodson brought two samples of bags to the meeting; a polyester mix bag for £1.20 each, and a jute bag for £6-£8 each. It was agreed to investigate other options. | | |
| 4.5 | | **Public Toilets:** Broadland District Council owns the public toilets in The Street. They are willing to consider paying for some much-needed general repairs. The deputy clerk is obtaining some quotes from local builders and will then put a proposal forward to BDC.  BDC said they could not use capital budgets for works because the toilets are on land owned by the owners of the Kings Head, so they could only use revenue budgets to carry out repairs. | | |
| 4.6 | | **Renewal of Assets of Community Value:** Acle Library, the Railway Signal Box, Acle Public Toilets and Gentleman Jack’s (former Lloyds bank) are currently officially Assets of Community Value. The first three expire in January. It was agreed to apply for these to be renewed.  A building can be listed if a principal use of the asset furthers the community’s social well-being or social interests and is likely to do so in the future. Other buildings will be considered at the next meeting. Acle Parish Council had previously nominated the police station to be an Asset of Community Value but this was turned down by BDC because access by the public was not a principal use. | | |
| 4.7 | | **Street lighting:**  It was agreed to get prices for turning off some streetlights in the early hours of the morning, or to dim some lights, in order to reduce light pollution and electricity costs.  There was a request for extra lighting on the footpath from Englands Road to Nursery Close, linking to South Walsham Road. The deputy clerk will raise this with Norfolk County Council and get some prices. | | |
| 4.8 | | It was agreed to give a donation of £100 to the **Royal British Legion.** | | |
| 4.9 | | **Crossing from Springfield across Old Road** The assistant clerk has been corresponding with NCC about making the pedestrian access from Old Road to the Springfield site safer. It was agreed to add a street nameplate (Gariensis Walk). NCC are investigating if some additional signage might be possible. | | |
| 4.10 | | Barry Coveley and the parish clerk attending a meeting at **Acle Academy** – a revised planning application is expected for the multi-use courts.  A feasibility study is to be carried out for sports hall and leisure facilities at Academy and there will be consultation with the local community. | | |
| 4.11 | | The clerk sent a thank you to the **Indoor Bowls** club for the recent buffet and teaching session. | | |
| 4.12 | | Sally Aldridge won a **Helping Hand award** from BDC and Dave Savory won a **Community Hero award**. Jamie Pizey was a runner up in the Radio Norfolk **Make a Difference** event. | | |
| 5 | | **PLANNING** | | |
| 5.1.1 | | **Land North of Damgate Lane –** revised matters re drainage(2023/3110) – They are proposing to drain their surface water into the nearby watercourse, via a holding basin. After some discussion, and some concerns, it was agreed not to send any comments as the application requires more specialist knowledge of drainage than the councillors have. | | |
| 5.1.2 | | **The Enchanted Florist, Beaconsfield House, The Street** - (2023/3182) - Prior Approval under Class MA for the change of use from commercial, business and service (Use Class E) into residential dwelling.  Acle’s Neighbourhood Plan does have a policy: to protect and enhance provision of small traditional retail in the village centre, so the councillors agreed to object to the plans on the grounds that this would result in a loss of a small retail space. The councillors also objected because of concerns that the site has flooded in the past and because of concerns about inadequate parking for the proposed dwelling and the adjacent house, along with the owner of the commercial property at the back of the site. | | |
| 5.1.3 | | Proposed Upgrade To Existing Radio Base Station Installation at **Hugh Crane (Cleaning).** There were no comments. | | |
| 5.2 | | Decisions by **Broadland District Council**: | | |
| 5.2.1 | | **14 Orchard Close -** extension 2023/2570. Permission granted. | | |
| 5.2.2 | | It was confirmed that prior notification was not required for a conservatory at **12, Priory Close** 2023/2734**.** | | |
| 5.2.3 | | The application for external air conditioning units at **Acle Veterinary Surgery** got permission. **(**20222054). | | |
| 6.1 | | | **FINANCE REPORT** The finance report had been shared with all councillors in advance of the meeting: |
|  | | | |  |  |  | | --- | --- | --- | | **Receipts:** |  | £ | | 42 The Street | Rent | 900.00 | | 44 The Street | Rent | 600.00 | | Broadland DC | Lottery income for foodbank | 14.00 | | Various | Burial and memorial fees | 90.00 | | HMRC | VAT refund | 9,398.64 | | NCC | Verges payment | 2,310.92 | | Upton PC | Refund of costs | 113.64 | | BDC | S106 monies for tennis lighting | 23,788.57 | | BDC | 40% re public toilets | 6,073.20 | | BDC | Second half precept | 64,620.00 | | **Payments made:** |  |  | | SWALEC DD | Electricity for streetlighting | 744.93 | | Telecoms World DD | Phone line for foodbank | 16.10 | | Total DD | Electricity at public toilets | 41.29 | | Comm-Tech DD | Phone and internet at Brian Grint Centre | 41.98 | | Anglian Water DD | Allotments | 123.19 | | Blue Clark | Roofing repairs at Flats | 500.00 | | Wilkersons | Consumables | 188.64 | | Cozens | Tennis Club lighting | 28,546.28 | | Acle Methodist | Room hire | 55.00 | | Payroll costs | Employment and HMRC | 2,470.30 | | Acle Rec Centre | Youth club room hire | 115.00 | | Copy IT | Copying | 32.39 | | T T Jones | Lighting repairs | 970.45 | | Norfolk Pest | Rats at allotments | 55.00 | | Blofield Good Neigh | Petrol for delivery of foodbank | 50.00 | | F Richardson | Expenses | 66.11 | | Rhino | Materials for Folly Tree House | 186.61 | | Luke Thacker | Hedgecutting | 550.00 | | British Gas | Electricity at BGC | 690.86 | | SLCC | Subscription | 187.00 | | SLCC | Training – Fiona Richardson | 36.00 | | Lock & Key | Additional key | 19.80 | | Micro-tec | Laptop for Kristina + M’soft Office | 820.80 | | Charles Bycroft | Letting fees for unit 2 | 1,710.00 | | Charles Bycroft | Letting fee for unit 3 | 1,110.00 | | Alice Sutton | Cleaning at FTH | 24.00 | | Fred Sutton | Cleaning at FTH | 18.00 | | Ovamill | Flooring of FTH | 13,899.00 | | Rob Chapman | Work at FTH | 647.60 | | **Online payments at meeting:** |  |  | | Employment costs | Employment, pension and exps | 8,170.64 | | Hugh Crane Ltd | Consumables | 106.17 | | Acle Pre-school | Grant towards surfacing | 180.00 | | Gallagher | Extra insurance for buildings | 3,683.35 | | Garden Guardian | Grasscutting | 1,842.91 | | Extra Sensory | Plumbing at flat | 94.80 | | Kristina Smyth | Expenses | 29.90 | | 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 30.10.23** |  | 54,442.12 | | **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 |  | 440,758.92 | | Loan | Acle Recreation Centre | 9,375.00 | |  |  | 450,133.92 | |  |  |  | |
|  | Invoices for the proposed October payments had been shared with the councillors in advance of the meeting. The parish clerk’s bank reconciliations dated 3rd and 29th October 2023 and all payments made between meetings were checked to bank statements by Sarah Carter and Jackie Clover.  The clerk presented an Actual v Budget report for the 7 months to October. The payments were approved. | | | | |
| 7 | **RECREATION CENTRE** | | | | |
| 7.1 | Trustee Barry Brooks gave a report: the new boiler has been installed (part-funded by Acle PC.) The repairs to the zip wire and some pieces of play equipment have been done. (Funded by Acle PC). The trustees continue to press NCC to empty the surface water collection tank at Pyebush Lane as water flows across the playing fields in times of heavy rainfall. | | | | |
| 7.2 | The Recreation Centre trustees have asked if Acle PC could use **S106 monies** for some improvements works for the grass surfaces for the outdoor bowls and cricket pitch. The clerk has asked the BDC s106 officer if this meets the requirements of the S106 agreements. | | | | |
| 8 | **CHOCOLATE BOX AND BRIAN GRINT CENTRE** | | | | |
| 8.1 | It was agreed to discuss quotes for blinds in closed session. | | | | |
| 8.2 | A booking form has been put on the Council’s website, for the upstairs meeting room and the smaller downstairs room, currently used for the foodbank stores. | | | | |
| 9 | **FOLLY TREE HOUSE (FORMER BARCLAYS BUILDING)** | | | | |
| 9.1 | Guild Healthcare Ltd have signed the lease for Unit 4. | | | | |
| 9.2 | The lease for Unit 1 is nearly complete. | | | | |
| 9.3 | The clerks’ report included an update on the various aspects, including insurance, the fire alarm, all-day parking and the new tenants in one of the flats.  It was agreed that the parish clerk would buy some climbing plants to screen the storage container. | | | | |
| 9.4 | **Unit 2 premises licence application:** BDC have granted the licence, subject to additional conditions to reduce the impact on neighbours and amendment of the hours on a Saturday to 10.00 to 21.00. | | | | |
| 9.5 | It was agreed to discuss roofing quotes and lining quotes in closed session.  Everyone who has been working on this project was thanked again. | | | | |
| 9.6 | It was agreed that no advertising banners etc would be permitted on the front railings at any time. | | | | |
| 10 | **HIGHWAYS** | | | | |
| 10.1 | The Academy has asked for double yellow lines outside the school. There was some discussion about methods to slow down traffic speeds on South Walsham Road. The deputy clerk will contact NCC. | | | | |
| 10.2 | It was agreed to purchase litter bins on the A47 sliproads and/or new path from Glover Road. The assistant clerk will check with BDC locations acceptable to the refuse crews. | | | | |
| 11 | **EVENTS** | | | | |
| 11.1 | Jackie Clover will order a Christmas Tree for The Green and another for in front of Unit 3. An outdoor socket will be installed to plug in some Christmas lights. The Christmas lights on the shops fronts in The Street will be checked shortly. A string of lights will be re-installed along the front of Folly Tree House. | | | | |
| 11.2 | There will be Carols on The Green on Thursday, 7th December at 7.00pm. | | | | |
| 11.3 | Indra Goodson is organising a Craft Fair on Sunday, 19th November, with proceeds going to the Pre-School. | | | | |
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| 12 | **NEXT MEETING – The next Council meeting is Monday, 27th November 2023,** at 7.00pm in the Methodist Church. | | | | |