Acle Parish Council

Annual Meeting Date: Monday, 26th February 2024
Venue: Acle Methodist Church
at 7.00p.m.

**PRESENT:**
Angela Bishop – Chair
Councillors: Sally Aldridge, Sarah Carter, Barry Coveley, Indra Goodson, Tony Hemmingway, Jamie Pizey and Richard Powell.
Also, Parish Clerk Pauline James, Deputy Clerk Fiona Richardson and Assistant Clerk Kristina Smyth.

There were four members of the public present. Matters raised included encouraging National Express buses to pick up customers in Acle overnight. The Council sent their thanks to all involved in the recent, very successful, Beer Festival.

District and County Councillor Lana Hempsall sent her apologies.

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| 1 | **APOLOGIES** Jackie Clover, Wendy Kenny, Jess Royal and David Stephenson. |
| 2 | **DECLARATIONS OF INTEREST**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 under employment costs.  |
| 3 | **MINUTES**The minutes of the meeting of 29th January 2024 were agreed to be correct, and were signed by Angela Bishop, 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 | **Cemeteries:**New Cemetery: Richard Powell is arranging to have the land prepared for seeding with grass seed.Current Cemetery: Some graves have been levelled and will be filled with topsoil and re-seeded. |
| 4.2 | **Fletcher Room:** |
|  | Plumbing, electrical and general repairs have been carried out over half-term. The assistant clerk will send out regular reports to the councillors and to the Pre-School committee. |
|  | There was another small water leak recently, which has been mended. |
|  | Mills & Reeve have been asked to review the draft lease for the site with NPS. |
|  | Alan Irvine has been appointed as planning consultant to submit the planning application. A tree which would be in the way of the new building will be removed. |
|  | A page on the Parish Council’s website has been set up to list the updates on the replacement building project. |
|  | The insurance claim has been paid to the Parish Council, £1,442, for the leak in 2023. |
|  | It was noted that the Pre-School might be able to arrange for a group of parents to go into the building during the Easter holidays to clean the inside of the building a bit, along with any parish councillors who want to help. |
|  | The assistant clerk will arrange further times for councillors to visit the building, for those who have not seen the inside of the building for some time. |
| 4.3 | **Brian Grint Centre and Chocolate Box:**It was noted that the tenant’s burglar alarm goes off from time to time.  |
| 4.4 | **Folly Tree House:** |
|  | **Unit 1 –** an **off-licence application** has been received. The hours proposed are longer than the hours permitted by the planning permission.Only comments on the prevention of crime and disorder, public safety, protection of children from harm and prevention of public nuisance are relevant to a licence application. It was agreed to object to the extended hours proposed in the licence on the grounds of causing a nuisance to the neighbouring residents in the late evening on weekdays and Saturdays, and early and late on Sundays. |
|  | The tenant has sent draft **signage** proposed for the store. The deputy clerk has explained the Parish Council’s objection to the opening hours not being in line with the lease, and with the planning permission, and to the proposed signage on the side wall, as no signage is permitted on the external walls, other than the fascia, in the lease. |
|  | All tenants have been issued with the **budget service charge** costs for the year ending 31st March 2025, and amended service charge bills for the year ending 31st March 2024, as required by the terms of the lease. |
|  | It was agreed to defer a discussion about the management to private session at the end of the meeting. |
| 4.5 | **Public Toilets:**The parish clerk submitted an FOI application to Broadland District Council to ask what money has been reserved for the refurbishment of the public toilets, as no information had been forthcoming. An officer has said separately since that there is no money in reserves. |
| 4.6 | **Gov.uk website and email addresses for councillors:**Parish councils are being encouraged to have websites with their own Gov.uk domain, with email addresses for each parish councillor. It is believed that a Gov.uk domain increases public confidence in the site. It was agreed to proceed with AcleParishCouncil.gov.uk at a cost of £112 for two years, for the domain. The current site will be transferred over to the new one by Norfolk ALC for no cost.Councillors will be able to choose if they want an email address linked to this new domain. Jamie Pizey requested an email address. |
| 4.7 | **Archive Group:**As Jackie Clover was not present at the meeting, this item was deferred until the next meeting. |
| 4.8 | **Methodist Garden:**Sally Aldridge gave an update on the project to level the garden, which is to be funded via Acle Good Neighbours, with grants. |
| 4.9 | The Parish Council will be taking on the maintenance of **streetlights** on the land north of Norwich Road, with a receipt of £1,000 per light towards future running costs and repairs. |
| 5 | **PLANNING** |
| 5.1 | **Beaconsfield House** - Change of use from garage to games room ancillary to Beaconsfield House 2024/0264. There were no comments on the application. |
| 5.2 | **Beaconsfield House -** Change of use from retail to C2 residential care home to incorporate main building and changes to windows and doors 2024/0261. The councillors objected to the plans as it will result in the loss of a retail space in the village centre. |
| 5.3 | **Elm Lodge 36 Old Road** : 2024/0271:T1 Lime - dead stem is reduced to around 2-3m in height and the remainder of tree pollard at around 6-7m in height. Current height 18m. T2 Lime - entire crown reduced by 3m, crown lift to 5.5m over the highway. Current height 23m and diameter of crown 17m.T3 Lime -crown lift to 5.5m over the highway and reduce extremities on northern aspect by 1-2m (current northern radial spread 6m).T4 Lime -crown lift to 5.5m over the highway and reduce extremities on northern aspect by 1-2m (current northern radial spread 8m).G5 Pines -reduce branches alongside house to ensure a clearance of 2mThis was noted. |
| 5.4 | **In between meetings:****Pump House, Springfield** - Installation of Arqiva smart metering 1No. omni at 13.83m mean mounted on proposed 12m streetworks pole, Arqiva smart metering 1No GPS antenna at 12.4m mean mounted on proposed streetworks pole, Arqiva smart metering 1No 3G omni antenna at 3.8m mean mounted on proposed streetworks pole, Arqiva smart metering equipment enclosure to be installed on a root foundation 2024/0239. The planning committee had no comments on this application. |
| 5.5 | **Decisions by Broadland District Council:** |
| 5.5.1 | **Land To The Rear Of Well Pharmacy, The Street** - Demolish single storey extension & create 2 two bedroom apartments, alterations to residential living space above Well Pharmacy, including first floor extension to existing apartment 4, new staff room for pharmacy with access staircase to the existing apartment no 3 & new highway access onto The Street (20221719) – permission granted. |
| 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  | 265.00 |
| 44 The Street | Rent | 600.00 |
| Unit 2 | Reimbursement electricity | 1,294.43 |
| Broadland DC | Lottery for foodbank | 20.00 |
| Various | Cemetery fees | 545.00 |
| Lloyds | Bank interest, monthly | 104.50 |
| Hiscox | Insurance payout for leak | 1,442.00 |
| **Payments made:** |  |  |
| Telecoms World DD | Phone line for foodbank  | 16.68 |
| Comm-Tech DD | Broadband at BGC  | 41.98 |
| Total DD | Electricity at public toilets  | 54.09 |
| Nfk Home Services | Repairs at flat 42 | 195.07 |
| Angela Bishop | Various expenses | 21.69 |
| Rhino | Supplies | 63.76 |
| Mills & Reeve | Legal fees re head lease | 285.12 |
| Acle Rec Centre | Room hire youth club | 125.00 |
| Acle Home Imp’ts | Works at public toilets | 678.00 |
| Fiona Richardson | Various expenses | 122.15 |
| Nfk Prestige Fencing | Half cost of fencing at Outdoor Bowls | 1,872.00 |
| **Invoices for Payment:** |  |  |
| Various | Employment costs | 7,764.40 |
| YMCA | 2nd half youth club fee | 6,497.50 |
| T T Jones | Lighting repairs | 487.54 |
| Sharp | Copying | 20.15 |
| Acle Methodist | Room hire | 60.00 |
| Nfk ALC | Training | 36.00 |
| Rhino | Consumables | 28.66 |
| Nfk Home Services | Repairs Unit 2 | 89.35 |
| RDM Gregg | T-shirts for Beer Festival | 300.00 |
| G Nicholls | Topsoil for cemetery | 240.00 |
| Kristina Smyth  | Dunelm – blinds for Fletcher Room | 108.00 |
| Roar Electrical | Works at Fletcher Room | 1267.43 |
| Nfk Home Services | Plumbing works at Fletcher Room | 261.42 |
| **Balance c/f 26.02.24** |  | 86,088.99 |
| **Balances in Savings:** |  |  |
| Government Stocks | Gilts (at latest valuation) | 76,037.00 |
| BDC | Parish investment scheme | 216,097.64 |
| Total monies |  | 378,223.63 |
| Loan | Acle Recreation Centre | 7,500.00 |
|  |  | 385,723.63 |
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|  | Invoices for the proposed February payments had been shared with the councillors in advance of the meeting. January’s payments, all payments made between meetings, and the clerk’s bank reconciliation as at 24th January 2024 were checked to bank statements by Sally Aldridge.A report of Actual v Budget for the 11 months to January was noted. The payments were approved.In accordance with the Financial Regulations, the clerk presented a list of payments made during the year by standing order, or by direct debit. This was noted. |
| 7 | **RECREATION CENTRE**  |
| 7.1 | Trustee Barry Brooks gave a short report; the AGM is on 26th March 2024.  |
| 7.2 | People interested in being nominated as Parish Council-appointed trustees:Diane Fisher, Joe Aldous, Sarah Cameron, Jackie Clover, Barry Coveley, Dennis Fisher, Denis Goodley, Shane Tovell and Jamie Pizey.The clerk will invite these people to attend the March Parish Council meeting to give a report and explain why they would like to be re-nominated. Jamie Pizey and Barry Coveley, being present at the meeting, expressed their wish to be re-nominated and talked about their role as trustees. |
| 8 | **BIODIVERSITY ACTION PLAN** |
| 8.1 | The revised Biodiversity Action Plan was considered and adopted. |
| 8.2 | The Men’s Shed is making bird boxes, bat boxes and bug hotels for the village. It was agreed to install 2 x bug hotels and 1 x bird box in the Methodist garden. |
| 8.3 | Richard Powell will rent a turf cutter to cut a strip for wild flowers on the different greens. The cost is £70 for a week’s hire. He will collect and return it. Richard was thanked for doing this. |
| 8.4 | The nomination of Parish Council-appointed trustees for Acle Lands Trust will be on the agenda for the next meeting; currently Richard Powell, Adam Fisher, Dennis Fisher, Ken Gale and Anna Rodriguez. These people will be asked to attend the meeting to talk about why they want to be considered for nomination. |
| 9 | **HIGHWAYS** |
| 9.1 | The finger-post has been installed on The Green. |
| 10 | **STANDING ORDERS**The updated Model Standing Orders were reviewed, including:Public forum is 15 minutes, with each person only permitted to speak for 3 minutesMeetings to last no more than 2.5 hoursThe Chairman of the Parish Council shall be a member of all committees and may attend and vote at any committee meeting.The Chairman of the Council shall not serve in that capacity for more than 5 consecutive years. A councillor who has previously been Chairman of the Council may be considered for the role after a break of 12 months. (For information, Angela Bishop was appointed in 2020).A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 7 councillors to be given to the Proper Officer (parish clerk).No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting, or Sundays.Unless he/she/they have been granted a dispensation, a councillor shall withdraw from a meeting when the Council is considering a matter in which he/she/they has a disclosable pecuniary interest.The model Standing Orders include a long list of items to be considered at the Annual Parish Council meeting. As this would make a very long meeting, it was agreed that under section 5.k, items ix to xxi may be deferred to other meetings during the year, if appropriate. |
| 11 | **TRAINING AND DEVELOPMENT POLICY**An updated policy was adopted. |
| 12 | **NEXT MEETING – The next Council meeting is Monday, 25th March 2024,** at 7.00pm in the Methodist Church.  |
| 12.1 | **Items for the next agenda:**Appoint a trustee to Acle Relief in Need Youth ClubBees Needs |
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