Acle Parish Council

Annual Meeting Date: Monday, 25th March 2024  
Venue: Acle Methodist Church  
at 7.00p.m.

**PRESENT:**   
Angela Bishop – Chair  
Councillors: Sally Aldridge, Jackie Clover, Indra Goodson, Wendy Kenny, Richard Powell   
and Jess Royal.  
Also, Parish Clerk Pauline James, Deputy Clerk Fiona Richardson and Assistant Clerk Kristina Smyth.

There were nine members of the public present. Matters raised included the removal of the hedge in Damgate Lane and the poor state of The Street. It was noted that the recent Beer Festival raised over £8,500 for local charities. The clerk was asked to thank the staff at Wilkersons before the shop is closed.  
  
District and County Councillor Lana Hempsall sent a report including reporting if a bin collection is missed, plans to re-do the road markings at the pedestrian crossing, and ongoing problems with the installation of a footway in Leffins Lane.

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| 1 | | **APOLOGIES** Sarah Carter, Barry Coveley, Tony Hemmingway, Jamie Pizey and David Stephenson. | | |
| 2 | | **DECLARATIONS OF INTEREST** Jackie Clover reminded the meeting that she is a Trustee of Acle Recreation Centre. Angela Bishop had an interest in a payment to her daughter under employment costs. Richard Powell is a Trustee of Acle Lands Trust. | | |
| 3 | | **MINUTES** The minutes of the meeting of 26th February 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 | | **Nomination of Trustees for Acle Lands Trust**  It was unanimously agreed to re-appoint Richard Powell, Adam Fisher, Dennis Fisher, Ken Gale and Anna Rodriguez as Trustees.  Richard asked if it might be possible for APC to purchase a rechargeable **strimmer** for use around the village, costing about £200. This was agreed. | | |
| 4.2 | | **Nomination of Trustees for Acle Recreation Centre**  It was unanimously agreed to re-appoint Joe Aldous, Sarah Cameron, Jackie Clover, Barry Coveley, Diane Fisher, Dennis Fisher, Denis Goodley, Jamie Pizey and Shane Tovell as Trustees. | | |
| 4.3 | | **Nomination of Trustee for Acle Relief in Need**  It was unanimously agreed to re-appoint Angela Bishop as Trustee.  *Wendy Kenny left the meeting at this point.* | | |
| 4.4 | | **Cemeteries:** Nothing further to report. | | |
| 4.5 | | **Fletcher Room:**  The Assistant Clerk gave an update on plans to replace the modular community building:  Discussions continue about the new **Lease** with Norfolk Property Services.  **Planning** - Alan Irvine, planning consultant, was consulted as to what would work best with the land in terms of planning for building location, movement of sheds, removal of tree. Given the space between a utility pole and the end of the leased land, and the need to have a pathway around the building, it was noted that an 18m wide building would not fit in that space as is, without having to move the utility pole and the Pre-School’s wooden structure.  It was agreed either to ask NPS if the land leased could be increased by approx. 2-3m, meaning the ground rent would likely increase, or to pay to move the utility pole and wooden structure to fit in a larger building. The councillors agreed to discount the alternative solution of having a smaller 1- room building.  Preparations for the **public consultation** continue. It was agreed to incorporate the page on the formal consultation with a general newsletter, including a piece on why the precept was increased for 24-25. This will go out in hard copy to every household and be put up on noticeboards. An electronic copy will go out via email from Acle Academy, Acle Primary and Acle Pre-School, and be on the Council’s website and facebook page. The reply options are to return the paper slip on the hard copies to the Brian Grint Centre post box or to the Post Office who have kindly agreed to house a box for 5 weeks, and at Swallowtail Place. These boxes will be sealed other than a small slot to put responses in. On the flyer is a QR code, which directs to a google form, and the google form link itself will be on the website and facebook as a clickable link.  The clerk explained that a loan of £200,000 would cost £20,000pa over about 14 years, but a loan of £350,000 would take 50 years to pay off at £20,000pa. It is hoped to get significant grants towards the cost so as to minimise the loan needed. This was noted.  Acle Pre-School and Angela Bishop have arranged a day to have a deep clean of the fixtures and fittings. All are welcome to help. | | |
| 4.6 | | **Brian Grint Centre and Chocolate Box:** | | |
|  | | It was noted that a lock would be fitted to the first floor room used to store archive papers so as to restrict access when the main room is let to others. | | |
|  | | The deputy clerk will meet with Jackie Clover to discuss options for a display board for outside the Brian Grint Centre. | | |
|  | | **It was agreed to defer to private session to discuss rent and electricity costs at the end of the meeting.** | | |
| 4.7 | | **Folly Tree House:** | | |
| 4.7.1 | | Unit 1 is now open for business. | | |
|  | | **It was agreed to defer a discussion about the management to private session at the end of the meeting, also a banner and a storage shed for chairs and tables.** | | |
| 4.8 | | **Public Toilets:** | | |
|  | | Broadland District Council have agreed to pay £17,060 for the general repairs to the Public Toilets. This was welcomed. | | |
| 4.9 | | It was agreed to give a donation of £50 to Acle Methodist Church towards the cost of the improved **Wi-Fi**. | | |
| 4.10 | | It was noted that the Allotment Association was going to raise funds for a **defibrillator** at the Allotments or Hermitage Pub. | | |
| 4.11 | | Jess Royal was added to the **Rent Review Group**. | | |
| 4.12 | | It was agreed to begin to alter some of the **streetlights** so that they are dimmed in the early hours of the morning. | | |
| 4.13 | | The councillors were asked to add any information to the **Training List.** | | |
| 4.14 | | Acle Primary School Friends Of School Association (**FOSA**) (a Charity) had asked for a reduction for room hire for meetings at the Brian Grint Centre, which costs £20 per session. It was suggested that they might meet at the Fire Station free of charge. This will be investigated further. | | |
| 4.15 | | The deputy clerk showed the draft Parish Council Logo, which is an updated version of the village sign, drawn on an oak leaf. A minor adjustment was suggested, | | |
| 4.16 | | **It was agreed to defer a discussion of travel costs to private session.** | | |
| 4.17 | | It was agreed to apply for the Methodist Church, Post Office and Medical Centre to be listed as **Assets of Community Value.** | | |
| 5 | | **PLANNING** | | |
| 5.1 | | Ref 2023/3861 **Land North Of Damgate Lane** - Erection of 3 dwellings (change of tenure from self build to market housing 20212094) - this is going to the BDC planning committee on 27th March. The report to the committee will include APC’s previous comments. The officer is recommending granting the permission because the earlier application succeeded because BDC could not demonstrate a 5-year land supply, not because it was an exception site. This was noted. | | |
| 6.1 | | | **FINANCE REPORT** The finance report had been shared with all councillors in advance of the meeting: |
|  | | | |  |  |  | | --- | --- | --- | | **Receipts:** |  | £ | | 42 The Street | Rent | 765.00 | | 44 The Street | Rent | 600.00 | | Upton PC | Reimbursement expenses | 65.96 | | Broadland DC | Lottery for foodbank | 16.00 | | Various | Cemetery fees | 145.00 | | Lloyds | Bank interest, monthly | 105.49 | | Donation | For bench at cemetery | 683.30 | | Barratt & Cooke | Income on gilts | 0.89 | | **Payments made:** |  |  | | Telecoms World DD | Phone line for foodbank | 15.58 | | Comm-Tech DD | Broadband at BGC | 41.98 | | Total DD | Electricity at public toilets | 50.62 | | EDF DD | Brian Grint Centre | 607.00 | | EDF DD | Folly Tree House | 80.00 | | Siemens DD | Copier rental | 205.26 | | Jen Taylor | Various works around village | 1,244.00 | |  |  |  | | Acle Rec Centre | Room hire youth club | 93.75 | | Rob Chapman | Work at flats | 112.90 | | Fiona Richardson | Various expenses | 71.01 | | Kristina Smyth | Various expenses | 21.99 | | Acle Methodists | Room hire | 60.00 | | Roger Impey | Travel costs for foodbank delivery | 6.30 | | **Invoices for Payment:** |  |  | | Various | Employment costs | 8,284.38 | | Wilkersons | Consumables | 9.36 | | T T Jones | Lighting repairs | 878.16 | | Eastern Powers System | Fire alarm system in flats | 899.46 | | Ovamill | Repairs at Fletcher Room | 2,217.36 | | C&M Glass | Repair to door at BGC | 102.00 | | BDC | Rates for BGC ground floor, for year | 1,008.60 | | BDC | Rates for BGC first floor, for year | 3,285.17 | | Norfolk Pest Control | Rats at allotments | 105.00 | | Hugh Crane Ltd | Consumables | 142.31 | | Alan Irvine | Planning advice re new Fletcher Room | 624.00 | | Kristina Smyth | Travel expenses | 5.85 | | **Balance c/f 25.03.24** |  | 67,926.57 | | **Balances in Savings:** |  |  | | Government Stocks | Gilts (at latest valuation) | 76,037.00 | | BDC | Parish investment scheme | 216,097.64 | | Total monies |  | 360,061.21 | | Loan | Acle Recreation Centre | 7,500.00 | |  |  | 367,561.21 | |  |  |  | |
|  | Invoices for the proposed March payments had been shared with the councillors in advance of the meeting. February’s payments, all payments made between meetings, and the clerk’s bank reconciliation as at 23rd February 2024 were checked to bank statements by Jackie Clover.  A report of Actual v Budget for the 12 months to March, before adjustment for debtors and creditors, was shared with the councillors.  The payments were approved. | | | | |
| 7 | **RECREATION CENTRE** | | | | |
|  | Trustee Barry Brooks gave a report. | | | | |
| 8 | **ENVIRONMENT** | | | | |
| 8.1 | **Bees’ Needs scheme** - This is a government scheme. There is a Bees’ Needs week, 8th - 14th July, when there will be lots of publicity about helping pollinators, and Flower-Insect Timed counts - a bit like the RSPB Big Bird Count. They also invite applications for Bees’ Needs Champions. | | | | |
| 8.2 | Richard Powell told the meeting that he would be stripping turf from some of the village verges, and planting wildflowers. | | | | |
| 9 | **HIGHWAYS** | | | | |
| 9.1 | **Re-surfacing** of The Street, part of Old Road, part of Norwich Road and part of New Road is planned as part of the works when Norfolk County Council install the amended bus stop. | | | | |
| 9.2 | **Dog poo bins** Lovells have said that they are not putting in any bins on land north of Norwich Road. BDC will be asked if they might fund some bins.  The assistant clerk has sent BDC some mapping of where additional dog poo bins could be located to assist with an increase of mess and overflowing bins, and asked them if they are able to collect from these locations the relevant land owner is approached for permission.  It was agreed to purchase and install a new dog poo bin near the A47 westbound sliproad. | | | | |
| 10 | **DATA PROTECTION POLICIES:** The deputy clerk presented:   * Data Retention Policy * Subject Access Request Form * Data Breach Notification Form * Data Breach Notification Policy   These were unanimously adopted. | | | | |
| 11 | **ARCHIVE GROUP** Jackie Clover gave a report, including an invitation to the AGM on 28th April in the Parish Room. | | | | |
| 12 | **NEXT MEETING**  **– The next Council meeting is Monday, 29th April 2024,** **at 7.00pm** in the Methodist Church.   * **The Annual Parish Meeting is on Monday, 22nd** **April at 7.00pm.** | | | | |
| 12.1 | **Items for the next agenda:**   * Bulb planting * Methodist Garden * Parish talks | | | | |

There being no further business, the meeting was closed at 9.25pm.

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