Acle Parish Council

Meeting Date: Monday, 15th March 2021
Venue: Online Meeting
Time: 7.00 p.m.

Following the introduction of new legislation, (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020), which took effect on 4th April 2020, this Parish Council meeting was a virtual meeting, held online. This legislation may remain in place until 7th May 2021.

**PRESENT:**
Chair: Angela Bishop
Vice-Chair: Jamie Pizey
Councillors: Sally Aldridge, Sarah Carter, Jackie Clover, Barry Coveley, Jayne Greenacre (joined the meeting at 7.10), Tony Hemmingway, Hannah Jackson, Wendy Kenny and Richard Powell

Also Parish Clerk, Pauline James.

There were no members of the public present.

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| **1** | **APOLOGIES** Anna Holt |
| **2** | **DECLARATIONS OF INTEREST**None. |
| **3** | **CHOCOLATE BOX BUILDING** |
| 3.1 | Notes from the working party meeting on 25th February 2021 had been circulated and were noted. It was confirmed that Jamie Pizey and Jayne Greenacre had now visited the premises. The clerk was asked to investigate if a lift could be installed to make the upstairs accessible to more people. |
| 3.2 | The councillors gave their views on the future use of building. After some discussion it was agreed by a majority that the building, other than the newsagent’s, would be for community use, including a place to organise the digitisation of the village archive. At a later date, if the building is not used very much, then a commercial letting will be considered. It was noted that a community use would probably require financing by the precept. |
| 3.3 | The recent Fire Risk Assessment for the newsagent’s was noted. There are a large number of issues that need to be addressed as soon as possible; these will be included in the proposed refurbishment. |
| 3.4 | The recent Fire Risk Assessment for the foodbank room and the upstairs offices was noted. The recommendations will be incorporated in the refurbishment. The clerk is arranging some fire safety training for herself and for the tenant. |
| 3.5 | A quote from Seckers for heating/air conditioning was noted. The annual maintenance is estimated to be £400. |
| 4 | **BARCLAYS BANK BUILDING** |
| 4.1 | The Project Manager’s quotes for the next stages were noted and accepted:1. Fees to manage CDM requirements: £4,188, with additional time charged at £90/hr
2. Fees to manage tender process: £12,485, (£8,165 + correspondence time) but if fewer hours are needed, then they will not be billed
3. Fees to manage the build would be expected to be 6.5% of the total project price – to be reviewed and discussed later in the process
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| 4.2 | The architect had sent draft plans for the proposed extension and change of use. These were noted and agreed, in draft. It was suggested that some of the outside play space for the pre-school should be hard-standing to allow play when the grass is wet or muddy. |
| 4.3 | The architect sent the Draft Planning Statement. This was noted. |
| 4.4 | The Pre-Works Fire Safety Assessment was noted. The recommendations will be incorporated into the refurbishment.  |
| 4.5 | It was noted that the findings of the earlier Asbestos Report will also be incorporated into the refurbishment. |
| **5** | **ITEMS FOR THE NEXT AGENDA – 29th March 2021**No extra items were proposed. |

There being no further business, the meeting was closed at 8.10pm.

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