**Acle Parish Council**

**Clerks’ report for Parish Council meeting on 31st January 2022.**

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| **1.** | **Clerks’ Report - Matters Arising from the Meeting of 13th December:** |
| 1.1 | Paul Lambert of **Acle Winter Beer Festival** has asked for a grant. The event is planned for the first weekend in March, to be held at the parish room. It is an event run by volunteers, with any profits to be split between the Acle Rainbows, Brownies, Guides, Cubs and Scouts. They are asking for the PC to sponsor the cost of glasses for the event. They are planning to purchase one-off printed glasses to be used/purchased by visitors to the event, to raise funds. They are getting a design developed, of the church and parish room…The cost for 250 glasses is about £365 + VAT. |
| 1.2 | Four people attended the January Cuppa Care session. The organisers would like to continue their visits to Acle and have booked Acle dates until June. They would normally just set up shop with their minibus. The PC paid for the hire of the Methodist Church hall for their first three visits.  |
| 1.3 | **Fletcher Room** Becky will be inspecting the Fletcher Room every 6-8 weeks (outside of term time) for health and safety purposes. An inspection was undertaken by Barry, Tony and I on the 16.01.22. Hazards we observed were reported to the Pre-School and these have since been removed. The Pre-School have also identified some maintenance issues relating to the building. Richard Holt – Electrician has replaced two fluorescent lights which were not working and is booked on 14.02.22 to fix the outside bollard lights and replace the broken extractor fan in the kitchen. A Legionella Risk Assessment has been booked on 15.02.22 with Norse. I have a meeting with Paul Woolaston – Property Maintenance on 27.01.22 to quote for repairing/replacing taps, toilet cisterns and pipe boxing, clearing the gutters, fixing the leak under the kitchen sink and in the store room, repairing outside areas where there are slip/trip hazards and fixing the loose ceiling beams and any loose edging around the building. There are also concerns about the condition of the tree which appears unstable in windy conditions. I am obtaining quotes from a tree surgeon. A fire extinguisher assessment will be carried out this month. The Pre-School have also been obtaining quotes for works they are funding which include making the outdoor sheds watertight, removing the concrete edging and stones (trip hazard), cutting back the trees and bushes to improve access to the swing and wendy house, taking rubbish to the recycling centre, repairing the garden gate latch, additional shelving and re-roofing the gazebos. Becky met with the Pre-School trustees via Zoom on 18.01.22 to discuss the short, medium, and longer-term needs of the Pre-School with regard to the facility to operate from, and the partnership and ongoing support provided by Acle Parish Council. The Pre-School wishes to remain on the Fletcher Way site rather than move into the Barclays building and would like the lease extended for another 25 years as proposed by Norfolk County Council. The Pre-School agreed to obtain quotes for a new modular building to see whether this is a more financially viable option in comparison to moving to Barclays. The Pre-School agreed to provide their accounts so an appropriate rate for rent can be agreed which reflects the increase charged by Norfolk County Council and the budget of the Pre-School. An occupational licence will be drafted which will supersede the current hiring agreement and give greater clarity about the relationship between the parish council and Pre-School and set out clear terms who is responsible for what. I noted the charity commission website had out-of-date information about the trustees. The Pre-School have updated this accordingly. |
| 1.4 | **Flats at Barclays**Some repairs will be done shortly. |
| 1.5 | **Update re play areas** Becky inspects the 3 play areas at Springfield, Beighton Road and Damgate Lane weekly. Risk assessments have been updated for all play areas. Paul Wollaston is going to quote to replace the damaged fence panel at Springfield and look at the gate mechanism as it is no longer self-closing. New signs with posts will be fitted at all three play areas to comply with the Occupiers Liability Act 1957 & 1984 including Name of Operator of the site and Contact Details to report damage or accidents.Becky has applied to the National Community Lottery Fund for a grant of £15K to purchase adult gym equipment for Damgate Lane. Becky will explore whether Clarion would be interested in taking on the management of the Beighton Road play area, or if they are still happy to extend the lease. If they are then we could consider refreshing the play equipment. |
| 1.6 | **Update re public toilets**Becky inspects the public toilets weekly and has updated the risk assessment. The electrical testing was done on 10.01.22 and a Legionella Risk Assessment has been arranged for 15.02.22.Broadland District Council said they would not replace the damaged door on the men’s toilets and the shattered window in the women’s toilets. Becky will get quotes. |
|  | **General matters arising** |
| 1.7 | Pauline has applied to NCC for permission to site a new **grit bin** at Englands Road on 15th December. As soon as we have been given permission we’ll place the order for a new grit bin.The Parish Council’s six grit bins have been checked and re-filled by Tony. |
| 1.8 | BDC have decided to list the former Lloyds building (now Gentleman Jacks) as an **Asset of Community Value**. BDC decided not to list Acle Sale Yard or Old Station Road. |
| 1.9 | Pauline reported the lights out at the A47 roundabout and received this reply from National Highways:*The lights at Acle roundabout are the old-style SOX lighting which are now obsolete. However, we will be visiting the site this week to investigate and carry out repairs where possible. We have recently secured LED lanterns that can be used to retrofit the columns to bring them back into lighting until a full redesign and upgrade is programmed  in a few year’s time.The retrofitting will take place once we received the luminaires into our depots, they are due to be delivered in January 2022 and works will be programmed soon after. Vauxhall roundabout at Great Yarmouth is**in**the same situation as Acle and these works will be carried out at the same time.* |
| 1.10 | Network Rail re trees alongside the railway track:*"We hope to make a start on some of the 14 trees before Christmas. I will keep you updated with progress"*  |
| **2** | **Correspondence Received:** |
| 2.1 | The **Poppy Appeal** co-ordinator sent thanks for the donation and reported that the total raised in Acle and the surrounding district was £9,697. |
| 2.2 | The **High Sheriff’s** office got in touch to say that Michael Gurney, High Sheriff of Norfolk, is visiting Acle Academy on Tuesday, 1st March and asking if he could then visit Acle, with a view to helping in some way. He has been invited to visit the Barclays building and to hear about our plans for that, and for the Chocolate Box.  |
| 2.3 | There will be a zoom meeting to find out more about the **Reclaim the Rain** scheme. |
| 2.4 | We’ve had notification that the Hearing meetings re the **Greater Norwich Local Plan** will take place at the beginning of February. |
| 2.5 | Charles Wharton Ltd has entered a **Deposit in the Register of Deposits and Declarations** re land in this area.NCC explains:*Deposits made under Section 31 (6) of the Highways Act 1980 relate to the establishment of public rights of way.  A deposit relating to public rights of way does not affect any existing public rights of way that are recorded on the definitive map and statement; the public can continue to use existing public rights of way as normal.  The deposit is a statement from the landowner that they do not intend to dedicate any additional public rights of way over their land.  An admission by the landowner of existing rights of way usually forms part of the deposit.*The deposit includes land at Acle Straight and at Acle Bridge, including only a small amount of the marshy land along the Acle Straight is in our parish. |
| 2.6 | The Broads Society sent notice that the Government’s response to the **Glover Report,** into National Parks, had been published.  |
| 2.7 | We have received copy emails from a resident who would like the whole of **Leffins Lane** to be designated as 40mph, rather than just most of it.  |
| 3 | **Planning:**  |
| 3.1 | **Norwich Road roundabout** – 3 x non-illuminated sponsorship signs (20220014). |
| 3.2 | There was an application for **Swallowtail Place,** for non-material changes to the design, but we have not been consulted on this one. (20212286). |
| 3.3 | An application for hardstanding at **Hill Farm** did not need planning permission. |
| 4 | **Finance Report will be in the minutes.** |
| 5 | **Recreation Centre:**The PC signed a joint agreement for the Rec Centre’s grant for the solar panels. |
| 6 | **Chocolate Box:** Becky inspects the empty offices and foodbank weekly. The fire extinguisher check was carried out on 13.01.22. The fire risk assessment is due in February. An electrical test will be done at the first floor of the Chocolate Box to establish if any electrical work is required in this area which the architect will need to be aware of. The sub working party have been meeting with architects and builders to obtain quotes for the works.  |
| 7 | **Barclays:** Becky inspects the building weekly.The bi-annual fire alarm check was carried out on 06.01.22 and the annual fire extinguisher check was carried out on 13.01.22 by Flameskill.The Pre-School has stated they would prefer to remain at their current location but in a new modular building. As a result, the working party propose the Pre-School remains in the Fletcher Room which will reduce costs to the Barclays renovation (no extension required) and architect fees.  |
| 8 | **New Cemetery: (agenda item 10)**The engrossed copy of the contract for the purchase of land for a new cemetery will be signed at our meeting on Monday. |
| 9 | **Men’s Shed:** Tony and Barry have secured two mobile portacabins for the Men’s Shed which will be delivered at the end of February/or as soon as the solar panel work on the recreation centre roof is complete (due to start on the 30th January and be complete by two weeks). The portacabins have been provided by Anglo Scottish Sales for £5,500 each including delivery, plus VAT. Tony, Barry and a member of the Men’s Shed Committee measured the area to ensure the site proposed at the recreation centre was suitable. They also met with UK Power Networks and have obtained a quote of £2,044.00 to supply electric to both units.Acle Recreation Centre have arranged for the trees and roots to be removed at the site on 27th January.  |
| 10 | **Highways:** |
| 10.1 | **Mobile Vehicle Activated Sign:**Jamie can give a report on the results from South Walsham Road. |
| 10.2 | **Parking scheme:** NCC said that the work should be agreed shortly. |
| 10.3 | Lana Hempsall said that she would try to find out what happened when NCC inspected the culvert under **Beighton Road**. |
| 11 | **Policies**  |
|  | Updated policies will be reviewed and agreed. |
| 12 | **Events:** Angela will report on the Jubilee events. |
| 13 | **Any Other Business:** |
|  | Our newly appointed police constable, Steve Godden, said he will try to come along to our meeting on Monday. He will be working with PC Jackie Chambers to cover this area. |
|  | Pauline and Becky – 27th January 2022 |