Acle Parish Council

Meeting Date: Monday, 31st January 2022
Venue: Acle Methodist Church
at 7.00p.m.

**PRESENT:**

Vice-Chair: Jamie Pizey
Councillors: Sally Aldridge, Jackie Clover, Barry Coveley, Indra Goodson, Tony Hemmingway, Wendy Kenny and Richard Powell.
Also, Parish Clerk, Pauline James, and Deputy Clerk, Becky Furr.

PC Steve Godden attended the meeting, introduced himself and gave a report on local matters.

Six members of the public were present. Matters raised included Network Rail’s work to cut back and remove trees alongside the railway line, and the request for a grant towards Acle Winter Beer Festival.

District & County Councillor Lana Hempsall gave a report: NCC officers have been investigating the drainage in the Beighton Road area, following the flooding in 2020. In relation to the planning application for advertising boards on the Norwich Road roundabouts, Lana reported that advertising on NCC roundabouts raises about £1m countywide.

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| 1 | **APOLOGIES** were accepted fromAngela Bishop, Sarah Carter, Hannah Jackson and David Stephenson.In the absence of Angela Bishop, Jamie Pizey chaired the meeting. |
| 2 | **DECLARATIONS OF INTEREST**Jackie Clover, Barry Coveley and Jamie Pizey reminded the meeting that they are Trustees of Acle Recreation Centre. Indra Goodson confirmed she is a good friend of Louisa Mutton (re Chocolate Box). Tony Hemmingway had an interest in a payment. |
| 3 | **MINUTES**The minutes of the meeting of 13th December 2021 were agreed to be correct, and were signed by Jamie Pizey, as Chair of the meeting. |
| 4 | **CLERK’S REPORT** |
|  | The 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. |
| 4.1 | **Grant for Winter Beer Festival**The event is run by volunteers and aims to raise funds for the uniformed youth groups in the village. The organisers requested a grant to pay for the souvenir beer glasses, being £402 + VAT for 240 glasses. After some discussion it was agreed to pay a grant of £200, as well as the room hire for the festival, being £150. |
| 4.2 | **Cuppa Care**It was agreed topay the room hire at the Methodist Meeting Room for the next 5 monthly visits, at £30.70 per month. |
| 4.3 | **Fletcher Room**Deputy clerk Becky Furr reported that she inspects the Fletcher Room every 6-8 weeks (outside of term time), for health and safety purposes. An inspection was undertaken on 16th January. A list of issues were reported to the Pre-School and these have since been removed or mended.The Pre-School have also identified some maintenance issues relating to the building. An electrician has replaced two fluorescent lights which were not working and is booked on 14th February to fix the outside bollard lights and to replace the broken extractor fan in the kitchen. A Legionella Risk Assessment has been booked on 15th February with Norse. Becky is getting quotes for replacing taps, toilet cisterns and pipe boxing, clearing the gutters, fixing the leak under the kitchen sink and in the storeroom, repairing the outside areas where there are slip/trip hazards and fixing the loose ceiling beams and any loose edging around the building. She is also getting quotes for work to a tree which appears unstable in windy conditions. A fire extinguisher assessment has been done. 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 reported that she met with the Pre-School Trustees via Zoom on 18th January 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 to 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 will be asked to apply for grants and fundraise towards the cost of a new building.The Pre-School agreed to provide their accounts so that an appropriate rate for rent can be agreed, which reflects the increase proposed 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 will set out clearly who is responsible for what.  |
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| **Flats at Barclays****Flat 42**Becky reported that the annual gas check was carried out on 20th January, and she inspected the flat on 12th January.The tenant reported a few issues for repair, and it was agreed to replace or re-fix the tiles on the outside access. The tenants will repaint internal walls, where necessary. |

**Flat 44** The annual gas check and Becky’s inspection are booked for 3rd February. The tenant reported a few issues for repair, and it was agreed to get the bathroom window fixed and to ensure the hot water is working correctly.Fire blankets have been purchased for both flats. |
| 4.5 | **Update re play areas**Becky inspects the three play areas, at Springfield, Beighton Road and Damgate Lane, weekly. She has updated the risk assessments for all three play areas. Some repairs will be done shortly.New signs with posts will be erected for all three play areas, to comply with the Occupiers’ Liability Acts 1957 & 1984, including the Parish Council’s name and contact details so that residents can report any damage or accidents. It was agreed to remove the two conifers at the **Springfield** site. RoSPA recommends there are a minimum two gates in a play area so there is an escape route in the event of a child/adult blocking one entrance. The second gate at the **Damgate Lane** site had previously been closed to prevent children running out into the road, because there is poor visibility. It was felt that the gate could be used if the hedge/brambles were cut right back, and a reflective mirror could be installed (with NCC Highways approval) to enhance visibility. It was agreed to investigate costs. The hedge at the Damgate Lane site will be cut by the end of February.Becky has applied to the National Community Lottery Fund for a grant of £15,000 to purchase adult gym equipment for Damgate Lane. The working party members have been asked to choose suitable exercise equipment for the site.Becky will contact Clarion to ask if they would be interested in taking on the management and refurbishment of the **Beighton Road** play area, or if they are still happy to extend the lease. If the lease is extended then the Council would consider replacing the play equipment. It was agreed that the soil from mole hills should be removed, to enable the grasscutting. |
| 4.6 | **Update re public toilets**Becky inspects the public toilets weekly and has updated the risk assessment. The electrical testing was done on 10th January and a Legionella Risk Assessment has been arranged for 15th February.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 obtain quotes for the repairs. |
| 4.7 | An online meeting has been arranged with NCC to discuss the **Reclaim the Rain** project, where they will work with three parishes in Norfolk to reduce risk of flooding and to store rainwater. |
| 4.8 | The clerk has applied for permission from NCC to site a new **grit bin** at the junction of Englands Road and South Walsham Road. The cost of the bin is £169.08.Tony Hemmingway has checked all the grit bins in the village and has topped up the salt in the Parish Council’s 5 bins. |
| 4.9 | 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. |
| 4.10 | 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 will visit the former Barclays building to learn about our plans for that building, and for the Chocolate Box.  |
| 4.11 | Charles Wharton Ltd has entered a **Deposit in the Register of Deposits and Declarations** re land in this area.NCC said: *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 a small amount of the marshy land along the Acle Straight in the Acle parish. This was noted. |
| 4.12 | The **Christmas Day Breakfast** had to be cancelled because of the rising cases of Covid at that time. |
| 4.13 | The cabinet for the **defibrillator** has arrived and will be fitted shortly in the former BT phone box in The Street. |
| 5 | **PLANNING** |
| 5.1.2 | **Norwich Road roundabout** – 3 x non-illuminated sponsorship signs (20220014).It was agreed to object to the plans; affecting local character, out of keeping, affecting tourism, distracting drivers and reducing highways safety and visibility. |
| 6 | **FINANCE**The finance report had been shared with all councillors in advance of the meeting, and posted on the website: |
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| **Receipts:** |  |  £ |
| 42 The Street | Rent  | 945.00 |
| 44 The Street | Rent | 600.00 |
| Chocolate Box | Rent  | 650.00 |
| Various | Funerals and memorials | 305.00 |
| Upton PC | Share of expenses | 78.34 |
| BDC | Donation for foodbank | 400.00 |
| Various | Market stalls income | 175.00 |
| Ruth Sutton | Donation for foodbank | 75.00 |
| BDC | Lottery income | 52.00 |
| HMRC | VAT refund | 5,599.40 |
| **Payments made:** |  |  |
| Employment: |  | 75.50 |
| HMRC  | Tax re above | 8.20 |
| BDC | Emptying 7 bins for the year | 1,391.60 |
| Acle Rec Centre | Christmas tree lights | 69.16 |
| A L Shearing | Christmas trees | 320.00 |
| Caroline Crane | Food for foodbank | 45.51 |
| Roger Impey | Delivering food | 6.75 |
| Blofield & Brundall | Delivering food | 6.00 |
| Roar Electrical | Electrical testing and repairs Fletcher Rm | 195.78 |
| Roar Electrical | Electrical testing at public toilets | 120.00 |
| Acle Rec Centre | Room hire Christmas market | 53.60 |
|  | Fogging public toilets | 50.00 |
|  | Room hire youth club | 72.00 |
| N Moore  | Entertainer for Jubilee – deposit | 50.00 |
| SSE | Electricity on account – Barclays | 100.00 |
| SWALEC DD | Electricity for streetlights | 724.51 |
| Wave DD | Water at cemetery | 12.47 |
| Wave DD | Water at allotments | 52.44 |
| Wave DD | Water at public toilets | 925.53 |
| Telecoms World DD | Freephone number for foodbank | 15.83 |
| Siemens DD | Copier rental | 205.26 |
| **Online payments:** |  |  |
| Employment costs: |  | 6,427.39 |
| Norfolk Ass’n | Training – Indra Goodson | 72.00 |
| Sharp | Copying | 63.67 |
| Wel Medical | Defibrillator cabinet | 546.00 |
| Hugh Crane Cleaning | Supplies | 35.83 |
| Rhino | Plywood and salt | 592.45 |
| Imprint | Signage for play areas | 419.99 |
| Methodists | Room hire | 81.60 |
| Sharp | Copying | 63.67 |
| T T Jones | Lighting repairs | 1,471.45 |
| CPRE | Subscription | 36.00 |
| Angela Bishop | Exps re Jubilee | 65.58 |
| Wilkersons | Consumables | 44.71 |
| Tony Hemmingway | Lock for clock above toilets | 16.49 |
| Flameskill | Extinguisher servicing | 183.72 |
| Caroline Crane | Food for foodbank | 34.11 |
| East Coast Waste | Skip hire | 201.60 |
| UK Power Networks | Supply of electricity for Men’s Shed | 2,044.00 |
| Emiter | Meter box for Men’s Shed | 298.80 |
| M H Goals  | 25% of cost of goals (S106) | 429.00 |
| CRM Gardening | Removal of tree stump | 150.00 |
| Ashlea Lauren | Singer for Jubilee event - deposit | 50.00 |
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| **Balance c/f 31.01.22** |  | 164,709.04 |
| **Balances in Savings:** |  |  |
| Government Stocks | Gilts | 134,633.00 |
| BDC | Parish investment scheme  | 251,002.65 |
| Cambridge B/Soc | Instant access | 91,636.36 |
| Lloyds Bank | 32-day notice | 102,240.69 |
| Nationwide B/Soc | 45-day saver | 91,418.75 |
| Total monies |  | 835,640.49 |
| Loan | Acle Recreation Centre | 11,250.00 |
|  |  | 846,890.49 |

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|  | Outstanding commitments: Parking amendments.Wendy Kenny had checked the December online payments to the bank statements, payments between meetings and the clerk’s bank reconciliation dated 5th January 2022.The list of standing orders and direct debits as at 31.1.2022 was reviewed and signed.Invoices for the proposed January online payments had been shared with the councillors in advance of the meeting, together with the Actual v Budget Report for ten months. The payments were approved.Indra Goodson reported that she is arranging a craft fair and that the proceeds will be put towards the cost of the Jubilee events. |
| 7 | **RECREATION CENTRE** Trustee Barry Brooks gave a report: the accounts for the year to 31st December have been sent to the auditors. The trees on the grass in front of the Indoor Bowls centre have been cut down to enable access to put the solar panels on the roof. The trustees are investigating prices for electric vehicle charging points. Replacement trees will be planted elsewhere on the site. |
| 8 | **CHOCOLATE BOX BUILDING** Becky inspects the empty offices and foodbank weekly and has updated the risk assessment. The fire extinguisher check was carried out on 13.01.22. The fire risk assessment is due in February. The electrical testing at the first floor of the Chocolate Box will be done shortly. Becky has ordered a 6-yard skip to be delivered on Saturday 5th February. The nettles and the brambles at the back of The Chocolate Box will be cleared on 9th February.The sub- working party has been meeting with architects and builders to obtain quotes for the works. Their recommendations were shared with the working party by email and subsequently via a Zoom meeting held on 24th January.The full Council agreed:1. The renovation works at the Chocolate Box should be carried out as soon as possible due to the health and safety issues in the building relating to the electrics and damp.
2. The re-roofing, re-wiring, damp-proofing, full window and door installation, and heating within the Chocolate Box will be prioritised. Other work can be accommodated at a later stage when the budget allows.
3. The tenant will move into the former Barclays building while the work is done.
4. Mills & Reeves will be asked to draw up a formal offer letter which sets out the rent and terms of the agreement for the tenant.
5. Barry Coveley has explored the process to move the Lottery station etc.and will discuss this with the tenant.
6. Becky will circulate quotes for the work to the fuse box and sockets, fire alarm, heater, telecom point and internet connection in Barclays, and a panic alarm, ready for the tenant’s temporary move.
7. Work to repair the ceiling tiles in Barclays can be carried out so as to improve the appearance of the public space, up to £500.
8. The temporary public area will be partitioned off from the other areas of the Barclays building. Tony Hemmingway is investigating how best to fasten the door between the public and private areas, so as to make it secure for the tenant.
9. All necessary works will be done to ensure the building is safe.

There was some discussion about how to ensure all councillors are kept up-to-date with the work proposed, and the costs, for the refurbishment of both the Chocolate Box and the former Barclays building. It was agreed that Becky would send out a summary on Fridays, listing work done, and quotes obtained, that week, and site meetings booked for future dates.  |
| 9 | **FORMER BARCLAYS BUILDING** Becky inspects the building weekly and has updated the risk assessment. This will need updating again in preparation for the temporary use by the Chocolate Box tenant. The bi-annual fire alarm check was carried out on 6th January, and the annual fire extinguisher check was carried out on 13th January, both 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 proposes that the Pre-School remains in the Fletcher Room, which will reduce costs to the Barclays renovation, as no extension would be required, and the architect fees. It was agreed that an architect should now draw up plans for three retail outlets at the front of the building. It was noted that the sub-working party is actively obtaining quotes from architects. Income from the retail outlets could be used to part-fund an alternative mobile building for the Pre-School at the school site.The Foodbank will be moved into the kitchen area whilst the renovation work is completed at the Chocolate Box. A Legionella Risk Assessment will be carried out as both The Chocolate Box and the Foodbank will be using the water supply.Becky was asked to get quotes to treat the front doors with a suitable product, to weather-proof the wood.It was agreed that the Chocolate Box project would be done before the Barclays Bank project. The former is a smaller project and, once the works are done, there will be a better understanding of the money available to do the latter project. |
| 10 | **LAND FOR NEW CEMETERY**The Agreement and Transfer had been received for signature.* The cost is£62,100 + VAT
* Acle PC pays the Cranes' legal fees up to £1,000 + VAT
* Acle PC is buying the land for the cemetery with full title
* The Cranes give the right to pass over the Green and Yellow land (Green is the 10m wide strip of land that enables access to drive from the track into the cemetery and Yellow is the piece of track that goes past the bungalow)
* The Cranes give Acle PC the right to improve the Green and Yellow land, and to maintain it (but Acle PC has to give notice to the Cranes beforehand)
* The Cranes will make good any damage they cause to the Green or Yellow land, after Acle PC has resurfaced it, so long as the original work is done to a high standard
* Acle PC has to put up a post and rail fence along the south and west boundaries of the land, within 6 months, plus a gate in the south boundaryThis was all noted and Tony and Barry were authorised to sign on behalf of the Parish Council.

Becky was asked to get quotes:1. To improve and re-surface the access road, and the 10m wide access strip
2. To do works to install a surface for the 10m wide access strip, but not the access track

Nicholas Crane has offered to help with the access track and works to the cemetery land. He is happy to prepare the cemetery land itself for sowing with grass seed, so that the fencing and hedging can be done. Work also needs to be done along the land along the diagonal edge cut back so that the route of the public footpath can be re-instated alongside the edge of the bank, and the owners of the bungalow at the end of the track will be contacted to let them know what is happening and that Acle PC would like to cut back their front hedge. It was agreed to investigate if a water supply could be installed, perhaps connecting to the supply at a nearby house, with a sub-meter.It was agreed to consider planting some larger trees at the new cemetery, along with the hedge. |
| 11 | **ACLE AND DISTRICT MEN’S SHED BF**The Recreation Centre Trustees have agreed to the trenching for the electricity supply and meter box for the modular buildings.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 be completed in 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. A meter kiosk is also required, costing £240 + VAT, and then the connection to the buildings. These amounts were agreed for payment. A Wayleave will be required for the trenching for the supply.A draft occupational licence between the Recreation Centre and the Parish Council has been received. There will, in turn, be a licence between the Parish Council and the Men’s Shed. |
| 12 | **HIGHWAYS** |
| 12.1 | **VAS:** Jamie has moved the speed monitoring device to Beighton Road. |
| 12.2 | **Parking scheme** – NCC have finally signed off the scheme for parking restrictions in the village centre. |
| 13 | **FINANCE POLICIES**The Finance Regulations, Review of Internal Control, Review of Internal Audit and the Role of the Responsible Finance Officer were reviewed and adopted. |
| 14 | **GENERAL RISK ASSESSMENT**This was reviewed and adopted. |
| 15 | **OTHER POLICIES**The Lone Working Policy, Grievance Policy, FOI Policies, and the Risk Assessments for the play areas, Chocolate Box and Barclays were reviewed and adopted. |
| 16 | **SCHEME OF DELEGATION**The Scheme of Delegation (under s101 of the 1972 LGA), provides for delegating authority to the Proper Officer (also known as the Parish Clerk) for making decisions on behalf of the Council as and when appropriate. When necessary for the smooth running of the Council, the clerk would consult a minimum of two councillors, by email, by phone or by virtual meeting, and would ensure that she obtains appropriate legal, financial and other specialist advice before action is taken. In an emergency the Parish Clerk is empowered to carry out any function of the Council.This was noted and adopted. |
| 17 | **EVENTSJubilee:** a children’s entertainer has been booked for Saturday, 4th June from 2-4pm and a singer has been booked for Sunday, 5th June, starting at 2pm.**Litter Picking:** Wendy will organise a community litter pick in the Spring.**Summer Market:** Wendy said that she and Angela Bishop were considering running a market for 4 – 6 weeks in the Summer. |
| 18 | **NEXT MEETING –** Monday,28th February 2022, at 7.00pm in the Methodist ChurchChurch* Councillors were asked to consider a name for the new cemetery. The current cemetery is called Acle Pyebush Cemetery by funeral directors.
* Tree planting for the Queen’s Jubilee

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