**Acle Parish Council**

**Clerks’ report for Parish Council meeting on 28th March 2022**

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| **1.** | **Clerks’ Report - Matters Arising from the Meetings of 28th February and 14th March (Agenda item 4)** |
| 1.1 | **Acle & District Men’s Shed – BF:** Carters have kindly levelled the site for the portacabins, removed the tree stumps, (apart from the largest one), supplied the concrete pads and put in a conduit for the electricity supply. The portacabins should be delivered on Wednesday 6th April. Pauline and I shared a draft heads of terms agreement which the Acle’s Men’s Shed committee are considering. Well-done to the Men’s Shed committee and thanks to Carters and Saffron. |
| 1.2 | **Possible Purchase of Additional Land - PJ**  The PC has made an offer for an area of reedbed. |
| 1.3 | **Welcome Leaflet – BF:**  I have designed a new welcome leaflet for residents for your consideration, using photos from the All About Acle Facebook page and Visit Acle website. |
| 1.4 | **Youth Club and YMCA – PJ**  The current Service Level Agreement (SLA) runs out at the end of March. |
| 1.5 | **Fletcher Room - BF** The trustees continue to apply for grants, but this has been a difficult process and they have not been successful yet. I have sent the trustees further fundraising information. The Pre-School have arranged for the gazebo roof to be fixed which will be completed at weekends commencing end of April. Barford Heating will be quoting for the plumbing work required to the toilets and to repair the leaks at the Fletcher Room. |
| 1.6 | **Public Toilets – BF:**  Vandalism was reported to the police on 9th March 2022. Two toilet roll dispensers were pulled off and the cable to the hand dryer pulled out on Tuesday 8th March between 16.30 and 06.30 Wednesday. The electricity has been turned off. KLM Building Services have installed two new toilet roll dispensers and will be fixing the hand dryer soon. KLM Building Services will also be repairing the men’s external door. |
| 1.7 | **Legionella Risk Assessments – BF:**  I am meeting with Infinity on 7th April to go over the remedials for the actions identified from the Legionella Risk Assessments at the old Barclays building, Fletcher Room and Public Toilets. |
| 1.8 | **Play Areas – BF:** The new play area signs have been installed by George Taylor.  **Damgate Lane**  The purchase of new equipment is under Agenda Item 12.  **Springfield**  George Taylor has removed the dead conifers.  KLM Building |Services have confirmed they will quote to fix the damaged metal fence by 25.03.22  **Beighton Road**  Clarion Housing have confirmed they do not wish to take back ownership of the play area. However they are going to arrange an appraisal of the land to check if there is anything preventing them entering into a new lease with the Parish Council. We have asked that this is a minimum 20 year lease (current lease expires 2031) so that any future improvements made are worthwhile to the parish.  I am waiting for KLM Building Services to provide a quotation for the other works identified.  My meeting with a contractor to cut the hedges and reopen the other gate at Damgate Lane was cancelled due to the storm. This will be rescheduled in due course. |
| 1.9 | PJ - I had an update from an officer from NCC about the **Reclaim the Rain** scheme. |
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| 1.8 | NCC have given permission for the PC to purchase and site a new **grit bin** at Englands Road, so long as the PC keeps it topped up with salt/grit. Becky will order the bin. |
| 1.9 | The national pay deal for clerks was agreed at an increase of 1.75%, as I set out last month. |
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| **2** | **Correspondence Received and Meetings Attended: - PJ** |
| 2.1 | Angela and I had a very interesting meeting with Amie Howlett, NCC Development Worker. AgeUK is encouraging communities to become an **Age-Friendly Community.** Obviously Amie had got in touch with us because Acle already does lots of great things to help the older residents, but Angela and I felt it was a good idea to do more. I’ve booked the Yare Room for 4th May at 2.30 for a steering group meeting, and Amie will get in touch with The Limes, Wherry Reach, Mill Crescent, the churches, AVA, Acle Blind Club, The Old Rectory etc to see if they are interested in being involved. We thought that an open event could be held to ask older residents what would improve their lives in Acle.   One idea is either to pay for new benches, or to encourage local businesses to put out a chair for people to sit on, to rest, such as outside Gentleman Jack’s or the Post Office. Angela offered to draft a leaflet for the village, setting out what is available in the village and listing clubs and dates for coffee mornings and other events. |
| 2.2 | The Acle Allotment Association held its AGM recently and sent us the Minutes and details of the committee. They also sent these questions:  *We are looking to hold an open day and have three dates in mind: 30/07, 06/08 & 13/08. Would you be able to tell me if there are any other events in the village planned for any of these dates as we would not want to clash with anything else happening.*  *When a vacant plot becomes available once we have run through the 'in-village' waiting list, it has been agreed it will be reserved as a 'community plot' which could be used for local groups. We are looking to reach out to local groups who may wish to make use of this, but do you know if there are any groups / charities within the village who may be interested in this?*  *We would like to add a rule to our general rules. I understand any change of rules needs to be authorised by the parish council, and so I would like to submit the following rule for your review and authorisation: "****Any structure over five foot with a sloping roof, should have a guttering and water butt system installed to capture rainfall which should drain into an attached water butt.****"* |
| 2.3 | PJ – I received an email from the **Norfolk Resilience Forum** asking for details of our Resilience Plan. It might be time for the working party to re-visit the Plan and make sure it is up-to-date? |
| 2.4 | PJ – I attended a virtual event with **BDC/SNC**:  CIL - BDC can loan councils money in advance of expected CIL receipts, currently at bank base rate  CIL- BDC can offer staff to assist with projects  £150 government grant for heating bills will be processed by BDC for households in bands A-D, preferably by direct debit. I put a piece on facebook to inform residents  Jubilee - BDC has appointed company to do a district-wide Treasure Hunt over summer holidays  Levelling up - Government considering mayors again, with delegated powers. Could be more opportunities for town and parish councils.  Local Government Association report - looking at setting up clusters of councils to work together, perhaps joint CIL projects. Discussed litter collection in tourist areas. Some cross-border work might be appropriate eg with Broads Authority. |
| 2.5 | PJ - I’ve received details of the **Broads Peat Project** and a **Gov.UK** publication on the roles of Parish Councils. |
| 2.6 | PJ - I attended a meeting with the **Norfolk Association of Local Councils** – we’re a member. With new officers in place they are asking what councils would like from them and if there is any training you would like them to arrange? |
| 2.7 | PJ – I chased up the S106 officer at BDC for information and she sent me a drawing and new **S106 agreement** for the **Lovells site**. Some of you will remember that it was agreed to provide 1 hectare of open space land off site, as part of the planning permission. BDC and NCC have agreed the land will be allocated along the A47 to provide a safe walk from Millennium Wood to the Lovells site, and they have added in a path from this new path, around the top of the drainage lagoons, (map in s106 agreement) and into the Lovell site. I have written to the officer to check that the hectare we were promised does not include the lagoons area, and asking whether they would not think to fence off the path from the lagoons. |
| 3 | **Planning: (Agenda item 5) - PJ** |
| 3.1 | I’ve received notification of a planning application at **Rhino’s** – 20220412 – demolition of existing storage warehouse and construction of replacement storage warehouse. |
| 3.2 | The application for the advertising boards on the **roundabout** was withdrawn. |
| 3.2 | There is also notification of an application to fell a **White Willow** at 60 Market Manor, due to fungus and rot. |
| 4 | **Finance Report: (Agenda item 6) - PJ**  I shall post a finance report shortly. I shall be starting work on the Accounts for the year to 31st March 2022. |
| 5 | **Recreation Centre: (Agenda item 7)** Nothing to report at this stage. |
| 6 | **Acle Lands Trust: (Agenda item 8) – PJ** We usually appoint Trustees at this time of year. I’ve contacted Nigel Robson to ask when they are holding their AGM.  Nigel sent me a **Licence with the Broads Authority** that they would like us to sign – see folder. |
| 7 | **Chocolate Box: (Agenda item 9) BF**  WT Designs have set out dates for the drawings, specification and tender process for both The Chocolate and Old Barclays Bank Buildings. The proposed tender deadline is Friday 27th May. Upon receipt of tenders, the parish council will then need to appoint the contractor for the refurbishments.  An estimate has already been obtained from WT Construction as part of the quote process for the architect fees from WT Design so that the Parish Council would have an informed understanding of likely costs. WT Construction confirm they would be available to start anytime from Monday 30th May with a 5 month build program October / November completion, if appointed.  I should receive the electrical certificate and remedial work report from Connect Electrical for The Chocolate Box and Barclays building by Monday 28th March for your consideration.  Infinity will be carrying out a Legionella Risk Assessment on Thursday 7th April.  PJ – there are details of the rents for the various offices in the Property Shop building in the folder. Becky is going to try to get a look round to see how they compare.  PJ – We have talked before about a name for the building, perhaps adding Brian Grint’s name in some way. We need a postal address for the downstairs and upstairs offices. At present, the post office still has it down as Maddison & Morgan Solicitors, and BDC has them down as Maddison Morgan, and Ground Floor Office at Maddison Morgan, for the purposes of rates. It would help with deliveries during the works, and future bills if we could choose a name and get the new name set up on the postal databases. |
| 8 | **Barclays: (Agenda item 10) BF** As above.  East Coast Insultations have removed all the asbestos. They will install the 1 hour-rated fire-proof boarding to the backside of the vertical partition in the ceiling void in the former stair well on Friday 1st April.  Due to the asbestos being removed and the need for the fire cables to be made safe so the fire alarm can be turned back on I have obtained a quote from WT Construction to replace the ceilings in all the areas where the asbestos was removed in the building. This will be sent to me for your consideration on Monday and WT Construction confirmed they could start at the end of next week.  Barry has finished varnishing the doors at Barclays which look fantastic, thank you, Barry.  I am waiting for two quotes from Norfolk Paving and Builders and KLM Builders to remove the loose tiles on the stairwell at the flats and replace with an anti-slip surface. These should be available before Monday’s meeting. |
| 9 | **New Cemetery: (Agenda item 11) – BF:**  I have obtained 3 quotes for the fencing, gate, disabled parking space, hearse turnaround and to level off and move the existing path over, and a quote to repair public footpath (with Highways permission)  I have contacted NCC Highways to arrange a site visit and find out whether they would grant permission to move over the public footpath adjacent the cemetery and hardcore/shingle some of the public footpath at the top of Pyebush Lane to make it accessible for members of the public and the hearse.  Richard and I will be meeting at the new cemetery on Tuesday 29th March to agree the hedge planting (subject to the hedge planting plans approved as part of the planning permission,) and the siting of a few new trees.  Nicholas Crane has offered to plough and seed the land. This will need to be done by 29th July 2022 in line with the planning conditions. |
| 10 | **Adult Exercise Equipment (item 12) - BF** The grant from National Lottery Awards for All Programme for Adult Gym Equipment and an Outdoor Table Tennis Table was successful at £9,350. I have obtained three quotes for consideration.  Jamie, Hannah and I carried out a site visit with Action Play & Leisure on Wednesday 23rd March to decide where the equipment will be best placed.  The National Lottery have sent me some merchandise so we can formally advertise the new equipment and recognise the grant they have awarded. Hannah has kindly agreed to me contacting the press for a photo opportunity when the equipment is ready to use. |
| 11 | **Fingerposts: (Agenda item 13) – BF** This is something that was proposed under Acle’s Neighbourhood Plan as it was felt that visitors to the village would get as far as the village green and then not know where to go.  The PC has previously decided on a metal fingerpost, of a traditional design. This was backed up by recent emails.  I am currently obtaining a quote for an illustrated village map for the Green too which will include shops, bus stops, public toilets, car parks, petrol station, train station, schools, recreation centre, medical centre, library, social club etc. so would suggest that the finger posts are quite simple in comparison. I have obtained quotes for 3 “arms” on the post, but you can have up to 5.  *Signs of the times (3 arms aluminium, our colour choice with bespoke polo finial stating “Acle Parish Council”)*        *Fitzpatrick Woolmer (3 arms aluminium in black – can change colour)* |
| 12 | **Highways: (Agenda item 14)** |
| 12.1 | **Mobile Vehicle Activated Sign:** Jamie will give a report. |
| 12.2 | **Parking scheme: - PJ**  Sadly, no news on progress. I’ve sent an email to NCC to ask for an update. |
| 13 | **Events: (Agenda item 15)**  Angela will report on the Jubilee events. |
| 14 | **Summer Market: (Agenda item 16)** Angela and Wendy will talk about this. |
| 15 | **Safeguarding Policy: (Agenda item 17) – BF** I have updated the PC’s policy and a copy is in the folder. |
| 16 | **Any Other Business:** |
| 16.1 | **Water Bottle Refill scheme: - BF**  This is a scheme Acle previously adopted to reduce one-use plastic consumption, mainly set up by Anna. I have since completed an expression of interest form and will receive details of all the resources and guides in due course. Starbucks, Scooters Café, Olive Tree, Acle Social Club, The Hermitage and Acle Bridge Inn are still showing up as a refill station on the refill app. |
| 16.2 | **Litter picking A Frame: – BF**  I delivered this to the East of England Coop Funeral Services who have kindly agreed to put this out on the green each day for anyone wanting to litter pick. |
| 16.3 | PJ - Don’t forget that the **Annual Meeting of the Parish of Acle is on Monday, 11th April at 7.00pm in the Methodist Church.** Angela will give a report on the PC. I’ve invited the Police, Lana, Nigel (ALT), Sally (Good Neighbours and Foodbank), Richard (Beeline) and Anna (tree warden) if they would like to attend to give a short report. |
|  | Pauline and Becky – 24th March 2022 |