Acle Parish Council

Meeting Date: Monday, 28th February 2022
Venue: Acle Methodist Church
at 7.00p.m.

**PRESENT:**

Chair: Angela Bishop
Vice-Chair: Jamie Pizey
Councillors: Sally Aldridge, Sarah Carter, Barry Coveley, Indra Goodson, Tony Hemmingway, Hannah Jackson Wendy Kenny and Richard Powell and David Stephenson.
Also, Parish Clerk, Pauline James.

Seven members of the public were present, including Sarah Cameron and Tom Hiller, who are two of the proposed trustees for the Recreation Centre

District & County Councillor Lana Hempsall gave a report: there will be no increase in the BDC part of the council tax for 22-23. Norfolk County Council is investing more in adult social care and children’s services. Lana is following up work to reduce flooding in the St Edmunds Road. In answer to a question about why people are being allowed to move into the previously flooded properties at Beighton Road, she explained that this had been agreed to be acceptable since the faults with the drainage system had been discovered, and repair works programmed. There was a question about the eligibility for the shared ownership properties.

The clerk reported that she had met the owners of Ingham Pinnock, who had previously worked with the Council on the production of the Neighbourhood Plan. They had said that there is a possible grant from BDC for villages and towns, that might be able to help with the frontage at the Barclays building. Lana said she would find out more.

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| 1 | **APOLOGIES** Jackie Clover and deputy clerk Becky Furr. |
| 2 | **DECLARATIONS OF INTEREST**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). Angela Bishop and Tony Hemmingway each had an interest in a payment. David Stephenson’s wife is employed at Acle Pre-School at the Fletcher Room. |
| 3 | **MINUTES**The minutes of the meetings of 31st January and 15th February 2022 were agreed to be correct, and were signed by Angela Bishop, as Chair of the Parish Council. |
| 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 | **Men’s Shed**The clerk met with Alex Mackay from Carters, together with Hannah Beeslee from Saffron, Barry Coveley and Tony Hemmingway, and John Holt (representing the Men’s Shed). Carters have kindly agreed to level the site for the portacabins, remove the tree stumps, put in the concrete pads for the legs, and put in a conduit for the electricity supply. The scaffolding for the indoor bowls has been removed, so work can now start on the foundations for the portacabins, and then the ramp to enable disabled access.The foundation for the electric meter kiosk has been put in. |
| 4.2 | **Jubilee Throne and The Green**John Holt has offered to make a wooden copy of the Coronation Chair, to be fixed on The Green for a short period around the time of the Jubilee celebrations. It is expected that the costs for materials will be under £100. This was agreed.If someone else can make smaller chairs, they might be placed at the village’s four play areas, to create a short trail around the village.A second-hand boat is currently available for no cost, locally. The Men’s Shed will discuss whether they might be able to restore the boat to create a planter for flowers. |
| 4.3 | **Fletcher Room**Acle Pre-School trustees have applied to the National Lottery Community Grant scheme and are seeking support from Norfolk Community Foundation regarding other fundraising opportunities for a new modular building.Becky Furr carried out an inspection visit on 14th February. The extractor fans have been replaced and the outside bollard lights are now in working order, on a timer. George Taylor has trimmed back the eucalyptus and weeping silver birch tree. A Legionella Risk Assessment was undertaken on 15th February.  |
| 4.4 | **Public Toilets**A Legionella Risk Assessment was undertaken on 15th February. |
| 4.4 | **Flats at Barclays**Becky completed an inspection visit to Flat 44 on 3rd February. The annual gas check was completed on 3rd February. |
| 4.5 | **Update re Play Areas**The application to the National Lottery for funding was unsuccessful. Becky has since applied to the Awards for All scheme. She has obtained quotes for some adult exercise equipment. The ownership signage will be fitted at the three Parish Council play areas shortly.It was noted that the gate at the Springfield play area has sheared off the post, which is why it cannot be easily adjusted to shut properly. |
| 4.6 | The clerk reported on an interesting meeting with officers from NCC about the **Reclaim the Rain** scheme. The scheme is funded by a DEFRA grant, over 6 years, looking for suitable locations to develop practical innovation to change policies for flood funding and management. They want to consider schemes to stop flood water, but also to store and reuse water locally, such as supplying the stored water to a local landowner or to a local habitat.Discussions included:* Low-lying areas in the village
* Storage possibilities in grassed areas
* Using water stored in the lagoons at the Lovell site
* The natural springs in the land in the underpass
* New pond at the Wrights’ land
* NCC asked councillors to provide a map showing the locations of springs
* Education of residents, “Slow the Flow”
* NCC had jetted the whole of the highways drainage system at Beighton Road, reported that the drainage is not adequate for the water coming off the field. NCC might put in additional storage capacity. The said that landowners cannot be forced to collect the water running off their land.
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| 4.7 | Michael Gurney, **High Sheriff of Norfolk**, is visiting shortly. He will visit the former Barclays building to learn about the Council’s plans for that building, and for the Chocolate Box. |
| 4.8 | **Trees alongside railway:**Nigel Robson had sent copies of correspondence with Network Rail. They have removed a large ash tree and work has been completed on other trees. There remain some trees that will require removal. Nigel Robson will continue to correspond with them about assistance with the works. |
| 5 | **PLANNING** |
| 5.1.1 | **Beighton Road Farm** – conversion of farmyard and buildings to form 3 residential dwellings (20212338). The clerk pointed out that the application form suggests that surface water on the site will be collected via mains drains. At the time of the previous application, the councillors had requested that surface water is collected and contained on site. This will be requested again. As this is the opposite to the current application, the Council will object to the plans. |
| 5.1.2 | **27 Mill Lane** – bungalow (outline) (20220317). There were no objections to the plans. |
| 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  | 797.50 |
| 44 The Street | Rent | 600.00 |
| Chocolate Box | Rent  | 650.00 |
| Various | Funerals and memorials | 305.00 |
| BDC | S106 money for football goals | 429.00 |
| BDC | Lottery income | 63.00 |
| BDC | Grant for window at Chocolate Box | 847.00 |
| **Payments made:** |  |  |
| Flameskill | Alarm service at Barclays | 102.00 |
| Mills & Reeve | Balance re purchase of land | 555.60 |
| Wensum Print | Donation for Beer Festival | 240.00 |
| Acle St Edmunds PCC | Room hire for Beer Festival | 150.00 |
| Caroline Crane | Food for foodbank | 35.61 |
| Roger Impey | Delivering food | 9.00 |
| Nicholas Folkard | Delivering food | 15.75 |
| Roar Electrical | Electrical repairs at Fletcher Rm | 334.85 |
| CRM Gardening | Weeding at Chocolate Box | 165.00 |
| Tony Hemmingway | Purchases re Barclays | 132.48 |
| Green Homes | Solar Panels at Rec Centre | 24,000.00 |
| Countrywide | Insurance | 650.00 |
| Com’y Action | Subscriptions | 56.00 |
| SWALEC DD | Electricity for streetlights | 818.02 |
| Telecoms World DD | Freephone number for foodbank | 16.32 |
| **Online payments:** |  |  |
| Employment costs | Employment, NI, pension and exps | 5,942.26 |
| Acle Rec | Room hire – Youth Club | 84.00 |
| Sharp | Copying | 18.53 |
| Hugh Crane Cleaning | Supplies | 106.96 |
| Rhino | Materials for Barclays | 48.91 |
| Imprint | Signage for cemetery | 59.98 |
| Methodists | Room hire | 86.70 |
| Sharp | Copying | 18.53 |
| T T Jones | Lighting repairs | 1,684.56 |
| Angela Bishop | Exps re verification | 12.00 |
| Wilkersons | Consumables | 70.11 |
| YMCA | Youth club – 6 months | 4,758.00 |
| Norfolk Ceilings | Repairs at Barclays | 474.00 |
| Caroline Crane | Food for foodbank | 35.23 |
| ADM Plumbing | Gas service at flat | 90.00 |
| **Balance c/f 28.02.22** |  | 127,562.87 |
| **Balances in Savings:** |  |  |
| Government Stocks | Gilts (as at 5th January 2022) | 136,241.00 |
| BDC | Parish investment scheme  | 251,002.65 |
| Cambridge B/Soc | Instant access (annual interest £91.64) | 91,728.00 |
| Lloyds Bank | 32-day notice | 102,243.23 |
| Nationwide B/Soc | 45-day saver | 91,418.75 |
| Total monies |  | 800,196.50 |
| Loan | Acle Recreation Centre | 11,250.00 |
|  |  | 811,446.50 |

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|  | Outstanding commitments: Parking amendmentsWendy Kenny and Hannah Jackson had checked the January online payments to the bank statements, payments between meetings and the clerk’s bank reconciliation dated 8th February 2022.Invoices for the proposed February online payments had been shared with the councillors in advance of the meeting, together with the Actual v Budget Report for eleven months. The payments were approved. |
| 7 | **RECREATION CENTRE** Barry Brooks reported that the solar panels have been fitted and are already generating more power than the Centre uses. They are therefore looking into feed-in tariffs. They are discussion electric vehicle charging points with Norfolk County Council. Litter and dog fouling is getting worse so further CCTV will be installed.Nine people had put themselves forward trustees put forward for appointment by the Parish Council. Those who were not present had sent a short email about why they wanted to be re-appointed.Diane Fisher, Joe Aldous, Sarah Cameron, Jackie Clover, Barry Coveley, Dennis Fisher, Denis Goodley, Tom Hiller and Jamie Pizey were re-appointed. The councillors sent their thanks to the trustees for their hard work and commitment to the Centre. |
| 8 | **CHOCOLATE BOX**The tenant has cleared the area at the back, and the bramble and other vegetation has been removed.Barry met with Andrew Goodall from Flameskill who carried out the fire assessment at the Chocolate Box, Foodbank and empty offices on 21st February 2022.The locks at the foodbank/offices front door were changed on 14th February following a suspected break in, (Barry Coverley found the door wide open at 8am on that day). There was no evidence of anything being stolen or damaged. The incident was reported to Norfolk Constabulary, but they are not taking any further action.Becky has ordered a key safe for the wall, to facilitate access to the building for the many people who need access. The electrical test at the foodbank and offices and Chocolate Box was done on 24th February. Becky is waiting for a second quote for the damp-proofing of the building.The sub-working party (Jamie, Barry, Tony, Becky and Angela) have obtained three quotes from architects regarding the Chocolate Box renovation, which were shared with the councillors in advance of the meeting. It was agreed that the sub-working party should meet shortly to review the quotes in more detail and report their discussions to the working party, and then call an extra Council meeting to agree which architect to appoint.The architect who is appointed will need a clear plan for the future use of the ground floor room (currently the foodbank) and first floor rooms. After some discussion it was agreed to continue to work towards office space, rather than residential.  |
| 9 | **FORMER BARCLAYS BUILDING** Barry met with Flameskill to discuss how best to safeguard the tenants above Barclays whilst the building is in temporary use by Louisa from the Chocolate Box. It was recommended that plywood is fitted to the former stairwell to give added protection. This must be at least 18mm thick to provide 60-minute fire protection. This was noted.Tony and Barry have added additional sockets and fitted a heater in the office Louisa will use which was tested on 24th February 2022. The ceiling has been repaired. Barry and Tony have temporarily boxed in the area where the fuse box is located. Louisa has measured floor plans and has been advised she can visit Barclays as often as she likes to consider where all her stock will go. Tony will be providing a temporary safe.A Legionella Risk Assessment was carried by Infinity at Barclays on 15th February. Overall, the risk was deemed low, (slight risk of harm or loss under abnormal operating conditions), but the Council needs to prepare a policy, logbook and appoint a person to carry out the testing. Becky is seeking advice regarding their other recommendations to see whether these are a statutory requirement and whether these need to be carried out by a sub-contractor or by the Parish Council.The sub-working party (Jamie, Barry, Tony, Becky and Angela) have obtained three quotes from architects regarding the Barclays renovation as three commercial units. The sub-working party will meet shortly to review the quotes in more detail and report to the working party and full Council.Barry and Tony have sanded, cleaned and varnished the front door at Barclays. Becky obtained a quote from East Coast Insulations for the removal of the asbestos in the building. Barry met with this company, to go over the practicalities of the removal of the asbestos (which is in the artex on the ceilings in the offices and in the toilets area). Their quote of £4,205 to remove 76sqm asbestos textured coated ceiling was accepted and will be done during w/c 16th March.The councillors thanked everyone who has been working on these projects. |
| 10 | **LAND FOR NEW CEMETERY**The purchase of land for a new cemetery has been completed.Becky is getting quotes for fencing, the gate, hedging and cutting back the vegetation along footpath, and for creation of an access piece across land owned by the Cranes, and parking space and turning circle at new cemetery. The Bure Valley Conservation volunteers are interested in helping with the hedge planting. Becky has applied to BDC for a grant towards the hedge planting. Richard Powell offered to attend a site meeting 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. It was noted that permission has to be obtained from NCC before any work can be done to the land across which the public footpath passes.The councillors discussed various names for the new cemetery, including Hawthorns and Jubilee. |
| 11 | **LAND FOR SALE IN THE PARISH**There are three possible parcels of grazing marsh and reedbed that are for sale, along A47.This item was moved to confidential session at the end of the meeting. |
| 12 | **HIGHWAYS** |
| 12.1 | **VAS:** Jamie sent a report for the Beighton Rd location (monitoring towards the A47 slip road near Hillcrest)Jan 30th - Feb 24th 2022:Total vehicle count for period: 15,122Average daily count: 645 (Mon-Fri) & 562 (Mon-Sun)Peak times: AM 8-9   PM 4-5Overall average speed: 25.8mph85th Percentile average speed: 30.9mph (these would be vehicles travelling the full length of the road, unhindered).Number of vehicles above 30mph limit: 2670 which is ~17.5%Average speeder: ~33.3mphMax Speed: 55mph on 10/02/22 @ 19:20hrsPeriod of higher speeders: 7-9amJamie was thanked for taking the time to move the device around the village and to download the data. |
| 12.2 | **Parking scheme** NCC staff are currently working with the contractor to source the signage required to enforce the parking bays and to arrange for a date for the works to be completed. It was noted that the parking bay on Old Road corner has been cordoned off and the yellow lines removed, ready for revised parking bay to be marked. |
| 12.3 | It was agreed to get the vegetation cut back around the bus shelter on the A47 westbound sliproad. |
| 12.4 | The culvert under the Folly Tree need clearing out, as does the drain in the Barclays forecourt, which takes the water from The Street. |
| 12.5 | It was reported that a lorry exiting the Norwich Road site had failed to negotiate the kerb and had driven across the grass verge. The clerk will contact the site manager for reassurance that the road has been constructed to accommodate HGVs. |
| 13 | **EVENTSJubilee:** since the Christmas market broke even, it was agreed that the £1,000 unspent budget for the market would be transferred to the Jubilee costs. |
| 14 | **TREE PLANTING**It was agreed to plant one, larger, tree at the play area, with good protection against vandalism.Richard reported that he has spoken to the village schools to encourage some larger-scale planting on their sites. |
| 15 | **NEXT MEETING –** Monday,28th March 2022, at 7.00pm in the Methodist ChurchChurch* Fingerposts in village centre
* Appointment of Acle Land Trust trustees
* Welcome leaflet for tourists
* Summer market

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|  | **At this point it was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public to discuss whether to make an offer for grazing marshes and reed beds along A47.**Richard Powell was very keen that the Council should buy as much of the marshland as possible. He suggested that the land could be managed appropriately for grazing and said that there may be grants to assist with the costs. Other councillors had concerns about the likely costs to do the work to enable public access and to link the land to the adjacent Acle Lands Trust land. After some discussion it was agreed by a majority to put in an offer, just for the 2.77acres of reed bed. (Tony Hemmingway asked for his vote against the proposal to be noted.) |

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

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