Acle Parish Council

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

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

Seven members of the public were present. Matters raised included issues with cars parked in Priory Close. Simon Clover reported that the recent Beer Festival raised over £7,000, shared between local groups and the Ukrainian Appeal. He thanked the Parish Council for the financial assistance with the event.

District & County Councillor Lana Hempsall gave a report: New regulations from Natural England are delaying planning applications which are in areas where water might flow into the Broads area. She talked about the new collection service for small electricals, textiles and batteries. BDC is working to support Ukrainian refugees. NCC is working on a scheme to introduce zero-emission buses. There is no news on the proposed work to improve drainage in the Beighton Road area.

The clerk raised the forthcoming removal of hand sanitiser stations from the village. Lana offered to contact the relevant officer at BDC to ask that the sanitiser stations be left in place, to be taken on by the Parish Council.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | | **APOLOGIES** Sarah Carter | |
| 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). David Stephenson’s wife is employed at Acle Pre-School at the Fletcher Room. | |
| 3 | | **MINUTES** The minutes of the meetings of 28th February and 14th March 2022 were agreed to be correct, and were signed by Angela Bishop, as Chair of the Parish Council. | |
| 4 | | **CLERKS’ REPORT** | |
|  | | The parish 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** Carters have kindly levelled the site for the portacabins, removed the tree stumps, supplied the concrete pads and put in a conduit for the electricity supply. The kiosk for the electricity supply has been installed. The portacabins should be delivered on Wednesday 6th April. A draft heads of terms agreement has been sent to the Acle’s Men’s Shed committee for their consideration. The Council thanked the Men’s Shed committee, Carters and Saffron Housing. | |
| 4.2 | | **Possible Purchase of Land** The Council made an offer to purchase 2.77 acres of reedbed adjacent to Acle Lands Trust land along the A47. There has been no reply from the vendor as yet. | |
| 4.3 | | **Welcome Leaflet** The deputy clerk had drafted a Welcome Leaflet for new residents. The councillors agreed that this could be delivered to any new homes, and published on the websites. | |
| 4.4 | | **Youth Club and YMCA**  The new Service Level Agreement for the year from 19th April 2022 was agreed and adopted. | |
| 4.5 | | **Fletcher Room** The Pre-School trustees continue to apply for grants, but this has been a difficult process and they have not been successful yet. Becky Furr has sent the trustees further fundraising information. The Pre-School have arranged for the gazebo roof to be repaired at the end of April. Quotes are being obtained for the plumbing work required to the toilets and taps. | |
| 4.6 | | **Public Toilets** 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. 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. This was noted. | |
| 4.7 | | **Legionella Risk Assessments** The deputy clerk will be 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, Chocolate Box, Fletcher Room and Public Toilets. | |
| 4.8 | | **Play Areas** The new play area ownership signs have been installed by George Taylor, as required by RoSPA.  **Springfield** George has removed the dead conifers. KLM Building Services have confirmed they will quote to fix the damaged metal fence.  **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 from 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 financially worthwhile to the Parish Council. | |
| 4.9 | | An officer from NCC got in touch about the **Reclaim the Rain** scheme. She said that they had not yet received any messages of support for Acle’s bid to be included in the scheme.  It was agreed that the Parish Council does not have the capacity to contact local businesses and organisations asking them to express support for the scheme, given that it is not yet clear what benefits there would be from the scheme. | |
| 4.10 | | NCC have given permission for the PC to purchase and site a new **grit bin** at Englands Road, so long as the Parish Council keeps it topped up with salt/grit. Becky will order the bin. | |
| 4.11 | | The national **pay deal** for clerks was agreed at an increase of 1.75% as paid last month. | |
| 4.12 | | Angela Bishop, Barry Coveley and the parish clerk had a good meeting with the **High Sheriff** of Norfolk. He was very interested in the new projects and amazed by the facilities at the Recreation Centre. | |
| 4.13 | | Angela and the clerk reported on a very interesting meeting with Amie Howlett, NCC Development Worker. AgeUK is encouraging communities to become an **Age-Friendly Community.** Acle already does many great things to help the older residents. The Yare Room is booked for 4th May at 2.30pm 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 in a steering group. It is planned that an open event could then 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.  The councillors supported this initiative. | |
| 4.14 | | The Acle Allotment Association held its AGM recently and sent a copy of the Minutes and details of the committee. They asked:  *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?* The councillors wondered if the Men’s Shed might be interested in having a plot.  *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.****"* This was agreed. | |
| 4.15 | | Angela confirmed that the village Resilience Plan was up-dated at the beginning of the pandemic. | |
| 4.16 | | The clerk reported on a meeting with **BDC/SNC**:   * BDC can loan councils money in advance of expected Community Infrastructure Levy (CIL) receipts, currently at bank base rate * BDC can offer staff to assist with projects that use CIL * The £150 government grant for heating bills will be processed by BDC for households in bands A-D, preferably by direct debit. The clerk put a piece on facebook to inform residents. * BDC has appointed company to do a district-wide Jubilee Treasure Hunt over summer holidays * The Government is considering mayors again, with delegated powers, as part of the levelling up agenda. It was suggested that there 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 e.g. with Broads Authority. | |
| 4.17 | | The Norfolk Association of Local Councils asked for suggestions for future **training.** Jamie Pizey and Hannah Jackson asked for training about play area safety. | |
| 4.18 | | The clerk reported on correspondence with the S106 officer at BDC including a new **S106 agreement** for the **Lovells site off Norwich Road**. Previously it was agreed that 1 hectare of open space land would be provided off site, as part of the planning permission. BDC and NCC have agreed that this hectare of open space 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 north of the drainage lagoons, and into the Lovell site. The councillors were disappointed that land has not been allocated at the north of the site, along the Mill Lane track and were concerned that the path would pass beside the unfenced drainage lagoons.  The officer confirmed that the promised hectare does not include the lagoons area, and will speak to the planning officer to discuss whether they would need to fence off the path from the lagoons. | |
| 4.19 | | The clerk contacted Lovells about the **damage to the verge** at the entrance to the site. The site managed replied that they had repaired this verge twice now, and that it was damaged by a tractor driving too fast to navigate the road shape.  It was agreed to arrange another site meeting. | |
| 4.20 | | Sally Aldridge, Jackie Clover and the clerk attended a site meeting at the **Leffins Lane** site. | |
| 4.21 | | The deputy clerk delivered the **litter picking A-frame** 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. | |
| 4.22 | | The deputy clerk sent a report on the **Water bottle refill scheme.** This is a scheme former councillor Anna Holt introduced to the Council, to reduce one-use plastic consumption. Starbucks, Scooters Café, Olive Tree, Acle Social Club, The Hermitage and Acle Bridge Inn will be contacted to find out if they are still participating as a refill station on the Refill App. | |
| 4.23 | | The warden at **Wherry Reach** got in touch to say they had held a stall to raise money for Ukraine, but would like to hold another one on the land in front of Barclays, as they would get more passing trade. This was agreed. | |
| 4.24 | | PC Steve Godden got in touch. He and Jackie Chambers had held an assembly at the Primary School and asked the children to design posters for the **anti-speeding signage** for the village. The teachers will select some for the councillors to choose from. The councillors confirmed that the Council would pay for the signs and would pay for a book token for the winning artists. | |
| 4.25 | | It was agreed that the Council would take on the **hand sanitiser stations,** in The Street. Barry Brooks suggested that the Recreation Centre would also take on the station at their site. | |
| 5 | | **PLANNING** | |
| 5.1.1 | | **Rhino’s** – 20220412 – demolition of existing storage warehouse and construction of replacement storage warehouse. There were no objections to the plans. | |
| 5.1.2 | | Application to fell a **White Willow** at 60 Market Manor, due to fungus and rot. (20220362). This was noted but it was suggested that the tree might last a few more years, even with the fungus, if re-pollarded. The councillors hoped that a tree would be planted as a replacement. | |
| 5.1.3 | | The application for the advertising boards on the **roundabout** was withdrawn. | |
| 6 | | **FINANCE** The finance report had been shared with all councillors in advance of the meeting, and posted on the website: |
|  | | |  |  |  | | --- | --- | --- | | **Receipts:** |  | £ | | 42 The Street | Rent | 397.50 | | 44 The Street | Rent | 600.00 | | Chocolate Box | Rent | 650.00 | | Upton PC | Share of costs | 57.56 | | Various | Funerals and memorials | 45.00 | | National Lottery | Grant for exercise equipment | 9,350.00 | | BDC | Lottery income | 45.50 | | Nfk Com’y Found. | Grant for foodbank | 550.00 | | **Payments made:** |  |  | | ADM Plumbing | Gas check at flat | 114.00 | | Tudor Printing | Acle News | 256.00 | | Rialtas | Accounts package | 148.80 | | Infinity Norse | Legionella Assessments | 720.00 | | Roar Electrical | Installing defibrillator | 207.99 | | Acle Rec Centre | Room hire Youth Club | 89.25 | | Mills & Reeve | Legal fees re cemetery | 4,220.40 | | Siemens | Copier rental | 132.60 | | SWALEC DD | Electricity for streetlights | 675.80 | | Wave DD | Water at toilets | 236.92 | | Wave DD | Water at cemetery | 12.35 | | Telecoms World DD | Freephone number for foodbank | 15.74 | | PHS | Waste disposal at toilets for year | 3,984.61 | | **Online payments:** |  |  | | Employment costs | Employment, NI, pension and exps | 5,679.99 | | Sharp | Copying | 19.02 | | Hugh Crane Cleaning | Supplies | 49.45 | | Rhino | Materials for coronation chair | 60.00 | | George Taylor | Various works | 602.00 | | Methodists | Room hire | 71.40 | | East Coast Insulations | Asbestos removal | 5,046.00 | | T T Jones | Lighting repairs | 421.08 | | N’fk Ass’n | Training | 48.00 | | Wilkersons | Consumables | 84.79 | | Caroline Crane | Food for foodbank | 56.54 | | Flameskill | Fire risk assessments | 653.40 | | **Balance c/f 28.03.22** |  | 115,653.72 | | **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 | 102,245.51 | | Nationwide B/Soc | 45-day saver | 91,418.75 | | Total monies |  | 788,289.63 | | Loan | Acle Recreation Centre | 11,250.00 | |  |  | 799,539.63 | |
|  | | Outstanding commitments: Parking amendments, architect’s fees, men’s shed buildings, exercise equipment.  Hannah Jackson had checked the February online payments and payments between meetings to the bank statements, and the clerk’s bank reconciliation dated 1st March 2022.  Invoices for the proposed March online payments had been shared with the councillors in advance of the meeting, together with the Actual v Budget Report for twelve months, before adjustment for debtors and creditors. The payments were approved. | |
| 7 | **RECREATION CENTRE** Barry Brooks reported:   * the AGM was held recently * the audit of the accounts was completed * discussions continue about the installation of electric vehicle chargers, costing about £10,000, with a grant of £7,000 from NCC * CCTV is to be upgraded * An upgrade to the indoor bowls ventilation is needed and could possibly be funded by S106 monies | | |
| 8 | **ACLE LANDS TRUST**  It was agreed to approve Nigel Robson, as Chairman of the Lands Trust, to sign a Licence with the Broads Authority for “recording soil, water, strata, contaminants, groundwater and surface water samples, inspecting and surveying the Licence Area and recording all relevant data including, but not limited to: water levels, species data, peatlands and flora data and any other relevant data reasonably required to undertake the Scheme.” | | |
| 9 | **CHOCOLATE BOX**  The deputy clerk sent a report:  WT Designs have set out dates for the drawings, specification and tender process for both The Chocolate Box and former 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.  The electrical certificate and remedial work report from Connect Electrical for The Chocolate Box and Barclays building is expected shortly>  Infinity will be carrying out a Legionella Risk Assessment shortly..  Details of the rents for the various offices available in the village were shared with the councillors, for information.  It was agreed to name the rooms as The Brian Grint Centre. | | |
| 10 | **BARCLAYS** 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 stairwell.  Due to the asbestos being removed and the need for the fire cables to be made safe so that the fire alarm can be turned back on, a quote from WT Construction of £3,800 + VAT was accepted, to replace the ceilings in all the areas where the asbestos was removed in the building.  Barry Coveley was thanked for varnishing the front doors at Barclays.  Quotes are awaited to remove the loose tiles on the stairwell at the flats and replace with an anti-slip surface. | | |
| 11 | **NEW CEMETERY** The deputy clerk has obtained three quotes for the fencing, gate, disabled parking space, hearse turnaround and to level off and move the existing path back to its original route. It was agreed to discuss these in private session.  The deputy clerk has contacted NCC Highways to arrange a site visit and find out whether they would grant permission to move the public footpath adjacent the new cemetery back to its original route, and hardcore/shingle for some of the public footpath at the top of Pyebush Lane to make it accessible for members of the public and the hearse.  Richard Powell will be meeting with the deputy clerk at the new cemetery 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. BDC has confirmed a grant of £500 towards the hedge planting costs.  Nicholas Crane had previously offered to plough and seed the land, with whatever seed the Council provided. | | |
| 12 | **ADULT EXERCISE EQUIPMENT AT DAMGATE LANE** The grant from National Lottery Awards for All Programme for Adult Gym Equipment and an Outdoor Table Tennis Table was successful at £9,350. The deputy clerk was thanked for her work in obtaining the grant. Three quotes were obtained:  1. Action Play & Leisure: £6,414 + Table Tennis Table from Sports Safe UK £1,025 (Total £7,438.99)  2. Sovereign Play Equipment: £9,134.74  3.Wicksteed: £10,807.70 + Table Tennis Table from Sports Safe UK £1,025 (Total £11,832.70)  Given that it was the best quote, Jamie Pizey, Hannah Jackson and the deputy clerk carried out a site visit with Action Play & Leisure on to decide where the equipment will be best placed, and were satisfied by the contractor’s professionalism. The quote was accepted by the Council. The equipment will need to be fenced, as it is close to the children’s play equipment. | | |
| 13 | **FINGERPOSTS** This is something that was proposed under Acle’s Neighbourhood Plan as it was felt that visitors to the village would benefit from additional signposting.  The Parish Council had previously decided on a metal fingerpost, of a traditional design.  It was agreed that Angela Bishop, Wendy Kenny and Jackie Clover would meet with the deputy clerk to agree what should be on each directional sign. Signage would not include shop names, but would indicate useful services for visitors to the village, particularly pedestrians.  The deputy clerk had contacted an artist about the proposed illustrated map board. It was agreed that this should be kept uncluttered, with generic symbols for shops as these could change in the future, rendering the design out-of-date quickly. | | |
| 14 | **HIGHWAYS** | | |
| 14.1 | **VAS:** Jamie Pizey reported on vehicle speeds. Jamie was thanked for taking the time to move the device around the village and to download the data. The statistics are sent to the local police. He was asked to put the monitor next on South Walsham Road, near to the Academy. | | |
| 14.2 | **Parking scheme**  NCC say they are waiting for the signage to be ready to be put in at the same time as the lining works. | | |
| 15 | **EVENTS Jubilee:** Angela reported that tickets would be £5 for the band concert on Friday, 3rd June,but that the children’s party on 4th June and the tea party on 5th June would be free events.Events will be advertised nearer to the dates. | | |
| 16 | **SUMMER MARKET** Angela reported that people who had stalls at the Summer Market in 2021 are keen to return to the 2022 market. It was agreed to start the market on 30th June, for six weeks. It was noted that this may overlap with building works at Barclays. | | |
| 17 | **SAFEGUARDING POLICY** The updated policy was adopted. | | |
| 18 | **NEXT MEETING –** Monday,25th April 2022, at 7.00pm in the Methodist Church  Church  It was noted that the Annual Meeting of the Parish of Acle is on Monday, 11th April at 7.00pm in the Methodist Church. Jackie, Wendy and Angela offered to prepare refreshments. | | |
|  |  | | |
| 19 | Quotes were reviewed for various treatments of the **access track to the new cemetery.** Richard Powell suggested that crushed limestone makes a good surface in these situations. It was felt that the quotes were not quite what was required, and the deputy clerk was asked to obtain quotes for crushed limestone. | | |
|  |  | | |