Acle Parish Council

Meeting Date: Monday, 25th April 2022  
Venue: Acle Methodist Church  
at 7.00p.m.

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

Five members of the public were present. Matters raised included:

* concerns about parking restrictions
* concerns about mixed types of play equipment at the Damgate Lane play area.

District & County Councillor Lana Hempsall gave a report:

* the impact of Nutrient Neutrality on planning applications
* no news on the work to reduce risk of flooding at Beighton Road
* BDC officers are working to support refugees arriving in the area

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| 1 | **APOLOGIES** Sarah Carter, Barry Coveley, Indra Goodson, Richard Powell and David Stephenson |
| 2 | **DECLARATIONS OF INTEREST** Jackie Clover and Jamie Pizey reminded the meeting that they are Trustees of Acle Recreation Centre. Angela Bishop, Sally Aldridge and Jamie Pizey each had an interest in a payment. |
| 3 | **MINUTES** The minutes of the meetings of 28th 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** The portacabins were delivered on the 6th April. UK Power Networks supplied the electricity service cables on 19th April. British Gas will be installing the meter and then connecting the supply. The committee are obtaining quotes to decorate the portacabins. The committee will be supported to apply for grants. |
| 4.2 | **Possible Purchase of Land** No news. |
| 4.3 | **Fletcher Room** Barford Heating installed new toilet cisterns and fixed the leaks in the storeroom and kitchen on the 14th April. |
| 4.4 | **Legionella Risk Assessments** Infinity will be sending a quote to provide a written scheme of control. The Deputy Clerk will be the statutory duty holder and responsible person, and will attend Legionella training. Becky will be putting in place a monitoring regime which will involve weekly flushing of toilets not in regular use and taking monthly readings of temperatures from the nearest and furthest hot and cold taps at Barclays, the Public Toilets, the Fletcher Room and The Brian Grint Centre. She will also carry out annual services of the Thermostatic mixing valves (TMVs) in the buildings which Infinity have identified.  Becky is waiting for Infinity to quote for the remedial works identified in their risk assessment. Barclays and The Chocolate Box / Brian Grint Centre will require a Legionella Risk Assessment once the refurbishment work is complete. |
| 4.5 | **Play Areas** The Adult Gym Equipment for Damgate Lane has been ordered from Action Play and Leisure and quotes are being obtained for chain link and bow top fencing.  Action Play and Leisure have also provided quotes to install swings, repair the tiled surfacing which has lifted and replace the climbing frame at Damgate Lane. Action Play and Leisure have also provided a quote to renovate the play area at Beighton Road. This will be considered further once Clarion Housing have confirmed they will renew the lease for at least twenty years.  The bramble has been cut back at Damgate Lane and the second entrance to the play area has been cleared. |
| 4.6 | The **new grit bin for South Walsham Road** has arrived and will be installed shortly. |
| 4.7 | The parish clerk reported on an online meeting with staff from the Centre for Ageing Better, AgeUk and Norfolk County Council re Age-friendly communities. There is no funding from Government for this initiative.  NCC has arranged a meeting to form a steering committee for **Acle’s Age-friendly Community** on Wednesday, 4th May in the Yare Room, and has invited AVA, The Limes, The Old Rectory, Cllr Lana Hempsall, Cllr Fran Whymark, Churches, Acle Medical Centre, Patient Participation Group, village groups etc. |
| 4.8 | Broadland District Council agreed to the Parish Council keeping the **sanitiser stations** around the village. The Parish Council’s cleaner, Mick Ward, will continue to check them and will get refills from Hugh Crane Cleaning Equipment. |
| 4.9 | The parish clerk reported on the online Safer Neighbourhood meeting with the **police**. They confirmed they had done some speed checks in the village and will continue with speeding as a priority. They will return to Acle Primary School to choose winners for the speed signs. The councillors agreed to have several printed, one each of the winning designs, and to alternate them around the village. |
| 4.10 | The **National Association of Local Councils** asked for any topics or issues councillors would like to be considered by the committee which represents smaller councils. There were no suggestions at present. |
| 4.11 | **Nutrient Neutrality:**  Alongside all other local planning authorities in Norfolk, Broadland District Council received a letter from Natural England concerning nutrient pollution in the protected habitats of the River Wensum Special Area of Conservation and the Broads Special Area of Conservation and Ramsar site. The letter advised that new development within the catchment of these habitats comprising overnight accommodation has the potential to cause adverse impacts with regard to nutrient pollution.  The Conservation of Species and Habitats Regulations 2017 require local planning authorities to ensure that new development does not cause adverse impacts to the integrity of protected habitats such as the River Wensum or the Broads prior to granting planning permission. At present it is reported that there are no identified mitigation solutions available locally to resolve these impacts, but BDC is actively seeking solutions and prioritising this area of work.  Whilst BDC assesses the implications of these matters, it cannot lawfully conclude that development within the catchment of the River Wensum or the Broads Special Area of Conservation and Ramsar site will not have an adverse effect. Therefore, until these matters are resolved, BDC will not be able to grant planning permission for developments comprising overnight accommodation within the affected catchments without an appropriate assessment.  This was noted. |
| 5 | **PLANNING** |
| 5.1 | Between meetings the councillors were consulted on plans for **Ivy Farm, Rotten Marsh** – erection of single storey lean-to side extension (20220523). There were no objections to the plans. |

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| 6 | **FINANCE** The finance report had been shared with all councillors in advance of the meeting: |
|  | |  |  |  | | --- | --- | --- | | **Receipts:** |  | £ | | 42 The Street | Rent | 797.50 | | 44 The Street | Rent | 600.00 | | Chocolate Box | Rent | 650.00 | | Upton PC | Share of costs | 49.96 | | Various | Funerals and memorials | 45.00 | | HMRC | VAT refund | 20,508.01 | | BDC | Lottery income for foodbank | 39.50 | | Broadland DC | Community Infrastructure Levy | 143,972.40 | | **Payments made:** |  |  | | Anglo Scottish | Men’s Shed buildings | 13,200.00 | | BDC | Barclays rates | 1,002.00 | | BDC | Brian Grint Centre rates | 290.40 | | Kingspan | Grit bin | 108.00 | | Telecoms World | Phone line at Barclays | 102.00 | | Caroline Crane | Food for foodbank | 82.59 | | Kompan | Repairs to swing (S106) | 506.16 | | Sally Aldridge | Food for foodbank | 93.18 | | Roger Impey | Delivery for foodbank | 6.75 | | Megan Pizey | Weeding at Choc Box and Barclays | 71.20 | | Barry Coveley | Spare keys for Men’s Shed buildings | 37.60 | | Telecoms World DD | Telephone for foodbank | 15.61 | | SWALEC DD | Electricity for streetlights | 686.21 | | British Gas | Supply of meter for Men’s Shed | 120.59 | | **Online payments:** |  |  | | Employment costs | Employment, NI, pension and exps | 6,046.50 | | Sharp | Copying | 146.33 | | Rhino | Posts for wildflower areas | 25.20 | | Rialtas | Making VAT digital fee | 70.80 | | Methodists | Room hire | 96.30 | | East Coast Insulations | Fire-proof boarding | 882.00 | | T T Jones | Lighting repairs | 1,721.63 | | Hugh Crane Cleaning | Supplies | 75.04 | | Acle Rec Centre | Youth Club room hire | 148.75 | | Wilkersons | Consumables | 24.74 | | Nfk ALC | Subscription and website | 499.46 | | Drainage Board | Annual drainage rate | 50.15 | | BDC | Rates for Barclays Building | 998.00 | | BDC | Rates for Brian Grint Centre | 292.00 | | Garden Guardian | Grasscutting | 1,675.36 | | Mills & Reeve | Legal fees re covenants at Springfield | 1,169.40 | | Mills & Reeve | Disbursements re new cemetery | 110.94 | | Martin Pitchers | Weeding at Springfield | 30.00 | | WT Construction | Insulation and plastering ceilings | 4,560.00 | | Lloyd Southon | Hedgecutting | 840.00 | | Angela Bishop | Jubilee costs | 89.67 | | **Balance c/f 25.04.22** |  | 245,555.03 | | **Balances in Savings:** |  |  | | Government Stocks | Gilts (as at 31st March 2022) | 133,200.00 | | BDC | Parish investment scheme | 251,002.65 | | Cambridge B/Soc | Instant access (annual interest £91.64) | 91,728.00 | | Lloyds Bank | 32-day notice | 102,248.79 | | Nationwide B/Soc | 45-day saver (annual int £182.83) | 91,601.58 | | Total monies |  | 664,333.40 | | Loan | Acle Recreation Centre | 11,250.00 | |  |  | 675,583.40 | |

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|  | | Outstanding commitments: Parking amendments, architect’s fees, exercise equipment.  Hannah Jackson had checked the March online payments and payments between meetings to the bank statements, and the clerk’s bank reconciliation dated 29th March 2022.  Invoices for the proposed April online payments had been shared with the councillors in advance of the meeting, The payments were approved.  The Accounts for the year ended 31st March 2022 are complete apart from the notification of interest on the deposit with Broadland District Council. Once that is received, the files will go to the internal auditor, John Gallop, and will be ready for adoption at the May meeting. |
| 7 | **RECREATION CENTRE** Barry Brooks reported: The Cricket season has started, as well as the Outdoor Bowls.  The new goal posts have been delivered but need new foundations, costing £2,430. The parish clerk will ask BDC if this could be funded using S106 monies.  The Recreation Centre asked if the Parish Council could pay for the upgrade to the indoor bowls centre ventilation fans, costing £1,295 + VAT. BDC have confirmed that they would release s106 funds for this. This was agreed.  The Cricket Club sent a letter of thanks for the Parish Council’s donation of wicket covers. | |
| 8 | **CHOCOLATE BOX and THE BRIAN GRINT CENTRE**  BDC and Royal Mail have been updated with the change of name of the side room, used by the foodbank, and the upstairs offices, as The Brian Grint Centre.  Becky had obtained a quote for £123.33 from the Sign Maker for an A2 hanging sign which can be fitted to the external wall of the building. The design of the sign was discussed.  The parish clerk and the deputy clerk drafted the heads of terms between Acle Parish Council and Louisa Mutton at The Chocolate Box, which Mills and Reeve Solicitors will be writing so that Louisa has a temporary lease for Barclays, and a new lease for when the Chocolate Box is renovated.  A resident informed the Parish Council that sparrows and swifts gather around the Chocolate Box. It was agreed to buy some sparrow and swift nesting boxes for the building, and for the Barclays building. | |
| 9 | **BARCLAYS** The asbestos has been removed and WT Construction have fitted new ceilings.   WT Construction have provided a further quotation to install a temporary kitchen, disabled toilet and secondary exit for Unit 1 and build a party wall between Units 1 and 2 so that The Chocolate Box and the foodbank have separate facilities. The cost of this is £5,800. Electrical work will be an additional cost. This was agreed.  Open Reach installed a router and telephone line in preparation for the Chocolate Box temporary move. Becky is exploring whether the large media cable installed by Virgin Media when Barclays were the tenants can be used so that it can supply broadband to the whole building, (which could also enable customers to log in to Wi-Fi). Tony Hemmingway was thanked for his assistance with the installation of the phone line.  Barry Coveley suggested that a sign is put up in a window of the building so that members of the public are aware renovation works will be starting. This was agreed.  Broadland District Council has confirmed that a change of use planning application is not required, providing that the commercial units and possible office (unit 4) remain Class E use (Commercial, Business and Service), but an application to CNC building control will be required to carry out the works. This will delay the start date slightly. This was noted. | |
| 10 | **NEW CEMETERY** Becky, Richard and Angela met to consider the hedging and trees which will be planted. Becky met with Martin Chaplin – NCC Trails Officer and Norfolk Paving and Builders with Angela to consider the surfacing for the footpath and moving this over, as it had been suggested that the public right of way had moved over time.Martin Chaplin stated that the current footpath cannot be moved as it would then be outside Highways boundaries. The fencing for the new cemetery must be erected at least 1 metre from the existing footpath and an alternative temporary public access must be provided whilst the fencing is installed.  Crushed limestone has been suggested for the surface for the access track. It has been suggested, however, that this might mark mourners’ shoes. It was agreed that, since additional CIL monies had been received, it was appropriate to revisit the proposal to surface the whole access track with asphalt. Becky will obtain quotes for both surfaces. | |
| 11 | **HIGHWAYS** | |
| 11.1 | **FINGERPOSTS** Becky, Angela, Jackie and Wendy met to consider the fingerpost for The Green. It was agreed to purchase a metal black fingerpost with 3 arms with gold writing to state:   1. St Edmund’s Church, Train Station and Shops 2. Shops, River Bure and Acle Bridge 3. Acle Recreation Centre, Medical Centre, Library, Cemetery and Methodist Church   The quote is £1,809 exclusive of VAT from A Sign of the Times. | |
| 11.2 | **BOLLARDS** Becky will be meeting Paul Sellick, the local Highways Engineer, to confirm the installation of bollardsalong New Road. This is to protect the verges from parking, once the parking restrictions are introduced in the village centre. | |
| 11.3 | **ADDITIONAL BINS** The Rec Centre asked if the Parish Council would pay for another dog poo bin at the Rec Centre car park. It was agreed to purchase two new bins, one for the car park and one for Pyebush Lane next to the permissive path onto the playing field. | |
| 11.4 | **VAS** Jamie Pizey has put the monitor on South Walsham Road, near to the Academy. | |
| 11.5 | **PARKING SCHEME**  NCC’s contractor plans to begin this work at the start of June 2022. | |
| 11.6 | **CORONATION CHAIR** Work continues to build and decorate a chair to be sited temporarily on The Green for the Jubilee celebrations. | |
| 12 | **TREE PLANTING POLICY** This was agreed. The councillors thanked Nigel Robson for preparing the policy. | |
| 13 | **SUPPORT FOR REFUGEES**  The councillors agreed to produce a statement that shows that the Council supports all refugees who live in the village. | |
| 14 | **EVENTS Jubilee:** Angela will be meeting with Barry Brooks to go over the plans for the Jubilee events. Tickets for the swing band concert will be on sale at various locations in the village, and all events will be advertised locally.  **Markets:** Angela reported that there are several bookings for the markets already. | |
| 15 | **NEXT MEETING –** Monday,30th May 2022, at 7.00pm in the Methodist Church  Church | |