Acle Parish Council

Meeting Date: Monday, 30th May 2022
Venue: Acle Methodist Church
at 7.00p.m.

**PRESENT:**
Chair: Angela Bishop
Councillors: Sally Aldridge, Jackie Clover, Barry Coveley, Tony Hemmingway, Wendy Kenny and David Stephenson
Also, Parish Clerk, Pauline James and Deputy Clerk, Becky Furr.

Six members of the public were present. Matters raised included: funding for the community gym, and support for local residents.

The Police attended and reported on recent local crimes.

District & County Councillor Lana Hempsall gave a report: NCC has decided to support residents who are eligible for free school meals with monthly vouchers, from April to October.

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| 1 | **ELECTION OF CHAIR AND VICE-CHAIR**Angela Bishop was re-elected as Chair of the Parish Council and signed a declaration of acceptance of office.Jamie Pizey was re-elected Vice-Chair.**COMITTEES AND WORKING PARTIES**This was deferred to the next meeting. |
| 2 | **APOLOGIES** Sarah Carter, Indra Goodson, Hannah Jackson, Jamie Pizey and Richard Powell. |
| 3 | **DECLARATIONS OF INTEREST**Jackie Clover and Barry Coveley reminded the meeting that they are Trustees of Acle Recreation Centre. Angela Bishop and Barry Coveley each had an interest in a payment. |
| 4 | **MINUTES**The minutes of the meetings of 25th April and 3rd May 2022 were agreed to be correct, and were signed by Angela Bishop, as Chair of the Parish Council. |
| 5 | **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. |
| 5.1 | **Men’s Shed**The Men’s Shed committee has begun prepping and painting the exterior of the **portacabins** and removing internal partition walls. The heads of terms for the lease between the Men’s Shed and Acle Parish Council have been agreed and signed. An Occupational Licence between the Recreation Centre and the Parish Council has been received.**The Coronation Chair** was fixed on The Green but will be transported by Tony Hemmingway to the Recreation Centre for the Jubilee Events and then back to The Green for a few more days after the Jubilee. |
| 5.2 | **Draft Broads Plan 2022-27** This is a high-level plan. It is not addressing site specific details for development but is considering tourism etc. It was agreed to raise concerns about the need for more litter bins for local tourists. |
| 5.3 | **Cuppa Care**It was agreed to continue to pay for the room hire, for the six months to December 2022. |
| 5.4 | **Replacement LED lanterns** It was noted that the new price for replacement LED lanterns has increased from £348 to £363.70.Becky Furr has taken over the management of the street lights and has been in touch with UK Power Networks to get a new unmetered supply certificate taking into account the new LEDs. |
| 5.5 | **BDC’s Public Space Protection** **Order** This is to re-confirm the rule that everyone must pick up after their dogs, whether on public land, or on land where the public has access. The councillors supported this. |
| 5.6 | Angela and the parish clerk attendeda steering committee for **Acle’s Age-friendly Community.** Other attendees were from AVA, the Patient Participation Group, the Blind Club and St Edmunds Church. Those at the meeting did not particularly want to get accreditation as an Age-friendly community, but it was agreed that a more joined-up information system is needed for residents, so that people can easily find out what is on in the village, and when. Becky will look into drawing up a calendar setting out regular bookings and events, with contact details. Becky has started looking round the village for places where we might usefully add a bench, to support residents who need to rest while walking around the village. Lovells have expressed an interest in installing a bench along Glover Road. Becky has written to the owner of the Post Office to ask if they would permit a bench on land outside the shop. Becky will also find a location in New Road for a new bench.Wendy Kenny mentioned that Acle Society had hoped to raise funds for a new bench on South Walsham Road. |
| 5.7 | **Fletcher Room** The Fletcher Room building was inspected today. The monthly water temperature check for Legionella was also carried out. Barford Heating have completed plumbing repairs.Becky is obtaining quotes for the remedial work noted in the Legionella Risk Assessment.  |
| 5.8 | The **fingerpost** for The Green has been ordered. |
| 5.9 | Becky presented a **pledge of support to refugees,** which was agreed and adopted. |
| 5.10 | Broadland District Council sent a guidance note on Parish Councils’ **involvement with developers about open spaces provision.** This was noted. |
| 5.11 | Residents are invited to an open event at the **Swallowtail Place** to find out more about the Independent Community Living Plus scheme for the affordable rented flats.  |
| 6 | **PLANNING** |
| 6.1 | **19 Old Road** – single storey extension (20220748). There were no objections to the plans. |
| 6.2 | Between meetings the councillors were consulted on plans for **Wyncot, Pyebush Lane** – conversion of outbuildings to annexe. Following consultation by email, the clerk sent objections to the plans, citing lack of visibility when exiting the site and the fact that two doors and the double doors would open out onto the driveway and parking space. It was also requested that, if the officer is minded to permit the development, a condition be applied to only allow the building to be used by family members. |
| 6.3 | Norfolk County Council’s consultation re Waste and Minerals was noted. |
| 6.4 | Lana Hempsall asked the Council to consider whether or not to support a request for New Road properties to be numbered. This will be on the agenda for the next meeting. |
| 7 | **FINANCE** |
| 7.1 | **ACCOUNTS AND ANNUAL RETURN**The parish clerk presented the Accounts for the year ended 31st March 2022. There were no questions on the accounts and Angela signed the accounts on behalf of the Council.The report from the internal auditor, John Gallop, was noted.The councillors considered the items on the Annual Governance Statement for 21/22 and agreed positive responses to each item.The councillors voted to approve the Accounting Statements for 21/22. Angela was authorised to sign on behalf of the Council. |
| 7.2 | **FINANCE REPORT**The finance report had been shared with all councillors in advance of the meeting: |
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| **Receipts:** |  |  £ |
| 42 The Street | Rent  | 1,095.00 |
| 44 The Street | Rent | 600.00 |
| Chocolate Box | Rent  | 650.00 |
| Upton PC | Share of costs | 66.23 |
| Various | Funerals and memorials | 540.00 |
| Allotments | Reimbursement of water | 123.00 |
| Broadland DC | Lottery income for foodbank | 40.00 |
| Broadland DC | First half precept | 61,680.00 |
| Broadland DC | S106 monies for sports purchases | 421.80 |
| Broadland DC | Grant for hedging at cemetery | 500.00 |
| Cash  | Christmas market stall fee | 10.00 |
| Cash | Tickets for big band concert | 450.00 |
| HM Govt | Government stocks interest | 130.44 |
| **Payments made:** |  |  |
| Anglo Scottish | Men’s Shed buildings |  |
| Barford Heating | Repairs at Fletcher Room | 990.00 |
| Signmaker | Sign for the Brian Grint Centre | 211.60 |
| RSPB | Bird nesting boxes | 150.00 |
| Telecoms World | Connection at Barclays | 66.00 |
| Caroline Crane  | Food for foodbank | 227.62 |
| Sportsafe | Table tennis table  | 1,229.99 |
| Barry Coveley | Keys | 17.00 |
| SLCC  | Training course for Becky | 72.00 |
| Sally Aldridge | Food for foodbank | 22.28 |
| ADM Plumbing | Repairs at flat | 60.00 |
| Witham Paints | Paint for Men’s Shed buildings | 82.20 |
| ETI | Legionella Testing | 61.80 |
| Telecoms World DD | Telephone for foodbank | 7.56 |
| SWALEC DD | Electricity for streetlights | 36.12 |
| Hugh Crane | Consumables | 78.49 |
| Pavilion Band | Balance re Jubilee event | 675.00 |
| **Online payments:** |  |  |
| Employment costs | Employment, NI, pension and exps | 5,935.44 |
| Sharp | Copying | 18.73 |
| Rhino | Wood for Men’s Shed buildings | 44.50 |
| Methodists | Room hire | 74.90 |
| T T Jones | Lighting testing | 1,637.24 |
| Hugh Crane Cleaning | Supplies | 133.75 |
| Acle Rec Centre | Youth Club room hire | 119.00 |
|  | Room hire for Age-friendly meeting | 25.00 |
| Wilkersons | Consumables | 106.10 |
| 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 | 607.20 |
| Moulton | Plants for planters | 159.83 |
| Ashlea Lauren | Balance re Jubilee event | 190.00 |
| WT Design | Drawing and tender re Choc Box | 4,200.00 |
| WT Design | Drawing and tender re Barclays | 10,800.00 |
| Flameskill | Turning fire alarm back on | 120.00 |
| RG Services | Stump grinding re Men’s Shed buildings | 245.00 |
| Caroline Crane | Foodbank purchases | 23.76 |
| Secker & Sons | Maintenance contract re Fletcher Room | 166.06 |
| Angela Bishop | Jubilee costs | 107.51 |
| **Balance c/f 30.05.22** |  | 280,197.24 |
| **Balances in Savings:** |  |  |
| Government Stocks | Gilts (as at 31st March 2022) | 133,200.00 |
| BDC | Parish investment scheme (int £441.76) | 251,444.41 |
| Cambridge B/Soc | Instant access | 91,728.00 |
| Lloyds Bank | 32-day notice | 102,252.85 |
| Nationwide B/Soc | 45-day saver  | 91,601.58 |
| Total monies |  | 950,424.08 |
| Loan | Acle Recreation Centre | 11,250.00 |
|  |  | 961,674.08 |

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|  | Outstanding commitments: Parking amendments, architect’s fees, exercise equipment.Wendy Kenny, Barry Coveley and Tony Hemmingway had checked the April online payments and payments between meetings to the bank statements, and the clerk’s bank reconciliation dated 3rd May 2022.Invoices for the proposed May online payments had been shared with the councillors in advance of the meeting, The payments were approved. |
| 8 | **RECREATION CENTRE** Barry Brooks reported: BDC has requested that the flood lights be shaded to reduce the impact on neighbouring properties. The land between Swallowtail Place and the outdoor bowls will be cleared by Carters and some trees planted.It was agreed to pay for new foundations for the new goal posts, costing £1,945, using s106 money.It was also agreed to pay for a generator for use at the cricket club practice nets, costing £397.50, using s106 money.Broadland District Council carried out a car parking assessment at Acle Recreation Centre **car park**. They will be putting together a proposal for the Recreation Centre to consider. The existing lease, which runs until 9th January 2025, is with the Parish Council, but this may be with the recreation centre in the future, as they manage the facilities. Trustee Diane Fisher is going to explore with the Charity Commission whether Acle Recreation Centre could enter into a long-term full repair lease This is likely to be for 30 years with BDC taking full responsibility for maintaining the surface and the lighting for the car park. Electricity will be metered and BDC would pay for all usage costs and also install charging equipment for electric cars free of charge.The Trustees and the councillors expressed some concerns about this, feeling that it might result in a loss of control over the usage of the car park.The grant from county councillor Lana Hempsall towards vehicle charging points has reduced from £4,000 to £2,000. NCC’s price for an electricity connection is very expensive and alternative quotes will be sought. |
| 9 | **CHOCOLATE BOX AND BRIAN GRINT CENTRE** The tender documents for the refurbishment of The Chocolate Box and The Brian Grint Centre were published on “Find a Tender” on Wednesday 18th May, with an end date of Sunday 29th May 2022, and are on the website. The original, incomplete, specification from Canham Consulting had been used so, for clarity, WT Designs produced an additional drawing regarding the damp proofing and additional information for contractors relating to the specification. Specific invitations were also sent to three building companies who had previously visited the site. One building company declined their invitation to tender due to the fact they are a small company and would not be able to quote within the timeframe. Broadland Windows confirmed that the new windows and doors will be ready for June. Becky has a telephone call booked with the solicitor to discuss the temporary lease for Louisa Mutton when she moves into the Barclays building during the refurbishment of the Chocolate Box..The Brian Grint Centre sign has been ordered. The postal address has been officially changed from Maddison & Morgan to The Brian Grint Centre. It was agreed to hold a naming event.The sparrow and swift nest boxes are available to install when building work starts.The water temperature was checked for Legionella on 20.05.22 and is within a safe range, (ie under 20c). When the hot water is turned back on, this will need to be re-checked.  |
| 10 | **BARCLAYS**The tender documents for the refurbishment of Barclays were published on “Find a Tender” on Wednesday 18th May, with an end date of Sunday 29th May 2022, and are on the website. Specific invitations were also sent to three building companies who had previously visited the site. One building company has declined their invitation to tender due to the fact they are a small company and would not be able to quote withing the timeframe. The temporary works to Unit 1 commenced on Thursday 26th May. This includes adding a temporary kitchen, disabled WC, second fire-exit and putting a wall in between units 1 and 2 so that Unit 1 is separated from the rest of the building. We are waiting for a quote to change the door at the rear of the building so that there is access to units 2, 3 & 4, once unit 1 is sealed.Tony will install some electrical works, which will then be checked and connected by a registered electrician.The fire alarm was turned back on, on Friday 13th May but was then turned to silent during the building works, to prevent a nuisance to the neighbours and residents in the flats. This will be turned back on as soon as possible.Openreach connected the phone line to the electricity meter on Friday 27th May, but the supplier is now querying whether or not there is a smart meter on site. Tony was thanked for threading the telecoms cable through the building to permit the connection to the meter.Barry has put the drawing plans on view in the window at Barclays for members of the public to see.The water temperature was checked for Legionella on 20.05.22 and is within a safe range, (under 20c). When the hot water is turned on, this will need to be re-checked. Becky is obtaining quotes for remedial works identified during the legionella risk assessment). Pauline has sent John Mansfield, Chartered Surveyor at Brown & Co, the new drawings so he can suggest appropriate commercial rents for units 1,2 3 and 4. |
| 11 | **NEW CEMETERY** Becky has obtained quotes obtained for the fencing and for the access track.Richard Powell contacted Parkers for advice regarding the type of seed required for the new cemetery and agreed we should order the Flower Rich Meadow Mix. Becky had met with Nicholas Crane who will order the seed on his account. He plans to plough the land for the Council in July and sow the seed in September.Tony will put in some posts to mark the beginning of work on the site.Two parishioners who live near the top of Pyebush Lane would like to see if the Beeline would be interested in planting on the verges outside their property. They have been maintaining the verge for over 20 years. Richard Powell had recommended planting apple trees, with wildflowers underneath. The parishioners are happy to continue with the maintenance and hope this will contribute to the beeline project and also protect the verge from cars using the area as a turnaround or parking bay when the new cemetery is open. This was agreed. |
| 12 | **HIGHWAYS** |
| 12.1 | **BOLLARDS ON NEW ROAD**Becky met with the Highways engineer, and is awaiting a quote for the installation of the bollards, which are to prevent parking on the grass verges. |
| 12.2 | **VAS**The monitor is on South Walsham Road, near to the Academy. |
| 12.3 | **PARKING SCHEME** The lining work and the new signage is booked in for Monday, 13th June. Parking will be prohibited along the affected roads from Sunday, 12th through to Tuesday, 14th with a traffic warden booked to attend. Becky had prepared a poster for businesses and shops to advertise nearer the time. NCC have published the official parking restriction for the 3-day period. |
| 13 | **PLAY AREAS**Three quotes had been obtained for fencing for adult exercise equipment. (See the end of the meeting.)A fencing panel has been ordered for Springfield, for £364.91 + VAT, to replace a panel damaged by a vehicle. |
| 14 | **EVENTSJubilee:** Angela reported that she will be attending Jubilee events at BDC on 2nd June and at The Hill on 3rd June. The Parish Council events are a concert on 3rd June, a children’s party on 4th June and a street party on 5th June.**Markets:** Bookings are going well. |
| 15 | **PERMANENT APPOINTMENT OF BECKY FURR AS DEPUTY CLERK**Becky’s employment was unanimously made permanent, following an appraisal by Angela and Tony. |
| 16 | **NEXT MEETING –** Monday,27th June 2022, at 7.00pm in the Methodist ChurchChurch |
|  | **At this point it was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public to open the tenders for the refurbishment works and to consider quotes for access road and fencing for cemetery, quotes for fencing for Damgate Lane play area:** |
| 17.1 | Three quotes had been obtained for fencing and two gates for the adult exercise equipment at Damgate Lane. It was agreed to accept the quote from Norfolk Prestige Fencing, for the bow-top fencing, £3,591 as it was felt that it was better to choose a longer-lasting product. |
| 17.2 | Three quotes had been obtained for the fencing works at the new cemetery, for post and wire fencing. It was agreed to accept the quote from DP Builders for £2,100, noting that this could not be completed until the land had been ploughed and seeded. |
| 17.3 | Only one price had been obtained for the Tarmac Surfacing for the access track for the new cemetery, so this was deferred until the next meeting. |
| 17.4 | Quotes for refurbishment works were deferred until the next meeting. |