Acle Parish Council

Meeting Date: Monday, 27th June 2022
Venue: Acle Methodist Church
at 7.00p.m.

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

There were three members of the public present.

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| 1 | **APOLOGIES** David StephensonDistrict & County Councillor Lana Hempsall  |
| 2 | **DECLARATIONS OF INTEREST**Jackie Clover, Barry Coveley and Jamie Pizey reminded the meeting that they are Trustees of Acle Recreation Centre. Angela Bishop and Tony Hemmingway each had an interest in a payment. |
| 3 | **MINUTES**The minutes of the meetings of 30th May 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 Men’s Shed committee have nearly finished painting the exterior of the **portacabins.** The electricity cable has been installed from the kiosk to the Men’s Shed. The electricity company is then due to connect to the mains. The Shedders have installed a connecting piece between the two buildings, are about to start work on an access ramp and a noticeboard.The deputy clerk was successful in a grant application for £1,500 to the Clan Trust to cover costs of renovation of the portacabins and providing a disabled access ramp.**The Coronation Chair** was popular with residents. It will be removed from The Green shortly and will be taken to the Library for a while.The updated **Licence** between Acle Parish Council and the Recreation Centre had been received:* From 1st June 2022, 5 years to 31st May 2027, with a view to further extension
* £1 pa
* Use of area hatched red on plan
* Portakabins to be leased by Acle PC to Acle & District Men’s Shed, otherwise cannot be leased without prior approval of Rec Centre
* Licence can be ended by Rec Centre if Acle PC has not remedied any breach notified in writing, within 28 days
* Either party can end the licence with 3 months’ notice in writing
* Use of toilets in main entrance when the building is open
* Acle PC to have Public Liability Insurance in place
* Acle PC responsible for any repairs to portakabins

It was agreed to request a key to enable access to the toilets at the entrance to the Bure Room at any time and a letter of intent that states that the right to end the licence with 3 months’ notice would only be used in the case where some major maintenance had not been carried out within the time limit. |
| 4.2 | It was noted that **Acle Community Gym** had closed so no further grant was required. |
| 4.3 | The owners of Acle Post Office have agreed to a **hardwood bench** being placed outside the premises. This has been ordered with an “Acle Parish Council” inscription. Lovells have also agreed to supply a bench at the bottom of Glover Road so that there is a place for members of the public to rest when walking into Acle Village Centre. |
| 4.4 | Four plumbers were asked to quote for the remedial work at the **Fletcher Room,** following the legionella risk assessment, but for various reasons declined. It was therefore agreed to accept the quote from Infinity for £913.90. The deputy clerk has ordered the stickers for drinking and non-drinking water, as required.It was noted that the Pre-School trustees had not yet had any success with grant applications for a new modular building. It was noted that the **Pre-School’s accounts** show that the charity breaks even, which makes it unlikely that a higher rent could be charged. |
| 4.5 | The illustrated **map** of Acle has been produced. This is to be displayed on a lectern at The Green. It was also agreed to put up a copy of the map at the train station, Acle Bridge, the Recreation Centre, in the map boards which were provided as part of a grant scheme some years ago. A couple of corrections were agreed. |
| 4.6 | **Play Areas:**A second-hand **basket swing** has been negotiated for £500. George Taylor has been asked to collect this when it is available from Fairhaven Primary School and then fit it at Damgate Play Area.The outdoor **table tennis table** was delivered at Damgate Lane Play Area, but the people delivering the parcel had not been instructed to install it, despite the fact that Acle PC had paid for installation. The deputy clerk will contact the company to arrange for installation. The installation of the **adult gym equipment** has started.Norfolk Prestige Fencing will be installing the bow top **fencing** around the adult gym equipment once the installation is complete, and will replace the damaged panel at Springfield Play Area.The vegetation will be cut back around the small pedestrian **gate** as visibility is otherwise limited. |
| 4.7 | The recent **Brian Grint Centre naming ceremony** was a good event. |
| 4.8 | The lining works and signage for the p**arking scheme** have been completed. Norfolk County Council will be visiting the village to check the lines and the signage, to ensure everything is complete. |
| 4.9 | **National Highways** (was Highways England) emailed to say that the Secretary of State has approved the latest stage of the dualling of the A47 at North Burlingham. |
| 4.10 | BDC sent information on the new **street cleaning contract.** Previously roads were cleaned on a fixed schedule. They now plan to inspect roads and litter bin collection more often and then to program cleaning as needed. This was noted. |
| 4.11 | **Acle Academy** rang to say that two adults outside the school were injured recently, and a child was injured last year. Acle Parish Council supported a request in 2021 for double yellow lines, with more enforcement. The clerk will contact Norfolk County Council to ask what action is to be taken. |
| 4.12 | The **Wensum Trust** are meeting with Angela Bishop, Barry Coveley and the parish clerk shortly to discuss their proposals for a sports centre for the community.  |
| 4.13 | Acle was not chosen for the **Reclaim the Rain** scheme**.**  |
| 4.14 | Acle Society are going to produce a newsletter shortly. It was agreed that the clerks should write a Parish Council news-sheet if they have the time to do so. |
| 4.15 | Ideas for work for **Norfolk Youth Justice Service** will be put forward, including cleaning benches and bus shelters, and litter picking. |
| 5 | **PLANNING** |
| 5.1 | An application was noted for works to trees under a TPO, at **16 Oxcroft** (20220966). Hornbeam (T1, T2, T3). To carry out a reduction in height by 3m to a finishing height of 7m. This is to reduce shading and to regulate size and shape. Whitebeam (T4) To carry out a reduction in height by 3m to a finishing height of 7m. This is to reduce shading and to regulate size and shape.  |
| 5.2 | The application (20211179) for **Acle Garden Machinery** was approved unanimously by BDC’s planning committee, with conditions requiring hedge planting, details of parking on-site and drainage. The councillors continue to have concerns about the likely impact from this development on the network of ditches and dykes. |
| 6.1 | **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  | 897.50 |
| 44 The Street | Rent | 600.00 |
| Chocolate Box | Rent  | 650.00 |
| Upton PC | Share of costs | 69.30 |
| Various | Funerals and memorials | 145.00 |
| Broadland DC | Lottery income for foodbank | 38.50 |
| Broadland DC | S106 monies for sports purchases | 387.50 |
| Cash | Tickets for big band concert | 195.00 |
| **Payments made:** |  |  |
| John Gallop | Internal audit | 425.00 |
| Edmundson Electrical | Men’s Shed costs | 1,014.62 |
|  “  | Barclays | 172.61 |
| Nick Moore | Entertainer for Jubilee | 130.00 |
| Orwell Mencap | Bench for outside Post Office | 669.00 |
| Becky Furr | Various expenses | 52.68 |
| Caroline Crane  | Food for foodbank | 30.48 |
| Adexa | Tea Urn | 82.80 |
| Hampshire Generators | Cricket Club generator | 465.00 |
| Michelle Holford | Artwork for village map | 700.00 |
| Blockbusters | Drains at Barclays | 156.00 |
| Moulton Nurseries | Plants for village centre | 71.81 |
| Tudor Printing | Banner for Markets | 55.20 |
| WT Construction | Works to Unit 1 | 11,520.00 |
| SWALEC DD | Electricity for streetlights | 909.76 |
| Siemens DD | Copier rental | 205.26 |
| Telecoms World | Phone line at Barclays and Foodbank | 74.08 |
| **Online payments:** |  |  |
| Employment costs | Employment, NI, pension and exps | 6,428.34 |
| Methodists | Room hire | 74.90 |
| T T Jones | LED lantern | 439.09 |
| Acle Rec Centre | Youth Club room hire | 148.75 |
| Wilkersons | Consumables | 65.88 |
| BDC | Rates for Barclays Building | 998.00 |
| BDC | Rates for Brian Grint Centre | 292.00 |
| Garden Guardian | Grasscutting | 1,675.36 |
| Mrs Berry | Plants for war memorial | 26.50 |
| John Holt | Screwfix order for Shed | 64.17 |
| Caroline Crane | Foodbank purchases | 58.29 |
| Roar Electrical | Work at Men’s Shed | 136.32 |
| Hugh Crane Ltd | Consumables | 83.51 |
| Westgate Fastenings | Men’s Shed expenses | 24.00 |
| Angela Bishop | Expenses re Jubilee | 26.50 |
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| **Balance c/f 27.06.22** |  | 251,540.66 |
| **Balances in Savings:** |  |  |
| Government Stocks | Gilts (as at 31st March 2022) | 133,200.00 |
| BDC | Parish investment scheme  | 251,444.41 |
| Cambridge B/Soc | Instant access | 91,728.00 |
| Lloyds Bank | 32-day notice | 102,260.83 |
| Nationwide B/Soc | 45-day saver  | 91,601.58 |
| Total monies |  | 921,775.48 |
| Loan | Acle Recreation Centre | 11,250.00 |
|  |  | 933,025.48 |

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|  | Outstanding commitments: Parking amendments and exercise equipment.Tony Hemmingway and Barry Coveley had checked the May online payments, and payments between meetings, to the bank statements, and the clerk’s bank reconciliation dated 30th May 2022.Invoices for the proposed June payments had been shared with the councillors in advance of the meeting, together with a report of Actual v Budget for three months. The payments were approved. |
| 7 | **RECREATION CENTRE** Trustee Diane Fisher reported that bookings were good. There has been no increase in room hire fees. There was an update on the project to install vehicle charging points. |
| 8 | **CHOCOLATE BOX AND BRIAN GRINT CENTRE**WT Construction amended the tender documents with their own technical specification and drawings in line with the agreed work. This was submitted on Find a Tender on Thursday 9th June with a closing date of Wednesday 22nd June, as well as being published on the Council’s website. Specific invitations were sent to three building firms, but it was open to any to apply.The **quotes for the refurbishment** were considered in private session at the end of the meeting, along with quotes for the removal of the asbestos in the building.The Council’s solicitor has drafted a temporary lease for while Louisa Mutton moves her newsagent’s business from the Chocolate Box into the Barclays building, and has suggested a variation of the current lease for when she moves back into the Chocolate Box. There was some discussion about whether to end the informal arrangement for tenants’ parking at the side of the building. |
| 9 | **BARCLAYS** |
| 9.1 | **Refurbishment**The work to Unit 1 was completed on 15th June. The work to replace the rear fire door with an external door to Unit 4 (temporary Foodbank) will be done shortly so that this area can be used by the Foodbank.Tony Hemmingway added electrical sockets in the new kitchen area which will be certified by Connect Electrical. The **quotes for the refurbishment** were considered in private session at the end of the meeting.WT Construction picked up some building issues during the temporary work:1. Blocked drains. These were cleared by Blockbuster Drain Services on the 8th June.
2. Replacing the gutters, fascias and downpipes to the rear and sides of the building (only the front is included in the tender)
3. Cleaning the boiler flues to the flats
4. Resurfacing the floor leading to the flats from the stairwell (the tiles were removed for Health & Safety but wear and tear on the felt will create a leak in the roof over time)
5. Fireproofing the stairwell (Barry Coveley has secured the loose rails)

The deputy clerk has arranged for some of these works to be done and sent photographs to the building inspector to advise on the staircase.WT Design are consulting with Anglian Water regarding a central water system with six manifolds so each unit’s usage can be measured and billed individually per tenant.SSE Energy (who supply the electricity to the ground floor) will send an engineer on shortly to upgrade the smart meter so that Louisa Mutton’s usage in Barclays will be automatically sent and billed accordingly. Roar Electrical have PAT-tested the extension leads in Barclays ready for the Summer Markets. There has been some recent interest in businesses wanting to rent Barclays including a fish and chip shop, supermarket and gym and therapy centre. A local coffee shop remains interested in Unit 1. Two of the businesses want to work with the Parish Council and builders during the renovation work to ensure the specification will meet their needs. There has also been interest expressed previously from an opticians, estate agents and flooring company.The deputy clerk contacted East Coast Commercial for an estimate of commercial rents for the unitsIt was agreed that there should be a lockable door between Units 3 and 4 so that they can be rented as one unit. |
| 9.2 | **Flats**The temporary works have been disruptive to the tenants at times, including building noise from 8am to 4pm and temporary closure of utilities. This is likely to be ongoing and more disruptive when the full works start. It was agreed to monitor the situation.The oven at Flat 42 has stopped working and the ignitor to the gas hob appears to be broken. Roar Electrical will supply and fit a new oven. A gas engineer will need to inspect the hob.It was noted that the deputy clerk has written to the tenants to ask that they do not have any more BBQs on the flat roof area. |
| 10 | **NEW CEMETERY** Tony Hemmingway put in a marker post at the site to show that works have begun on site.The **quotes for the access track and turning circle** were considered in private session at the end of the meeting |
| 11 | **HIGHWAYS** |
| 11.1 | Saffron Housing wanted to relocate two **dog bins** from outside their development at Swallowtail Place to the grass at the edge of the Library’s boundary. The library has objected to this, but the deputy clerk has written to ask them to re-consider. |
| 11.2 | **VAS**Jamie Pizey gave a report on vehicle speeds. |
| 11.3 | Lana Hempsall reported a request from a resident in **New Road** to have the road numbered to assist with deliveries. Lana said that BDC are now only numbering new developments. 25 years ago BDC was very keen to number roads and did lots of existing roads. There are actually only about 20 or so houses which face onto New Road, but they are fairly spread out and that might be why they were not numbered before. Lana says BDC will only do it if Acle PC requests it, and we must prove that the residents want it. |
| 11.4 | **Speed signs**Several lovely postershad beendrawn by children from Acle Primary School, organised and collected by the local Police. The councillors were very pleased with the quality of the designs and thanked the children who had taken part. It was agreed to give a small gift to everyone who submitted a poster and to give a water bottle with one of the designs on it as a prize to the winners. It was agreed to select enough designs for all of the roads that enter the village. |
| 11.5 | The clerk was asked to report to Norfolk County Council that the pavement under the **underpass** in Reedham Road is very slippery again. Councillors also asked that NCC be asked to remove the **weeds** growing in the cracks along the edges of pavements in the village. Various overgrown hedges will also be reported. |
| 11.6 | Tony Hemmingway reported that he has refixed the lights in the **public toilets** which were vandalised recently. The clerk was asked to contact Broadland District Council about the planned, but stalled, refurbishment of the toilets. |
| 12 | **EVENTSJubilee:** Angela Bishop reported on the three successful Parish Council events – the band concert on the Friday, the children’s party on the Saturday and the afternoon party on the Sunday. All tickets were sold for the band concert, the other events were free to attend. The councillors thanked everyone who was involved.**Markets:** the markets start on 30th June and run for six Thursdays. |
| 13 | **COMMITTEES AND WORKING PARTIES** |
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| **COMMITTEES AND WORKING PARTIES** |
| Street lighting | Tony Hemmingway and Jamie Pizey |
| Christmas switch on and meters | Jamie Pizey and Tony Hemmingway |
| Planning Committee | Tony Hemmingway, Barry Coveley, Sally Aldridge and Jamie Pizey |
| Youth | Hannah Jackson, Sarah Carter and David Stephenson |
| Finance | Angela Bishop, Jamie Pizey, Tony Hemmingway, Barry Coveley, Hannah Jackson and Sarah Carter |
| Personnel | Angela Bishop and Tony Hemmingway |
| Fletcher Room | Tony Hemmingway and Barry Coveley |
| Cemetery extension | Angela Bishop, Tony Hemmingway, Barry Coveley, Jackie Clover, Richard Powell and Jackie Clover |
| Swallowtail Place liaison | Angela Bishop |
| Resilience/Emergency Planning | Angela Bishop, Jamie Pizey, Sarah Carter and Sally Aldridge |
| Acle Regatta | Sarah Carter |
| Roads | Sally Aldridge and David Stephenson |
| Parking restrictions | Sally Aldridge, Jackie Clover and Jamie Pizey |
| Website | David Stephenson |
| Environment | Jamie Pizey, Wendy Kenny, Richard Powell and David Stephenson |
| Plastic-free community | Jackie Clover |
| Play areas | Jamie Pizey, Hannah Jackson and David Stephenson |
| Former Barclays building | **Refurbishment Group (builders and technical):**Angela Bishop, Jamie Pizey, Tony Hemmingway and Barry Coveley **Project Group (marketing, tenants, decoration and longer-term vision):** Angela Bishop, Jamie Pizey, Sarah Carter, Sally Aldridge, Jackie Clover, Tony Hemmingway, Barry Coveley, David Stephenson, Wendy Kenny and Indra Goodson. |
| Brian Grint Centre | **Refurbishment Group (builders and technical):**Angela Bishop, Jamie Pizey, Tony Hemmingway and Barry Coveley **Project Group (marketing, tenants, decoration and longer-term vision):** Angela Bishop, Jamie Pizey, Sarah Carter, Sally Aldridge, Jackie Clover, Tony Hemmingway, Barry Coveley, David Stephenson, Wendy Kenny and Indra Goodson. |
| Acle in Need | Angela Bishop (elected for 4 years from December 2019 |
| Death of a Royal | Angela Bishop |
| Acle Recreation Centre*(for info only)* | Joe Aldous, Barry Coveley, Dennis Fisher, Diane Fisher, Tom Hiller, Denis Goodley, Jackie Clover, Jamie Pizey. (One vacancy) |
| Acle Lands Trust*(elected in February for one year)* | Richard Powell, Adam Fisher, Dennis Fisher, Ken Gale and Nigel Robson. |
| Markets | Angela Bishop and Wendy Kenny |

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| 14 | **STAFFING ISSUES**Becky Furr has submitted her resignation as deputy clerk and leaves on Friday, 22nd July. The councillors expressed their regret at this news and thanked Becky for everything she has done.The clerk will advertise the vacancy and arrange interviews. It was agreed that the clerk should advertise for a locum to help her in the interim. It was also agreed that some  |
| 15 | **NEXT MEETING –** Monday, **18**th July 2022, at 7.00pm in the Methodist Church |
|  | **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:** |
| 15.1 | **BARCLAYS**Only one quote was received: WT Construction for £217,240. This was accepted. |
| 15.2 | **CHOCOLATE BOX AND BRIAN GRINT CENTRE**Only one quote was received: WT Construction for £142,940. This was accepted.A quote for £2,435 for the removal of the asbestos was accepted. |
| 15.3 | **CEMETERY****JS Group**Track – scrape road, supply and machine lay to depths of 60mm SMA £13,191Turning and access piece – dig out soil to 300-400mm – Nicholas Crane to cart away, Nicholas to supply crushed concrete, supply and lay 60mm base course asphalt, spray with hot tar and apply 6mm golden gravel £18,000Total £31,191**MW Surfacing**Track – excavate, dispose, geotextile membrane, concrete edgings, MOT type 1 hardcore, base course tarmac, top tarmac, sweep £27,859Turning and access piece – excavate, dispose, kerbing, MOT type 1 hardcore, base tarmac, tarmac, mark spaces, sweep and clean £19,847Total £47,706**NR Asphalt**Track – scrape, regrade and regulate with crushed asphaltTurning space and access piece- excavate, supply granite sub-baseDouble surface dressing of 6/10 chippings and hot bitumenTotal £42,814**Ovamill**Track – either grade, compact hardcore as required, lay 60mm dense binder and SMA10 surface £21,267Or:Hardcore, edging both sides, binder and SMA10 £28,859Turning space and access piece – excavate, cart away. Edging, hardcore to 60mm, dense binder and surface asphalt, line marking £30,958Total option 1 £52,225Total option 2 £59,817It was agreed to accept the quote from JS Group but to ask them to install kerbing.It was noted that it is necessary to install a water supply at the same time as the works to the roadway. |

There being no further business, the meeting was closed at 9.35pm.

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