Acle Parish Council

Meeting Date: Monday, 18th July 2022  
Venue: Acle Methodist Church  
at 7.00p.m.

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

There were seven members of the public present.

District & County Councillor Lana Hempsall gave a report, including a recent visit to Swallowtail Place.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **APOLOGIES** Barry Coveley | | |
| 2 | **DECLARATIONS OF INTEREST** Jackie Clover and Jamie Pizey reminded the meeting that they are Trustees of Acle Recreation Centre. Tony Hemmingway had an interest in a payment.  David Stephenson, Sarah Carter and Angela Bishop reported that they knew one or more of the applicants for the deputy clerk role. | | |
| 3 | **MINUTES** The minutes of the meetings of 27th June 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 put up signage on the portacabins and continue to work on the refurbishment and disabled access ramp. | | |
| 4.2 | Dorothy Hewitt, who runs **Mature Movers** at the Rec Centre, requested some financial assistance to keep the classes running. She said that numbers had dropped off after the lockdowns. The room hire is £21 for an hour and a half. She charges £4 per session and generally has about 12 attendees, but could accommodate 20. She pays for insurance, PPL (Public Performance Licence to enable her to play music) and training. She only runs 2 of classes so it is not her main business. The councillors regretfully agreed that they could not support a business in this way but offered to assist with advertising the classes. | | |
| 4.3 | The fencing for the **Adult Gym Equipment at Damgate Lane Play Area** will be installed by Prestige Fencing on Friday 29th July. The bramble and nettles surrounding the entrance have been cut back and any brambles near the children’s play equipment have been trimmed. A sign for the adult gym equipment has also been ordered. Contractor George Taylor is currently storing the table tennis table which will be installed by Sports Safe on the 15th August.  Norfolk Prestige Fencing will be replacing the damaged panel at **Springfield Play** **Area** on 19th July and will also look at repairing the self-closing gates.  RoSPA carried out their annual inspections of all three play areas in June. There were some minor works which have been emailed to George Taylor to work through. | | |
| 4.4 | **Acle Village Map:** The amendments suggested at the previous meeting have been made. Prices for a lectern on The Green:   1. Earth Anchor – A1 Aluminum Lectern (594 x 841 mm) £944.00 + VAT (shipping and printing artwork included) 2. Fitzpatrick Woolmer – A1 Recycled Plastic £1,264 + VAT (shipping and printing artwork included) It was agreed to purchase the recycled plastic version.   Paper maps will be displayed in the existing cabinets at the train station, the public toilets on the Fleggburgh side of Acle Bridge and the Recreation Centre. The cabinets at the train station and Recreation Centre need to be cleaned, and the cabinet at Acle Bridge needs a new front covering. This was noted. | | |
| 4.5 | **Fletcher Room:** The boxing around the pipework needs to be replaced. It is very worn and is a finger trap hazard to the children. It is also covering the TMVs (Thermostatic Mixing Valves) where access is needed for testing temperatures in respect of Legionella. There is also a leak in the guttering, a loose door trim and loose ceiling coving. Willrich Home Improvements are liaising with the Pre-School direct to arrange a site visit and will send a quote to the Parish Council.  Infinity will carry the legionella remedial work for the Fletcher Room during the summer holidays. | | |
| 4.6 | **Assets:** The two dog bins for the Recreation Centre have arrived, along with the bench to go outside the Post Office.  Lingwood Scouts borrowed the littering picking equipment. One of the litter pickers broke and they have replaced this one with another two. They wanted to thank the Parish Council for letting them borrow the equipment. | | |
| 4.7 | **Insurance:** BHIB and Zurich have been asked to provide quotes for Acle Parish Council’s insurance due 1st September, along with the current insurers, Gallagher (was Came & Co). It was agreed to delegate the renewal to the parish clerk. | | |
| 4.8 | **Policies:** The Legionella Policy and the Social Media Policy were approved. | | |
| 4.9 | **Public Toilets:** Tony Hemmingway has kindly fixed the lights which were vandalised in the ladies’ toilets. | | |
| 4.10 | **Legionella Control:** Tony will carry out the monthly temperature checks in Parish Council-owned buildings for Legionella until the new deputy clerk starts work for the Council. | | |
| 4.11 | Barry Coveley and the parish clerk attended a meeting with members of the **Wensum Trust at Acle Academy,** including Daniel Thrower (CEO), Chris Everard (Director of Operations) and Scott Newstead (Vice-Principal of Acle Academy).  They reported that the Wensum Trust now manages eleven schools in Norfolk. They were very pleased that the number of children expected to join the school in September is 142, which is a full admission. They have links with local businesses for work experience and apprenticeships including Lovells, the Theatre Royal and North Walsham Rugby Club.  They want to build a sports hall for school use, but also for community use. It is hoped to include a fitness suite and four badminton courts. It is planned to build at the back of the current school building. It would be managed by the school.  They would like to sort out additional access to the land, whether buying land from Nicholas Crane or from whomever owns the paddock in South Walsham Road.  They met with Phil Courtier at BDC to ask about using some of BDC’s CIL monies but that was not a very optimistic meeting. They are applying to the National Lottery for grants.  The councillors were happy to support this project and look forward to finding out more in due course. | | |
| 4.12 | Thank you presents will be given to all the children who drew a poster, and Indra Goodson printed drinks bottles for the winning designs for the **speeding signs**. The police are hoping to visit the school before the end of term to present the prizes. | | |
| 4.13 | The clerk was asked to obtain a quote to install a projector screen in the Methodist meeting hall, so that the Parish Council could return to meeting in that room. | | |
| 5 | **PLANNING –** None. | | |
| 6.1 | | **FINANCE REPORT** The finance report had been shared with all councillors in advance of the meeting: |
|  | | |  |  |  | | --- | --- | --- | | **Receipts:** |  | £ | | 42 The Street | Rent | 847.50 | | 44 The Street | Rent | 590.00 | | Chocolate Box | Rent | 650.00 | | Various | Funerals and memorials | 695.00 | | Broadland DC | Lottery income for foodbank | 18.00 | | Broadland DC | 10% re management of public toilets | 1,338.00 | | Cash | Stall fees for markets | 371.00 | | **Payments made:** |  |  | | Wave DD | Water at public toilets | 1,050.79 | | Broadland DC | Licence for market | 21.00 | | SWALEC DD | Electricity for streetlighting | 742.56 | | Anglian Water DD | Water at allotments | 32.62 | | Roar Electrical | New oven at flat | 355.21 | | Caroline Crane | Foodbank purchases | 26.85 | | Tony Hemmingway | Lights for public toilets | 72.00 | | Safety Signs | H&S signage | 8.20 | | Wave DD | Water at cemetery | 16.01 | | Action Play | New equipment (part) | 7,200.00 | | WT Construction | Works for new rear door | 1,194.00 | | **Online payments:** |  |  | | Employment costs | Employment, NI, pension and exps | 6,697.28 | | Methodists | Room hire | 80.25 | | Acle Rec Centre | Youth Club room hire | 119.00 | | Broadland DC | Rates for Barclays Building | 998.00 | | Broadland DC | Rates for Brian Grint Centre | 292.00 | | Garden Guardian | Grasscutting | 1,675.36 | | YMCA | Staff for youth club | 4,758.00 | | Sharp | Copying charges | 20.16 | | Hugh Crane Cleaning | Consumables | 3.24 | | Playsafety | RoSPA inspection of three play areas | 273.00 | | **Balance c/f 18.07.22** |  | 231,221.60 | | **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 | 102,271.05 | | Nationwide B/Soc | 45-day saver | 91,601.58 | | Total monies |  | 901,466.64 | | Loan | Acle Recreation Centre | 11,250.00 | |  |  | 912,716.64 | |

|  |  |
| --- | --- |
|  | Outstanding commitments: Parking amendments and refurbishment works.  Wendy Kenny and Hannah Jackson had checked the June online payments, and payments between meetings, to the bank statements, and the clerk’s bank reconciliation dated 29th June 2022.  Invoices for the proposed July payments had been shared with the councillors in advance of the meeting, together with a report of Actual v Budget for four months. The payments were approved. |
| 7 | **RECREATION CENTRE** The parish clerk met with Barry Brooks, Diane Fisher, Lana Hempsall and an officer from NCC to discuss the plans for rapid electric charging points at the Rec Centre. There is £16,000 funding available from the Government. The plan is to install wiring that could take three-phase electricity in the future, but connect as single-phase for now, to save money. The Trustees would set the rate that people pay to charge their cars, using contactless payment, and pay a monthly management fee to a company, which collects the income. Lana’s funding will pay for two pairs of charging points.  The Recreation Centre is not being asked to pay anything towards this. The Trustees have agreed to this scheme, in principle. They would like to be able to use the surplus energy that is being generated by the solar panels. |
| 7.2 | The Trustees requested that S106 monies be used for works at the outdoor **bowls club**. Further quotes are needed. The clerk will contact Broadland District Council to see if the works could be paid for using the S106 monies. |
| 7.3 | Brad Rae who runs the Social Club is setting up a four-day Sports Camp for local children aged 5 - 10 years old to attend at the recreation centre and requested financial support for the purchase of equipment, expected to be a maximum of £600. It was reported that the sports camp would be free for children to attend.  The councillors supported this. Angela offered to find out more about the accessibility of the sessions. The clerk will contact Broadland District Council to see if the works could be paid for using the S106 monies. |
| 8 | **CHOCOLATE BOX AND BRIAN GRINT CENTRE** The scaffolding went up on Wednesday 13th July. The builders are coordinating the fitting of the new windows with Broadland Windows.  East Coast Insulation will be removing the asbestos in the building on Saturday 6th and Sunday 7th August.  Barry will collect they keys for the Chocolate Box and Tony will fit a key safe for the builders to use.  Mills and Reeves Solicitors are still drawing up the revised lease for when Louisa returns to the Chocolate Box.  Some slips have been printed for customers to inform them of the business’s temporary move. A large banner has been ordered from Tudor Printing to go up outside Barclays to advertise the temporary location of the newsagents’ business.  Acle Parish Council’s insurance company has been informed of the dates for the works. The deputy clerk is currently liaising with WT Design and Construction to see whether the Parish Council needs additional insurance cover for the renovation works at the Chocolate Box.  Louisa Mutton has asked that she is involved in the building process, so that electrical points are appropriate to her existing needs. Louisa would like to keep bars on her windows for safety purposes. The clerk was asked to contact Broadland Windows to find out if they feel bars are still needed.  WT Design and Construction have provided a project chart of the Chocolate Box renovation project from July to October. |
| 9 | **BARCLAYS** |
| 9.1 | **Refurbishment** Louisa is moving into Barclays on 31st July.  The solicitors have drawn up a temporary lease and this has been issued to Louisa to sign. Tony has supplied all the electrics required for Louisa’s needs and provided a safe. Tony and Barry were thanked for all their help preparing for Louisa’s move.  Sally Aldridge intends to move the foodbank across on Saturday 30th July. Sally is running stock down and says she has helpers to assist with moving goods across. The external door to Unit 4 has been installed. Becky has had keys for this door cut for Sally, Barry and Tony and the new deputy clerk.  The header tank to the combination boiler has been cleaned and disinfected as required, following the Legionella Risk Assessment.  The new smart meter for the electricity is yet to be installed but SSE have made an urgent request to the engineering department. Despite this, it is likely to be after Louisa moves into Barclays so they have advised that on the day Louisa moves in photos are taken of the various numbers that appear on the current smart meter which need to be given to SSE via telephone or email.  Quotes for the guttering to the rear and sides of the building will be considered in private session.  John Mansfield, surveyor from Brown and Co, has provided estimated rental rates for Barclays which will be considered in private session.  Interested tenants want to know whether the parish council will work directly with them regarding their building requirements. This will be considered in private session.  WT Design and Construction have provided a project chart of the construction projects from August to November 2022. |
| 9.2 | **Flats** The tenant of **No 44** (one bedroom apartment) has given notice. A new tenant has been found.  Ovamill has confirmed that the access stair handrails will be repainted on Tuesday 26th July and the flooring across the flat roof will be installed after. This will not affect the tenants’ access and all tenants have been updated. A fire exit sign has been put on the stairs as advised by Building Control, but otherwise no further action was required to bring the stairs up to standard. |
| 10 | **NEW CEMETERY** Anglian Water can set up a mains water point off Orchard Close to feed the connection to the new cemetery. This would cost approximately £1,200, plus the costs for digging the trenches and installing the pipework and tap. The existing connection at the current Cemetery could be used but this would reduce the water pressure at the New Cemetery. Anglia Water said this might be difficult for watering the hedgerow but would be fine for general use.  Richard Powell offered to find out prices for storage tanks for water at the new cemetery.  JS Group have been asked to quote for kerbing and whether they would dig the trench/lay the pipework for the water mains.  The Bure Valley Conservation Group would like to be involved with planting the hedgerow. Dave Savory has said he will liaise with Richard Powell directly regarding the specification and after-care of the hedging.  It was agreed to appoint Brent Burton to cut the hedges at the current cemetery and to cut back the vegetation along the access track to the new cemetery.  Some issues with the new fencing will be discussed in private session. |
| 11 | **BEIGHTON ROAD PLAY AREA** Information had been obtained from Clarion Housing about whether the Parish Council might want to buy the land, or just extend the current lease.It was agreed to leave this until the new deputy clerk was appointed. |
| 12 | **HIGHWAYS** |
| 12.1 | **Bollards in New Road:** Norse have provided an estimate for the installation of nine bollards (at £1,200). It was agreed to consider this after the new deputy clerk is appointed. |
| 12.2 | **VAS:** Jamie Pizey reported that the monitor will be put up near Hermitage Close shortly. |
| 12.3 | Adam Fisher was thanked for watering the **hanging baskets** around The Green over the Summer. It was agreed to give him a small thank you gift. |
| 13 | **EVENTS Markets:** Angela reported on the number of stalls that have been booked for the six Thursday markets. |
| 14 | **NEXT MEETING –** Monday,26th September 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 consider quotes for aspects of the refurbishment works, proposed rents and to short-list candidates for the deputy clerk role** |
| 15.1 | **BARCLAYS Guttering around the side and rear:**  WT Construction £8,277, including VAT – this was accepted BS Mindham & Sons £8,300 Windows Plus £7,879 |
| 15.2 | **Rents**  John Mansfield – surveyor from Brown & Co has suggested rents:  Unit 1 £16,000pa (£1,333 per month)  Unit 2 £11,500pa (£958.33 per month)  Unit 3 £12,000pa (£1,000 per month)  Unit 4 (office) £5,000pa (£416.66 per month)  Unit 3 & 4 Combined £13,500pa (£1,125.00 per month)  The clerk was asked to send these rents to people who had expressed an interest recently in renting the units. She will also contact other agents who let commercial properties for advice on marketing the units. |
| 16 | **NEW CEMETERY** The new fencing has been installed at the cemetery.  The clerk was asked to request that the original surveyor should return to the site to map the land purchased using GPS. The remedial work can then be calculated. |
| 17 | **DEPUTY CLERK AND ASSETS MANAGER** Four applicants were selected for interview. |

There being no further business, the meeting was closed.

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