**Acle Parish Council**

**Clerks’ report for Parish Council meeting on 31st October 2022**

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| **1.** | **Matters Arising from the Meetings of 26th September and 24th October (Agenda item 4)** |
| 1.1 | PJ **- Acle & District Men’s Shed** members are busy constructing the access ramp. They have been successful in obtaining a grant from the National Lottery. |
| 1.2 | PJ – The **Broads Authority Local Plan Review** is out for consultation. |
| 1.3 | PJ – The **Broads Authority Design Guide** is also being consulted on. |
| 1.4 | PJ **–** The Patient Participation Group is keen to do some works at the **Dementia-friendly garden** that we created behind the Methodist Church. |
| 1.5 | PJ – The Library has started its Keep Warm and Well scheme offering warm drinks during staffed hours, and there are free bags of toiletries and bags of warm clothes that can be collected from libraries until the end of March. |
| 1.6 | FR – **Play Areas:**  Barry Coveley and Tony Hemmingway have kindly done some remedial work to both Damgate Park and Beighton Road Park; they have filled the gaps in the safety surface with sand to stop it from being a trip hazard. Barry repaired the broken footbridge at Beighton Road Park, he also repaired the wobbly window sill on the climbing frame at Damgate Park.  There has been a small amount of vandalism at Beighton Road Park. I have been doing weekly checks to keep an eye on this. Mud had been smeared down the slide, Mick Ward kindly cleaned. Sticks and wires have been placed across entrances to things. A youngster was spotted placing a piece of tree across the road, Pauline highlighted this to the local Police to monitor.  There have been moles up at Beighton Road Park, Richard Powell and I have been knocking them over and Richard has been covering with grass seed.  The Basket Swing from Fairhaven Primary School is now ready for collection, George Taylor has agreed to collect this for APC and store until we are in a position to install it at Damgate Park. |
| 1.7 | FR **– Fletcher Room:**  I sourced a contractor who has been in and done the remedial work to the Fletcher Room, including a faulty window, broken ceiling trim, broken door trim and a finger trap under the sink in the children’s loo area. |
| 1.8 | FR **– Public Toilets:**  I continue to report faults to Broadland District Council, I await to hear whether there is any chance of a refit.  PJ – we are still waiting for BDC to pay us the agency fee for managing the toilets. I have emailed Phil Courtier, Director of Place, and asked him to chase his colleagues for payment. |
| 1.9 | FR **– Flats:** Flat 44 has now been decorated throughout and the tenant was very pleased with the work.  A new Water Meter has been installed by Anglian Water in Flat 44. I have asked the tenants in Flat 42 if they would like to have one installed as well, they have not responded.  The gas ignition on the hob at Flat 42 has not been working for some time, I have asked for a Gas Safe Engineer to source and install a new one. |
| 1.10 | FR **- Current Cemetery:**  An inspection of the memorials took place on Thursday 6th October, by Abbey Memorials. There are 10 memorials which need work. |
| 1.11 | FR **– Street furniture:** NCC have provided maps of utilities etc around The Green. It looks ok for the installation of the fingerpost and the map board, but we made need to complete an application for their formal permission and we will probably have to use a contractor who is insured to work on the Highways. |
| **2** | **Correspondence Received and Meetings Attended:** |
| 2.1 | PJ – I attended a Zoom **BDC/SNC Forum** which included:   * An update on the support hub * Confirmation that plans are in place to help residents who do not have photo ID for the elections (photo ID includes concessionary bus passes) and for residents who do not wish to remove a face covering when going to vote. * An update on the move to Horizon House on the Broadland Gate site * An introduction from the new Pride in Place Manager, Amy Williams (I’ve asked Fiona to get in touch with Amy to see if she has any advice for Acle) * An introduction from the Green Infrastructure Officer, Helen Sibley. I asked when the current plan from 2015 would be updated, which included some sites in Acle, and they said it would be out in 2023. * Phil Courtier gave an update on Nutrient Neutrality – which he said has been catastrophic for development in the area. |
| 2.2 | FR - I attended **Play Area Inspection Training** session. |
| 2.3 | FR - I have updated the APC **Welcome Letter**, this will be printed off to take with us to the Swallowtail opening event taking place on Thursday 17th November at 2.00pm to 4.00pm. |
| 2.4 | FR - I have created a “**What’s on in Acle**” list, this details all the known events taking place in the village, this has been uploaded to the Parish website. I will be adding to the Visit Acle website and Facebook in due course. |
| 2.5 | PJ – I will be attending the **Community Fun Day** tomorrow at the Rec Centre, sharing a table with the Men’s Shed. |
| 2.6 | PJ – I attended a free Zoom talk on **Hedgerow Management** by CPRE, which will be useful for our existing and our new hedges. |
| 2.7 | PJ – I attended a site meeting at the **Lovells site off Norwich Road** on 11th October. We discussed whether or not the attenuation lagoons should be fenced. I said that APC would like a fence, especially as they are near to the footpath that they are putting in to Burlingham Woods, and they agreed to consider a simple wooden kick-board fence – ie just enough to slow down a toddler. The lagoons are considered to be open space for residents to enjoy, and the gradients of the sides of the lagoons are designed to be easy to walk up and down. |
| 3 | **PJ - Planning: (Agenda item 5)** |
| 3.1 | **Telecoms mast at Hugh Crane Cleaning** – we had the pre-consultation papers at the last meeting. The planning application is now in. |
| 4 | **PJ - Finance Report: (Agenda item 6)** This lists income and expenditure since the last meeting. |
| 5.1 | **Recreation Centre: (Agenda item 7)**  Barry Brooks (Chair of the Trustees) will give a report at the meeting. |
| 6 | **Chocolate Box and The Brian Grint Centre: (Agenda item 8)**  PJ - There have been three site meetings since our last APC meeting.  The larger committee met on 7th October to discuss various features.  FR - The Chocolate Box is scheduled to be completed by 12th November which is when Louisa Mutton will be moving back in. The Brian Grint Centre will still need a little further work.  The damp proofing required far more work than previously expected, with a minimum of 70% being recorded across all walls meaning that plastic lining needed to be fitted at ceiling height. A new concrete floor has now been poured. Insulation slab has been laid in the floor.  All new windows have been fitted on the building. WTC had to install lintels above the windows downstairs as there previously were none.  The back yard has now had effective drains installed and a new patio surface laid.  The floor joists on the first floor where in very poor condition and needed to be replaced as a lot of them had rotted away in the wall where the walls had been so damp.  I have chased Signs Express for the mock signs for the front of the building.  Louisa is trying to establish whether the lottery satellite dish can be replaced.  The suggested layout for the foodbank storage under the stairs has been sent to WTC and has been agreed.  It has been decided that the exterior of the building will be painted brilliant white with black features, the builders have been instructed. Interior colours will be light grey downstairs and a light green in the Brian Grint Centre. |
| 7.1 | **Barclays: (Agenda item 9)**  The site meetings above also included the Barclays building.  PJ - I’ve instructed Dan Bycroft to negotiate the rents for the new units. Fiona will then keep Angela and Jamie up to date with progress and we will report back to full Council either when it is all agreed.  FR - Work has commenced on the Barclays units, and the build is beginning to take shape. WTC has managed to knock through the old vault into what will be the new kitchen for Unit 2, this took them 2 weeks due to the solid wall! It has been decided that the vault door will be secured to the wall of Unit 2 as a feature.  Fascia and gutters are now in the process of being replaced. Some of the new windows have been fitted.  WTC are getting a quote for how much it would cost to paint the outside of the building.  I have spoken to a Parking Management Company who have advised that ANPR is possible for type of car park we have at Barclays, they believe the annual cost for the management of the car park would roughly be £160 per annum. They would need to come and do a full quote if we were to proceed. For the installation of the cameras there would be a small one-off charge.  Louisa has had some issues with people parking to the rear of Barclays who are parking and then getting the bus to Norwich and not returning till very late in the day, I have had a sign produced to say “parking for customers only” this needs to be fixed to a wall.  I have called JS Asphalt for a quote for putting a hard surface where the grassed area is to the back of Barclays, the gentleman who does the quotes is currently off sick but they will get him to call on his return.  Jen Taylor has agreed to clear the Barclays site of weeds.  I have spoken with Broadland District Council about having the waste bins from the tenants in the flats collected from New Road, once tenants have moved into the units. I am to email them with the request nearer the time.  I have asked Mills & Reeve to produce a standard lease for each of the units. They will need our agreed terms, once Bycrofts have finalised the negotiations.  PJ – Fiona will arrange for **EPCs** to be done for the new units. |
| 8 | **Highways (Agenda item 10)** |
| 8.1 | **Mobile Vehicle Activated Sign:** Jamie Pizey will give a report. |
| 8.2 | FR - I have reported a number of **problems to NCC** this month, overgrown bushes causing obstructions, a pavement with a large crack on Reedham Road. A local resident reported the blind corner and overgrown verge on the approach to the crossing on Old Road from the A1064, I have reported this to NCC and Garden Guardian to see if there is anything that can be done to improve this corner as it is a danger. |
| 9 | **Events: (Agenda item 11)**  Councillors will report on any forthcoming events. |
| 10 | **Code of Conduct (Agenda item 12)** This is a revised policy. |
| 11 | **Advice on VAT for rentals (Agenda item 13)**  The councillors will consider advice on how best to run the units. |
| 12 | **Request to sell land at the Barclays site (Agenda item 14)** Wendy Kenny reported that the owner of one of the properties adjacent to the grassed area to the rear of Barclays asked if they could buy some of our land for parking. |
|  | Pauline James (PJ) and Fiona Richardson (FR) – 26th October 2022 |