**Acle Parish Council**

**Clerks’ report for Parish Council meeting on 30th January 2023**

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| **1.** | **Matters Arising from the Meetings of 12th December (Agenda item 4)** |
| 1.1 | PJ - We’ve had a reply from Saffron Housing Trust that the **car park at Swallowtail Place** has been designed to cope with rainfall, unless the rainfall is a 1 in a 100 Annual Exceedance Event, plus a 40% additional contingency for future climate change. They have asked the Recreation Centre to monitor any flooding in the future and to send them photos, so that they can see if the flooding on 17th November was an exceptional event or if there is a problem with the drainage. |
| 1.2 | **FR - New Cemetery**  The new date for the hedgerow planting is scheduled for Wednesday 15th February. It was scheduled to go ahead on the 18th January and lots of volunteers did turn up to assist; however, the ground was simply too frozen to work with.  Richard Powell has arranged with NCC for another delivery of hedgerow for the end of February, if we are unable to get them planted he will heal in the trees at his so they can be planted later in the year.  The builder has not yet been to redo the fence but Pauline has been in contact. Pauline and I had to redo the boundary markers as the ones we had put in previously had either been tampered with or damaged by the weather, not sure which.  Thanks again to Richard and Dave Savory for their monumental efforts in trying to get this done, unfortunately the weather has simply not been working in our favour this time round. |
| 1.3 | FR - The **dog waste bin** has been put in at the Recreation Centre car park, I have got BDC to add this to their collection schedule. |
| 1.4 | FR - I have emailed the BDC officer in charge of the grants I spoke about at the last meeting, **Community Fridge and Mindful Towns and Villages,** to express there isn’t enough capacity to do this at this moment in time. |
| 1.5 | FR - The wisteria with the **dangerous fencepost** on Crossway Terrace has been removed.  I have reported to Highways England about the **missing metre markers** on the A47 and I have reported the **missing grits bins** on The Street and Reedham Road to NCC Highways. |
| 1.6 | FR - The **Tea Trolley** has been bought and delivered to the Library, they were extremely grateful for this and have expressed it will make a huge difference. |
| **2** | **Correspondence Received and Meetings Attended:** |
| 2.1 | PJ - We’ve had a request for funding for the **Acle Winter Beer Festival** which will take place over the weekend of 24th/26th February. Proceeds will be sent to Acle Academy PTA and Acle Primary School FOSA. (Last year we paid for the room hire and some promotional merchandise). |
| 2.2 | PJ - Fiona and I have been discussing the **legionella** testing scheme. We have both done online training and Fiona has accompanied various contractors as they check the plumbing at our various buildings. |
| 2.3 | PJ - BDC have invited bids for the **UK Shared Prosperity Fund,** as part of its Levelling Up agenda. The primary goal is to “build pride in place”. The criteria are: - improved community facilities   * improved community engagement * a better understanding of local needs to develop community facilities * match-funding from the parish council would be preferred |
| 2.4 | PJ - Chevron Green Consultancy got in touch to request permission to enter the Acle Lands Trust site south of A47, as part of an **Otter survey**. I passed it onto Adam Fisher, who is secretary of ALT. |
| 2.5 | PJ **- National Highways** sent an update on the judicial review on the Secretary of State’s decisions to grant Development Consent Orders for three of the A47 schemes, including the **North Burlingham scheme**. The review will be held on 10th and 11th May. |
| 2.6 | PJ - Dates for **2023 meetings** – we decided to move forward APC’s December meeting to 11th December. |
| 2.7 | PJ - **BDC** have launched an App which sends you an alert the day before your bin collection day, and sets out which **bin(s)** is to be collected. |
| 2.8 | Helen Watts, Headteacher at **Acle Academy,** has invited PJ, Angela Bishop and Barry Coveley to attend a school “parliament” and to look round the school on 6th February. |
| 2.9 | A consultation on proposed sites for **Gypsy and Traveller sites** is due to start on 30th January, running until 13th March. One site put forward is next to the White House and the A47 junction with B1140. |
| 2.10 | PJ - Teresa Randall rang me from the **Acle Medical Centre**. Teresa says there is no money from the NHS for an expansion. |
| 2.11 | The BA have sent details of their Coastal Planning Document. |
| 2.12 | **FR – Play Areas**  Beighton Play Area  Oddbods have cleared the moss from the safety surface at Beighton Park which had got particularly bad and was a slip hazard in the wet.  Damgate Play Area  I met with Jen and George Taylor to discuss the positioning on the new basket swing at Damgate Park, they will install this imminently.  I have asked them to look at the climbing board to the side of the climbing frame as it is beginning to show signs of rot.  I need to look at sourcing new gates as all entry gates to the park are badly damaged.  I have asked George Taylor to lay some safety surface at either end of the Table Tennis table.  I have sourced a contractor who is willing to take on the maintenance of the internal hedges for Damgate Park.  Springfield Play Area  The same contractor as mentioned above will do the checks for the attenuation lagoon at Springfield Park. |
| 2.13 | **FR - Old Cemetery**  I have sourced a contractor who is willing to take on the maintenance of the hedges for the Cemetery.  The ten memorials which were in need of repair have been done by Abbey Memorials and have now been returned.  I have asked Infinity Norse to check whether a Legionella Risk Assessment is needed for the standpipe tap at the Cemetery. |
| 2.14 | **FR - Fletcher Room**  I am currently trying to get the annual Legionella Risk Assessment scheduled in for the February half term.  The annual Fire Extinguishers check has been conducted. |
| 2.15 | **FR - Public Toilets**  Still no update from BDC on whether Acle toilets are on refurbishment list. I have sent over the Scheme of Delegation to Gary Howard at BDC as requested by him. |
| 2.16 | FR - I have left a message with **Cuppacare** to get 2023 dates from them and also to see if they would like to run from the side of BGC, I have not heard back from them. |
| 2.17 | FR - I have booked onto the SLCC **Community Building Management training** in May. |
| 3 | **PJ - Planning: (Agenda item 5)** |
| 3.1 | **Swallowtail Place –** to modify planning obligations under S106 to remove open space contribution (20230018).Saffron Housing Trust have submitted documents to prove that the project will not return a profit for many years and therefore asking that its obligation to pay open space contributions be cancelled. They were due to pay £48,713, for play equipment, allotments and green infrastructure. |
| 3.2 | **Anchorage Veterinary** **Hospital** – installation of external air conditioning units (20222054). The consultation period ended before our meeting on 30th so I sent back an objection asking for the noise impact assessment be done as some of the units are very close to neighbouring properties. Two neighbouring properties have also objected. |
| 3.3 | BDC decided that the proposed application for housing on **land south of Leffins Lane** does not require an Environmental Impact Assessment as it was felt that the application would not be likely to have significant effects on the environment. (20221946). This is not a formal planning application and only deals with this aspect of the planning process. |
| 4 | **PJ - Finance Report: (Agenda item 6)** Payments, and invoices, have been shared with the councillors, together with an Actual v Budget report. A finance report will be available at the meeting. |
| 5 | **Recreation Centre: (Agenda item 7)** |
| 5.1 | PJ - NCC have asked if Acle PC would buy the **electric vehicle charging points**, and then donate them to the Recreation Centre. This is because the grant-giving body will only give the grant to a local authority and not to a charity. The funding is from NCC, external funding and a contribution from the Recreation Centre. |
| 6 | **Chocolate Box and The Brian Grint Centre: (Agenda item 8)**  PJ - There have been **two site meetings** since our last APC meeting, 4th and 18th January. The meeting on 21st December was cancelled due to illness.  FR - A number of the Councillors came and assisted with the **snagging** of the building. On the whole the work done was very good, the main issues were to do with the finishing of the building. Paint work of the building and some carpentry issues were the main snags. I met with the Site Manager who has taken our Snag List and will see that everything is sorted. He has sourced a new painter to redo the whole interior of BGC, the same new painter will do Barclays.  Broadland Windows have been back and fitted window **restrictors** to the windows, as the windows are very low this is stop anyone falling out if they were to sit on the window sills. The window restrictors can be opened in the event of a fire.  There has been an issue with the **electricity meters** at the Chocolate Box. On investigation to try and establish the electricity suppliers to the BGC we discovered that the meter which is currently wired up to BGC is in fact registered by UKPN to CB, and it always has been, so the tenant for the entire time she has been in situ at the building (even pre-APC ownership) has been paying for upstairs as this is the meter the electricity companies have been taking the reading from. The electricians will be coming out to change the supply around so the meters will be registered and supplied by the correct and same area. The tenant will send us her historical bills so we can see if she needs to be reimbursed.  The backyard service **door** has been installed by Broadland Windows. |
| 6.2 | FR - Louisa and I have been shown how to operate the **fire alarm system** for the building; tests need to be conducted weekly with one monthly sounded alarms. Louisa and I will do each of the buildings bi-monthly.  The insurance company has been made aware that the BGC is now “practically complete”.  I have purchased **signage** (fire, drinking water, non-drinking water, etc), toilet roll dispensers, hand towel dispensers, bins, etc for BGC. These will be put up once the painting has been redone. The old fridge from Barclays has been brought over to BGC and I have purchased a hoover. Tony Hemmingway will be bringing shelving of the Food Bank once the paintwork is complete also. Barry Coveley has put a round table and chairs in the large room upstairs.  I am awaiting a response from our solicitor about Landlord and Tenant responsibilities in relation to checks that need to be performed, once confirmed these will be added as an Addendum to the tenant’s lease. |
| 6.2 | FR - **Quotes for surfacing**  I requested 3 quotes for asphalting the driveway. |
| 6.3 | PJ - We need to come up with a price for **hiring out the three rooms** in the BG Centre. Angela has been approached by someone who might want to hire a room. |
| 6.4 | PJ – Fiona is considering working from the BGC while she moves house. We think that the door should be kept locked shut while anyone is alone in the building and some sort of **camera** might be appropriate so that you can see from upstairs who is at the door, perhaps a “Ring” doorbell camera or similar? |
| 6.5 | FR - I have had to get some more **keys** cut as the key broke off in the lock of CB, thankfully the tenant was able to get the broken end out.  Infinity Norse have been and conducted a **Legionella Risk** **Assessment** for the building. |
| 7.1 | FR **- Barclays: (Agenda item 9)**  The build is taking shape now, there have been 2 site meetings since the last meeting.  I am in the process of obtaining 3 quotes for the replacement of the remaining fascia, soffit and guttering on the lower level of the building. Note the fascias and gutters can be repaired in the short term but they will be different to the rest of the building and obviously will need doing eventually. The flat roof at the back of the building also needs to be looked at as water sits on this roof.  The drains to the front of the building have been cleared, a third drain was discovered although this was full of tree roots so WTC will investigate to see whether this needs some repair work.  The builders are having trouble with finding the mains water inlet, water meter and stop cocks for the building. The most recent update from Anglian Water is it is believed the inlet runs under the wall on the boundary next to the bus stop, Anglian Water need to come back and investigate by digging this are up, no stopcock has been found yet. The problems with the water are beginning to delay the build.  The build is still set to complete at the end of February, this is dependent on the issue they are having with the water though. |
| 7.2 | FR **- Bycrofts** are now fully advertising the units for us and we have received quite a bit of interest and a number of viewings have taken place.  I have also spoken with the Director of an Estate Agency I know personally about what sort of tenants we should expect and he has said in this current climate we will struggle to find “exciting” tenants, he noted that it will be mostly local businesses that will approach us to expand.  I spoke with Great Yarmouth Mercury and got Barclays added as a story to try and drum up some further interest. |
| 7.3 | Unfortunately, “Acorn House” cannot be used as the new name for the former Barclays building as “Acorn” is included in the property name of 10 other properties in the postcode sector of NR13, 1 of those being in the Parish of Acle. The reason why BDC will not allow the same word or a very similar word being used is for the Emergency Services.  Tony Hemmingway suggested **Folly Tree House**, which seems to have been popular on emails. I am checking with BDC if this would be acceptable. |
| 7.4 | Robert Monument has agreed to **grit a pathway** from The Street to New Road in the mornings when it is frosty.  Jen Taylor has begun work on **clearing the site of weeds** and overgrown foliage. She will be clearing the raised flower beds shortly. I have asked her not to clear the lower front flower bed to the right of the building, with holly bush, as it is proposed to be removed by WTC to create access to the flats. |
| 7.5 | I got the CGI company to produce a CGI of what the building will look like if the brickwork is **painted** to aid with making a decision. |
| 7.6 | The **bike repair stand** has not turned up, I have chased and will continue to chase the company. |
| 7.7 | I have chased Leigh Sewell to see if he is able to do the **EPC** now the build has progressed. |
| 7.8 | **FR - Flats**  Signs have been put up for both Flats to indicate where they are, the Tenants were reporting they were having difficulties with delivery drivers locating them.  The location for the bin collections for the flats has now been changed to New Road.  It has been noted that as the build downstairs continues to go on there has, quite understandably, been some frustration expressed by the tenants.  Flat 44  There was an issue with one of the cupboard doors not shutting correctly, Bure Home Improvements have been and resolved.  The boiler appears to have a leaky valve; Barry Coveley kindly temporarily fixed the boiler pressure. I have booked both flats for a boiler service, the leaky valve should be sorted at this stage.  There has been mould reported behind the Tumble Dryer, it appears the hose had come off the back of the dryer.  Flat 42  The Tenant got in contact to say they have an issue with mould in the flat. I need to do a 6 monthly flat inspection so will go review on Wednesday 1st February.  Since the work to the fascias and gutters have been done the Tenant can no longer fully open some of the front windows, this has been reported to WTC to raise to the roofing contractors.  There was a leak under the bath, this was on a weekend so I had to source an emergency Plumber to come out, he was able to fix this. Although whilst fixing he discovered a blocked drain. I had to source a drain company who came and unblocked the drains. The Plumber is coming back to do some further work to the bathroom as it needs new bath tap flexible connectors, a new shower screen seal and the bath panel needs to be fixed back in place after the leak repairs.  The tenant emailed to say there has been issues with the builders putting their barriers in front of the access passage to the flats. On speaking with the Site Manager it is not the builders, it appears that someone is moving the barriers at night-time, please note this appears to be happening on a Thursday evening in particular, please can people keep an eye out if they are in the area at that time. |
| 8 | **Highways (Agenda item 10)** |
| 8.1 | FR - I have sourced a contractor to weed and tidy the flower beds on the **A1064**, he is happy to do regular maintenance of them if need be, but if any of the Councillors want to do this please let me know. |
| 8.2 | PJ - You can see the potholes, overgrowing vegetation and streetlights reported by Fiona and me in the **Items Reported** file in the agenda folder, which we will move to the next Agenda folder, after Monday’s meeting. |
| 9 | **Events (Agenda item 11)** |
| 9.1 | **Christmas Market – singers –** Angela will speak about this. |
| 9.2 | **Coronation –** the hall is booked and thechildren’s entertainer is booked. |
|  | Pauline James and Fiona Richardson – 26th January 2023 |