**Acle Parish Council**

**Clerks’ report for Parish Council meeting on 22nd May 2023.**

This is the Annual Meeting of the Parish Council so we start with the election of the Chair and Vice-Chair.

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| **1.** | **Matters Arising from the Meeting of 24th April (Agenda item 5)** |
| 1.1 | **KS – YMCA staff for Acle Youth Club (5.1)**Significant change since the last PC meeting. Now on a 3-month contract to 1st August, for the junior club only, whilst negations with YMCA take place and further exploration of other options such as changing providers.We had an online meeting with YMCA, NCC officer, County Councillor Lana Hempsall & members of the working party on 18/5. |
| 1.2 | **PJ – Additional trustee for Acle Borderland Trust**Our VAT barrister has agreed with the Charity Commission that I can be added as a trustee, alongside APC. APC needs to note this so that it is formally minuted. The Charity Commission website has been updated to show me as a trustee. |
| 1.3 | * PJ - Lana will report on her meeting with NCC re the **bus stop** at Folly Tree House. She and I had an online meeting with a NCC officer this week as NCC would like to designate the bus stop as a Gold Standard stop. This involves: Covered waiting area e.g. bus shelter

Equalities Act 2010 compliant boarding pointSafe crossing and disabled access including drop-kerbs Improved public realm including additional seating and lighting Cycle parking provision Bus stop flagRTPI stop-specific departure display with audio announcements/disruption messagingPrinted stop-specific timetableQR code linking to mobile bus departure boardThis is very exciting as it is fully funded by NCC and would involve a new, longer, bus shelter, better access, an electronic information board etc., and there might be a living roof on the shelter. The officer is aware of the constraints of the site and will discuss it with Paul Sellick, the area highways officer. APC would be required to adopt the bus shelter and cycle racks and any benches. NCC were very pleased to provide formal **signage** indicating the direction for the buses at the two bus shelters in The Street, and will name them Folly Tree House and Opposite Folly Tree House, so they will produce the signs as soon as we get our signage up.  |
| 1.4 | As Lana reported at the APM, NCC have agreed that the soakaways in **St** **Edmunds Road** need replacing and that there is actually funding available for this. The road is marked up in multiple colours now and it should happen within 14 weeks. |
| 1.5 | **KS – New Cemetery**Anglia Water full survey/investigations completed and suggested options gave the cheapest option as in the region of £15-16k. They advise they cannot extend from the bungalow supply, needs to come from mains on Orchard Close. I am awaiting the full breakdown of these costs in writing and have chased. Pauline and I have suggested an agreement to the owners of the bungalow to allow us to take from their supply and we financially compensate them - currently being drafted. The water will only be needed for establishing the hedging and then for residents to water flowers on graves, so the usage would be minimal. We thought that it would be so much cheaper to do this, even if we overpaid them for the water supply, as compensation for the inconvenience.Fencing is in place on the western side now (DP builders) and have been given the go ahead to do the remaining side and gates. |
| 1.6 | The **speed signs** designed by local children are being delivered shortly. |
| **2** | **Correspondence Received and Meetings Attended:**  |
| 2.1 | BDC sent information on the Shared Prosperity Fund (part of the Levelling Up agenda.) This includes the appointment of a **Pride in Place** officer. Fiona and Kristina will be looking to see if Acle can benefit from this in any way. |
| 2.2 | I received an email from TCV who organise volunteers to do outside work – such as **conservation**. I think, in the past, South Walsham PC used them to cut back vegetation around the pond at Pilson Green. Perhaps you might think of some project they could do for us.  |
| 2.3 | The **clerks’ contact details** have been published. |
| 2.4 | Jess has signed up for new councillor training. |
| 2.5 | I did publicise on facebook and on our websites about a website called parish.uk which creates websites that look like bona fide parish council sites, and then ask local businesses for money to advertise. It is a national site and was even on BBC Radio 4s You and Yours programme. Please be aware. It is not a scam but is misleading.  |
| 2.6 | It is considered a good idea for parish councils and parish councillors to have Gov.uk email addresses. There is a cost associated with this and it would mean that you would all have another email address to check all the time. I have never thought it was a good idea, except for larger councils perhaps. Norfolk ALC have informed us of a pilot scheme whereby councils are selected to take part in a pilot scheme to set this up. If you are interested, we could look into this at a better time…. |
| 2.7 | BDC have arranged an online meeting at 6.30 on 28th June for councils who are considering reviewing their **Neighbourhood Plans**. Acle’s NP runs out in 2025/26. The advantages of a NP are that we get more money from Community Infrastructure Levy (CIL) and of course, it also gives us a bit of control over how the village develops, although we can only add to the BDC/Broads Authority Local Plans, we cannot put in something that contradicts the higher level plans.  |
| 2.7 | Acle Cakes and Bakes have given us a **donation** of £80 for the foodbank. |
| 2.8 | Kristina has put the **bleed control cuff** in with the defibrillator. |
| 2.9 | RoSPA are booked to do the **play area inspections** in June. |
| 2.10 | Fiona, Jamie and Rick Goodley went round the village to agree what needs to be done for the **legionella testing**, and Rick is also going to do the **weekly fire** **alarm testing** at FTH and the BGC/Chocolate Box. |
| 3 | **PJ - Planning: (Agenda item 6)**  |
| 3.1 | New applications:i) Land to rear of Pharmacy – create 2 2-bed apartments etc (20221719)ii) Reserved matters for appearance and layout for Plot 2, land off Damgate Lane (2023/1131)iii) Reserved matters for appearance and layout for Plot 3, land off Damgate Lane (2023/1037)iv) Reserved matters for appearance and layout for Plot 4, land off Damgate Lane (2023/1036) |
| 3.2 | **Land South of Leffins Lane**There have been some more documents added to BDC’s site, including documents from Anglian Water about the proposed connection for the sewers and the disposal of surface water, proposals for the amount of affordable housing and some comments from Highways. |
| 4.1 | **PJ - Accounts and Annual Return (Agenda item 7)**John Gallop has completed the internal audit, with no matters to report to you, and has signed the relevant page of the Annual Return.I shall go over the Accounts, and will bring paper copies to the meeting. For the Annual Return you first need to agree positive responses to the questions on the Governance page and then you can agree that the Accounting Statements are correct.I then send it all off to the external auditors, PKF Littlejohn. |
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| 5.1 | **PJ - Finance Report: (Agenda item 8)** The list of payments, and receipts, are in the minutes. |
| 6 | **Recreation Centre: (Agenda item 9)** |
| 6.1 | You will remember that the Rec Centre asked if we might pay towards a new projector that would be used for the Coronation. They were unsure of the cost so you were unsure what grant to give. The cost was £407.50 Plus VAT, so can you be thinking how much of a grant you want to give. |
| 6.2 | **Acle Tennis Club** have been in touch about asking for a grant towards the replacement of their lighting, which could be funded by S106 monies from BDC. They were not quite ready with the information we need so we have agreed to put this on the agenda for the June meeting. |
| 6 | **FR - Chocolate Box and The Brian Grint Centre: (Agenda item 10)**  |
| 6.1 | PJ – Fiona continues to try to sort out the electricity supply. |
| 6.2 | PJ – APC will be registered for the water supply.  |
| 6.3 | PJ – a new phone line is booked for 2nd June, so that **Broadband** can be installed in at the BGC. |
| 6.4 | PJ - NR Asphalt have asked that the post and rope fencing is installed before they do the asphalt surface at the **Courtyard** at BGC, with drop-down bollard. Fiona or Kristina are sorting this out. |
|  | Kristina will be contacting the window supplier as there is a leak in one of the upstairs rooms. |
| 7 | **FR – Barclays – Folly Tree House: (Agenda item 11)** |
| 7.1 | PJ – Obviously there has been a lot going on re Folly Tree House since the builders ceased trading.I have received the **keys** and have given these to KristinaI have told the **insurers**We have asked for **legal advice** from M&RAngela, Jackie, Wendy, Barry, Tony and Kristina have been looking for **snagging** items. Barry and Tony have been contacting **local contractors** to see if anyone can finish off the work, including Ovamill.Rob Chapman has been asked to do the **screeding/latexing** of the floors in all four units. Kristina is meeting him on Monday morning to discuss.Kristina will buy some outside **lights** to illuminate the disabled ramp, and will book an electrician to fit them.Kristina has asked Clems to remove the **skip** from the rear car park and to return an empty one for us to use.Kristina has contacted **Vantage Building Control** to see what documentation they have already issued. They will meet KS on site to discuss.  |
| 7.2 | **PJ - Rentals (Confidential)**Mills & Reeve have sent draft Leases, Rent Deposit Deeds and Licences for Alterations to Bycrofts and are now sending out the personalised versions and have sent to the prospective tenants in units 1 and 3. We have received a list of proposed alterations from tenants in units 1,2 and 3.  |
| 7.3 | We have appointed Rob Turner from Stalham to do the **railings** at the front. We have also asked Rob to quote to fit a hand rail for the disabled ramp at the rear of the building. |
| 7.4 | PJ - **Anglian Water** – there will be an update at the meeting. |
| 7.5 | PJ **–** Fiona will continue to try to contact SSE to sort out the billing for the electricity for the building. |
| 7.6 | Indra and Jackie will report on their investigations into possible **signage**. |
| 7.7 | I have accepted a quote from George Taylor who does lots of work for us, very reasonably, to put in the four **concrete foundations for the new storage container** to the rear of the building.  |
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| 8 | **PJ - Highways (Agenda item 12)** |
| 8.1 | I’ve put **Flooding** here in case we need something to be decided formally from the discussions expected from residents and from Lana. |
| 8.2 | A resident has complained about parking in **New Road**. Note that the final version of the parking restrictions was decided by NCC so they chose what to do in New Road.  |
| 9 | **PJ - General Power of Competence (Agenda item 13)**Parish and town councils can only do what they have the power to do, and the powers are laid out in various legislation since 1894. Eligible councils can adopt the General Power of Competence which means they can do anything that a person can legally do. Acle PC is eligible because more than 2/3rds of your stood for election (100%), and I am a qualified clerk. You need to re-confirm every four years after an election. |
| 10 | **Events (Agenda item 14)** |
|  | Angela will report on the Coronation events, including a very popular children’s party, and the forthcoming markets. |
|  | Pauline, Fiona and Kristina – 18th May 2023 |