**Acle Parish Council**

**Clerks’ report for Parish Council meeting on 26th June 2023**

Sally Greetham from Clarion will attend the meeting to answer questions from residents about the flooding. She attended the recent meeting with BDC/NCC, that Jamie Pizey attended. Jamie will also give an update on the meeting.

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| **1.** | **Matters Arising from the Meeting of 22nd May (Agenda item 4)** |
| 1.1 | **New Cemetery (4.1):** PJ - I’ve asked Kristina to contact our solicitors to get advice on a simple document with the neighbours to secure the water supply.  Richard Powell and his son have spent a lot of time watering the new hedging and trees, including collecting a rented bowser to help with the watering but, even with the bowser, it takes them 4 hours to water the hedges. Huge thanks to them.  KS – All fencing is now in place. |
| 1.2 | **Play Areas (4.2):** The RoSPA reports have been done on our three play areas. Fiona will get a contractor to carry out any repairs he can do easily.  We have had some repairs done to the climbing frame in the Damgate Lane play area, but the main equipment is beginning to look a bit tired and may need replacing soon. |
| 1.3 | **PJ -** **Flooding (4.3):**  Jamie Pizey can give a report on the meeting with BDC, Clarion, NCC and the landowner. |
| 1.4 | **PJ - Youth club:** The YMCA sent a short report on attendance for May.  They have sent a revised Service Level Agreement for the 52 weeks to 20th August (none on 26th December or 2nd January). They have changed the terms to include quarterly emails to let us know the numbers of young people who are attending. I have sent them the dates of the 2023 PC meetings so that they can attend whenever they wish. |
| 1.5 | **PJ - Bus Shelters:** NCC has got in touch to say that they hope to fit the electric information board in the bus shelter by the public toilets, towards the end of the year. I confirmed that APC was very pleased with this and that they could connect to the electricity in the public toilets. I did ask about the cost of the electricity used to run the screen, and they said they would pay that. |
| 1.6 | **PJ** - BDC have stated that a building can only be nominated as an **Asset of Community Value** if its primary purpose is social use. (Re the premises formerly used by The Enchanted Florist). It would only have come into effect if the building were to be put up for sale… |
| 1.7 | **KS** – I am contacting a contractor to ask if he can put up the **speed signs**. |
| 1.8 | **FR - Public Toilets**  I received an email from a member of the public about the poor state of the public toilets, I contacted Mick Ward who will sort out repairs where possible. I have also been in contact with Gary Howard at BDC again to see if there is any update on whether we can have a refurbishment. His response *“I am working hard to get the refurbishment on the table for consent to carry out the works and hopefully will be able to update you on the outcome soon.”* |
| 1.9 | **FR - Fletcher Room**  The Fletcher Room had quite a large leak over the half term, we had an emergency plumber come out and fix this. |
|  | **Correspondence Received and Meetings Attended:** |
| 2.1 | **PJ** - A resident emailed me to say they had received a parking ticket for parking on the grass verge at **Crossway Terrace**. I was puzzled about this and told them to appeal. The ticket was cancelled. The reason was that, when the lining was put in the other year, they put double yellows on that piece of road, realised they had made a mistake and covered it over and put a single yellow line. Apparently, the covering has worn off, so the parking attendant saw the double yellows and issued a ticket for parking behind double yellows. KingsLynn BD (parking department) havecontacted NCC to ask that the marking be corrected asap and I have followed that up with an email to NCC too – they have confirmed that it is booked in to be done.  The resident asked if the verge could be converted to formal parking, and I passed on Lana’s email as the county councillor. |
| 2.2 | **PJ** - Various newspaper articles about the request to re-open the Postwick part and ride. As I have told you before, NCC will not open this until other sites attain a better occupancy rate. MP Jerome Mayhew is also on the case. |
| 2.3 | BDC sent some more information on **Pride in Place**. |
| 2.4 | BDC also sent information on the **Community Ownership Fund**. |
| 2.5 | There is an update on the mitigations to be put in place for **Nutrient Neutrality** and the payments developers will be making towards these mitigations. |
| 2.6 | The latest report from **ENTUA** has been received. |
| 2.7 | I picked up on an article that the Government has just decided that disposal of **domestic DIY waste** should not be charged for at recycling centres. I have checked the NCC website which says that, for now, they will continue to charge until the legislation is changed later this year, just so that you are aware. |
| 2.8 | I found on the EDP site a piece saying that the proposed site for travellers at North Burlingham has been withdrawn from consideration. National Highways said they needed the site for environmental mitigation for the A47 dualling scheme. |
| 3 | **PJ - Planning: (Agenda item 5)** |
| 3.1 | New applications: i) TPO at **The Rectory**. |
| 4.1 | **PJ - Finance Report: (Agenda item 6)** I have shared the list of payments, and invoices, in the Agenda folder, ready for Monday. I also made some payments between the meetings, and these are also listed. |
| 5 | **Recreation Centre: (Agenda item 7)** |
| 5.1 | **PJ** - The Rec Centre has asked if we might pay for a **new mower** to cut the slopes around the football pitch and other areas, expected to be about £3,500, using S106 monies. I have emailed BDC to ask if they would support this use of the S106 monies. |
| 5.2 | **PJ** - The Rec Centre has reported that the **skatepark and the zip wire** are in need of repair. Acle PC bought both these and donated them to the Rec Centre. I’ve emailed BDC to ask if there are any S106 monies available for play equipment, rather than sports equipment. |
| 5.3 | **PJ - Acle Tennis Club** has obtained 4 quotes for replacement LED lighting for some of the courts and favour a quote of £23,788. I’ve asked BDC if they would support the use of S106 monies for this. |
| 6 | **FR - Chocolate Box and The Brian Grint Centre: (Agenda item 8)** |
| 6.1 | **FR -** I will be reviewing electricity suppliers going forward.  Rick Goodley will be doing the **fire panel** **tests** for BGC. |
| 6.2 | **KS** – we are now signed up for the **water supply** with Wave. |
| 6.3 | **KS** – the **window** company visited the site to sort out a leak from one of the upstairs windows. |
| 6.4 | **KS** – the **internet** is now connected, and the router is in the Foodbank Room in the back left corner. |
| 6.5 | **KS** – Luke Thacker is booked to install the **post and rope fencing** in early July. I am chasing an updated quote from NR Asphalt to include kerb, drop bollard and chippings. |
| 6.6 | **FR** - I had Jen Taylor strim and spray the **weeds** that were growing in the BGC parking area.  I have contacted a local surveyor about coming out to revalue BGC/CB so we can update our insurance providers for the reinstatement cost. |
| 6.7 | **PJ** – at a previous meeting, you agreed that the Archive Group should have a fire-proof filing cabinet. Jackie found that these are so expensive that she has requested a “normal” filing cabinet and a filing cupboard. |
| 7 | **Folly Tree House: (Agenda item 9)** |
| 7.1 | **FR -** As you all will be aware, it’s been a very different month for FTH and we have had to go the extra mile and become “Site Managers” for the final stage of the build. I do want to express some very big thank-yous to Tony, Barry and Angela (and Scarlett!) who have been a fantastic support network and have gone above and beyond wherever possible in order to achieve getting the building finalised. |
| 7.2 | **FR** - **Leases & Tenants**  All leases have been created and distributed by Mills and Reeve. |
| 7.3 | **FR - Frontage:**  You will see that Ovamill have completed the front paving to the building. There were some last minute changes that had to be made in order for the drainage to perform correctly. You will notice that the corner is removed from the right-hand of the paving; this is to do with having to meet the paving levels and also because of the surprise storm drain we did not know was there previously.  I have purchased boundary markers to mark the outside boundaries on the paving between the units. I will get George and Jen Taylor to install these.  The railings have been completed and look lovely. |
| 7.4 | **FR - Handrail – disabled access:**  We have discovered that, for Building Regulations purposes, the handrail on the disabled access at the rear of the premises must have a midrail; this is to stop children falling through the gap in the event of a fire. |
| 7.5 | **FR - Snagging**:  Rob Chapman is working through the list of snags. I have tasked him to go in order of current urgency: Unit 2, 4, 1 and then 3.  **Plumbing:**  There are still some very minor plumbing issues that need fixing, the plumber is due to come this week to address.  **Certificates:**  The electricians have been in to certificate the electrical setup and fire systems, I need to chase the certificates.  **Fire Testing and PIR tests:**  Rick Goodley will perform the checks of the fire system on behalf of APC.  **Legionella:**  I am in the process of getting the Legionella Risk Assessment booked in for FTH.  **Anglian Water:**  The water is on. We did find a significant leak when the water was finally turned on at the mains, this has been addressed and successfully fixed.  **Flower Beds:**  Jen Taylor will be coming to level out the flower beds to the side of FTH.  **Flooring:**  The tenants of Unit 1 & 2 have been informed that they can have an additional month rent free in order to get the floors screeded, as the cost to APC would have been equivalent to a month’s rent.  **Keys:**  I have had some additional master keys produced for FTH as we only had 1 set of master keys for the units.  **Building Control:**  We have a list of works needed to comply with Building Regs and we are working with the various contractors to complete everything on the list. |
| 7.6 | **FR - Electricity Meter:**  I am still trying to get in contact with the contact at Energy Assets at SSE to get the Pre-Programmed Meter installed. |
| 7.7 | **FR** - The concrete foundation pads were installed for the storage **container** to the rear of the site. Parish councils are allowed, under Permitted Development from the 1995 Planning Act to have small ancillary buildings on land that we own, up to 4m in height and up to 200 cubic metres in size.   Tony Hemmingway has worked very hard, in very hot weather, to install the new shelving in the container so that each market stall has its own shelf to facilitate using or lending out a market stall. It will also be used to store the water bowser. |
| 7.8 | **Surveyor:**  I have contacted a local surveyor about coming out to revalue FTH for a reinstatement cost, so we can update our insurance providers. |
| 7.9 | **PJ** - I sent formal notification to WT Design and Construction Ltd, copied to the **administrators**, that we were terminating our contract with them.  Many thanks to Tony Hemmingway and Barry Coveley for the hours they have spent in and around the building, to Angela (and Scarlett) for loading skips and clearing the site for the market, and to everyone else who has helped out. Another huge thanks to Fiona and Kristina for pulling out all the stops to sort out what needs doing, and when. |
| 7.10 | Indra Goodson and Jackie Clover will report on their investigations into possible **signage**. There is a photo of a possible metal tree design from Moulton Garden Centre in the folder. |
| 8 | **PJ - Highways (Agenda item 10)** |
| 8.1 | **KS** – I’ve put in a Street Furniture Licence for the **bollards** that we want to put up along **New Road**, hoping that this will prompt a response from the relevant NCC officer. The parking on the grass is increasing. |
| 8.2 | **PJ** – I’ve put Use of the Green on the agenda. No further information has been received. |
| 9 | **Events (Agenda item 11)** |
|  | Angela Bishop will report on the Summer Markets. |
| 10 | **Training (Agenda item 12)** |
| 10.1 | PJ - Fiona has attended another **clerk training** course.  I have signed up to an online training course on 5th July on recent changes to **planning** rules and more information on Neighbourhood Plans and I am doing an online training on updating existing **Neighbourhood Plans** on 28th June. We can then put updating our N Plan on a future agenda. |
| 10.2 | We have previously discussed having a **whole council training** session on items which you feel would benefit you most. Do you have any ideas? |
| 11 | **COMMITTEES AND WORKING PARTIES (Agenda item 13)** |
|  | Councillors are invited to join committees and working parties. |
|  | Pauline James, Fiona Richardson and Kristina Smyth – 22nd June 2023 |