**Acle Parish Council**

**Clerks’ report for Parish Council meeting on 11th December 2023**

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| **1.** | **Matters Arising from the Meeting of 27th November (Agenda item 4)** |
| 1.1 | **KS - New Cemetery (4.1):** Nothing new to report |
| 1.2 | **Fletcher Room and Pre-School (4.2):**  **FR** - We received a call from the Preschool to say that the ceiling was bowing. As we were not sure what the issue was it was decided to temporarily close the setting until it had been investigated, and all the children sent home. A Structural Engineer was called out to look at the ceiling and the floor. The Structural Engineer advised that it was a number of small factors that had caused the ceiling to bow and they instructed Ovamill to put some supports in. The building was then re-opened and deemed safe for use.  **KS** - The Structural Engineer provided an email that same day to confirm his findings so that the Pre-School could reassure parents. He will be sending a report through giving us advice on the longevity of the building. but from the discussions on the day he advised that it should be ok until next summer, but unsure about making it to summer 2025.  **KS** - We have been advised that we can claim for the plumber and carpet from the flood. Our insurance does not cover any of the contents, as they are not property of APC. We have an excess of £250.  We could claim for the Pre-School's loss of income, as they had to pay back parents for the fees, totalling £207, however our excess is more than that cost. I was advised by the claims handler at AJG that we could ask for the structural engineer costs due to being called out in an emergency once that bill is in, and if so to add the loss of income in also.  Pre-School’s costs from the flood currently stand at £500 contents insurance excess (they estimated a loss of approximately £4,500 to replace lost furniture and resources), £51.60 hire of a wet vac from Hugh Crane (before we knew the wooden floor was wet and the carpet tiles had to be removed).   The ruined furniture and carpet tiles are currently outside the Fletcher Room, they have requested that we provide a skip for their removal, which, based on the one we hired at FTH, would be approx £200/250.  Please think about what compensation you would consider paying.  New building quotes/designs are progressing, they will be ready for presentation in January, both hire and purchase.  A more formalised licence that was previously being looked at has been moved up on my priority list and I will be working on that in the new year. |
|  | **PJ** - I worked out that Acle Borderland Trust should charge the Pre-School £26.50 per day (up from £16.50), in order to break even. I have told the Pre-School to pay this rent from January and that APC will then give a grant of £5 per day, as agreed at the last APC meeting. |
| 1.3 | **PJ – Flooding at Beighton Road (4.3)** I’ve still not had a report yet from the joint NCC/BDC/Clarion/landowner meeting on 17th November.  The next meeting is planned for 26th January. |
| 1.4 | **FR - Assets of Community Value:** Response from BDC in relation to the decision to list the Signal Box:  *“Unfortunately, I can’t comment on why the nomination was accepted previously as the process was administered by a different team. It looks as though the ACV was added to the train station in 2020 but upon closer inspection the signal box is not included within that title deed so the ACV has been added in error.”* |
| 1.5 | **FR** - Oddbods have been and cleared the slippy moss from the **safety surfaces** at Damgate and Beighton Road Play Areas. |
| 1.6 | **FR - Christmas Lights:**  I have reported to TT Jones that the Folly Tree lights are out.  TT Jones has added the Chinese takeaway lights to their schedule for next year. |
| 1.7 | **PJ - Biodiversity Policy:** As we are required to have begun to think about this before 1st January, I’ve asked Fiona to prepare the model policy provided by the National Association of Local Councils, for adoption at the meeting. Fiona will then work with Jess and Richard to tweak this to ensure it works fully for APC, and to write the Action Plan. |
| 2 | **Correspondence Received and Meetings Attended:** |
| 2.1 | **PJ** - I had a Teams meeting with Tim Mills of FMG Consulting. They have been appointed by BDC, funded by a Pride in Place grant, to put together a **feasibility report** on the proposal for a sports and leisure facility at the Academy. This will then be used as an evidence base for future grant applications.  They are considering a 4-court sports hall (badminton, basketball, netball, tennis and volleyball), a small gym, and a studio room for classes, with changing facilities. They plan to refurbish the existing sports facilities. The proposal also includes the 3 new tennis courts which APC objected to, (because of the proximity to the neighbouring bungalows in Aldis Road).  I reminded him that APC is very supportive, so long as the new facilities do not detract from those at the Recreation Centre. I’ve just heard that the Rec Centre have arranged a meeting with Tim for 21st December. |
| 2.2 | **PJ** – I have been successful in an application for £600 funding for Winter Support for the residents helped by the **Foodbank**, and for some of the residents who attend the Tea & Talk/AVA. Sally and I have used the money to buy each household an oversized fleecy hoody/hoodie, toys for the children and a Christmas food parcel. We have also received a few donations from local residents and local charities. |
| 2.3 | **PJ –** I received an invitation to the **Primary School’s** event on the morning of 20th December. I shall be on annual leave then, so I’ve sent my apologies. |
| 2.4 | **PJ –** I have today taken lots of old minutes to the Norfolk **Archive Centre**, as a deposit, not a donation, which means we can take them out temporarily if we need to. I have deposited Minutes from March 1985 – December 2020, and manual cashbooks from April 1998 – September 2014. |
| **3** | **PJ - Planning: (Agenda item 5)**  As at 6th December there are no new planning applications. |
| 4.1 | **PJ - Finance Report: (Agenda item 6)** This will be available at the meeting. |
| 5 | **Recreation Centre: (Agenda item 7)** |
| 5.1 | **PJ** – I’ve asked BDC if they would agree to **S106 monies** being used to pay for that fence at the outdoor bowls. |
| 6 | **Chocolate Box and The Brian Grint Centre: (Agenda item 8)** |
| 6.1 | **FR** - I have changed **electricity** suppliers for BGC to EDF as their rates were significantly lower.  **Acle Bakes and Cakes** rented the downstairs of BGC one Saturday this month. I met with Scarlett to do the clearing of the Food Bank in preparation.  The string of **Christmas Lights** above the Chocolate Box had got water inside, this is why they were not functioning correctly, they have now been repaired. They are brighter as they are a new generation of lights that the supplier does, the older generations are no longer available. |
| 6.2 | **PJ** – I’ve asked Fiona to look into a small **ownership sign** for the outside of the building so as to increase the public’s knowledge that APC owns the building, but also to provide a mobile phone contact number to report issues or to ask questions about bookings. |
| 7 | **Folly Tree House: (Agenda item 9)** |
| 7.1 | **FR - Unit 1** have signed and paid their deposit and service charge fee!  Cullum Line came and did **lining** of the car park, however there are a few errors they will be meeting me on Friday 15th December to get these corrected.  We received an enquiry from BDC. They had received a **complaint** from the neighbour of FTH about the Container and bin store on the grassed area. BDC have reviewed and are happy that both these items are Permitted Development and they will respond directly to the complainant.  Unit 1 had a small **leak**, as reported before, this has now been repaired free of charge by Cowills Builders. They also repaired the loose and missing lead flashing on the flat roof above Unit 1.  I have changed **electricity** suppliers for FTH to EDF as their rates were significantly lower.  I am going to have to see about getting a new **stand for the Christmas tree**, the tenant in U3 has reported it keeps on falling over. I will return the stand to Moulton as this was supposed to be suitable for an 8ft tree.  I had to call the **electrician** out as the air conditioning unit and electric heater was not working, he has fixed the air conditioning unit but was unable to fix the heater. I will arrange for the supplier to send an engineer, as these units should be within warranty. |
| 7.2 | **FR - Flats**  Fire Sounders installations are booked with EPS Fire for Tuesday 19th December.  Flat 42  I met with the tenant there are some windows with gaps which are letting in drafts, also their extractor fan in the bathroom is not working. I will arrange to have these sorted. |
| 8 | **Budget and Precept for the year to 31st March 2025 (Agenda item 10)** |
|  | **PJ –** I’ll send out the budget recommendation from the finance committee separately, but it will also be in the agenda folder.  The Council does not have enough money to pay for a replacement Fletcher Room, at estimated cost of £250,000. After much discussion the finance committee have reluctantly agreed to recommend a loan, if it is agreed to continue with the plans to replace the Fletcher Room. Loans are obtainable from the Government and are secured against a council’s revenue, not against a council’s buildings. If you decided to consider a loan, then you would need to do a consultation with local residents as part of the application process.  BDC have told us that they estimate an additional 88 equivalent Band D homes in the village since last year, which means that the precept is shared between more properties and costs less per house.  The proposal from the Finance Committee is for an increase in precept of between 6.75 and 9.75%. |
| 9 | **Highways (Agenda item 11)** |
| 9.1 | **FR - Street Lights:**  I have reported the multiple streetlights that are out in the village, there are going to be replaced with LEDs. |
| 9.2 | **KS – Clean Up and Bloom.** There is a £300 grant from BDC as part of the Pride in Place scheme. It is a short form and I will complete this, but it needs to be approved by council and include the minutes in the application. We would use it in the beds on the A1064 now that they have been restored. |
| 9.3 | **KS -** Most of the speed posters designed by the Primary School children have been put up. There are a couple remaining, including a 40mph sign that we are trying to work out where we are able to put on the A1064. |
| 10 | **Markets:** Angela is looking at organising summer markets again next year, with provisional dates from 16th June to 1st August. |
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|  | Pauline, Fiona and Kristina – 7th December 2023 |