**Acle Parish Council**

**Clerks’ report for Parish Council meeting on 26th February 2024**

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| **1.** | **Matters Arising from the Meeting of 29th January (Agenda item 4)** |
| 1.1 | **KS - Cemeteries (4.1):** Richard Powell has sent details of some storage tank details that I am looking into. He is also talking to Alistair at Ozzies about turning the soil, ready for seeding.  **FR -** Ask George have been to level out some of the graves in the old cemetery. I have had some top soil delivered so that they can fill all the graves which have sunk, ready for seeding. |
| 1.2 | **KS - Fletcher Room – maintenance and replacement (4.2)**  The list of repairs raised by the Pre-School has mostly been attended to over the half term break. Full details of completed and outstanding repairs will be in my February inspection report.  I have instructed Graeme Burslem of Mills & Reeve for the lease renewal.  I have engaged Alan Irvine as planning consultant (APC employed him for the cemetery extension and the land at Springfield). We met on site on 19th February, along with Fiona and Barry, and discussed the routes we could take. The consensus was to complete a full planning application and then make small material or non-material amendments. To do this we need to have a basic design, for the externals. It will have to be capped at 15 meters wide if we don’t want to relocate the large utility pole.  There is a silver birch tree that will need to be removed for the build, this also adds cost to any application as we would need a tree survey. As this tree will need to be removed for the build anyway, no matter what, it was decided to remove it now, and Acle Lands Trust have kindly agreed to complete that removal.  There is now a specific webpage on the Parish Council website to keep the public informed of the process and progress. I have agreed to update the Pre-School formally on a monthly basis unless there is key information inbetween.  With regards to the insurance claims submitted for the Fletcher Rooms, the claim for the leak was paid in full, £1,442, which is all costs net of VAT as we claim that back anyway, and having had the £250 excess taken off. Unfortunately there was no cover for the ceiling sagging event. Both files have now been closed with our insurance agent.  PJ - Kristina did send a very comprehensive report out to you all on 12th February, listing building works, electrical works, plumbing works etc and offering you a look round the building on 19th February, or another date if that was not convenient. As this date was not suitable for many of you, perhaps you could bring your diaries to the meeting on Monday and Kristina could arrange another visit. I’ve asked Kristina to attend the meeting on Monday, so that she can answer any questions on progress to date from yourselves or from the Pre-School, if they attend. Kristina will also be sending out email updates monthly.  PJ - Angela has suggested that she and Scarlett might be able to go into the building during the Easter holidays to clean the inside of the building a bit, if you would like to help? Note that the Pre-School do pay for a cleaner but I think Angela is thinking of a deep clean. |
|  | **PJ** - I’ve put some information about “procurement” in the folder. Projects over £214,904 need to be advertised under Government regulations, including having to advertise on the **Contract Finder** website, (as we did with the Chocolate Box and FTH contracts). Just for your information. |
| 1.3 | **FR - Brian Grint Centre and Chocolate Box (4.3):**  Chocolate Box  The current lease is due to come to an end July 30th 2024. I have instructed Mills & Reeve to put together a new basic lease, the old lease was particularly poor with whole sections missing, incorrect numbering and we were unsure whether legal references were correct, amongst other things.  Both Pauline and I have spoken with the tenant about the burglar alarm which keeps on going off in the middle of the night.  Brian Grint Centre  EPS Fire have been out and installed the slow closures on the internal doors.  Jen Taylor has been out and weeded and laid shingle on the driveway at BGC where the rope fence is. |
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| 1.4.1 | **FR - Folly Tree House (4.4):**  All tenants have been notified of the Summer Market dates for 2024, they have also been invited to take part if they so wish.  Tenants have been instructed that the water meter lid should go back on the meter box the correct way round as the transponders relate to each meter, U3 appeared to have received U2’s bill.  U1  U1 will be opening as a Premier Franchise, in recent conversations they have suggested it will be early March that they will open.  PJ - A licence application has been received for alcohol sales.  U2  The tenants have notified us they are having issues with condensation and mould in the unit.  U3  The Tenant has been having issues with his front doors, currently they are slamming shut behind people as they exit the building. I have chased the installers who should be coming out again to look at the doors.  **PJ** - I have just issued all the tenants with a revised service charge estimate for the current year to 31.3.2024. |
| 1.4.2 | **FR – Flats**  Slow closures have been installed in both flats, EPS need to come back and replace some of the fire strips in the doors.  Flat 42 The shower broke, Norfolk Home Improvements have been out to install a new shower.  Flat 44 Rob Chapman has replaced the tiles in the kitchen which fell off some time ago. |
| 1.5 | **FR - Public Toilets (4.5):**  All 3 quotes for the general repairs to the Public Toilets have been received, I have forwarded these to BDC for review.  I have received the following update from the BDC officer: *“I have compiled a summary of the requirements and sent through the costings to my Assistant Director, George Denton. As the toilets are not the freehold of the Council I cannot spend Capital on these (as such none was set aside for these toilets) we also have no revenue budget available to use either, so I need George to agree that the spend can be undertaken and then to identify where the money is going to come from to pay for the works. My apologies for the delay, but I do not have authorisation to sign off on this spend.*  *I will ask for this matter to be reviewed as a matter of urgency.”*  The Public Toilets are due a Legionella Risk Assessment, I have emailed Norse Infinity to get a suitable date in the diary. |
| 1.6 | **PJ - Gov.uk website and email addresses** There has been a lot of correspondence over the past year trying to get town and parish councils to sign up to having a gov.uk name for their websites, along with gov.uk email addresses for staff and all councillors.  Norfolk ALC will change the Norfolk parishes website to a gov.uk address for free, as they already host it for us. The Gov.uk domain registration costs £112 for two years. The website name could be in any of these formats:  [bonbyparishcouncil.gov.uk](http://bonbyparishcouncil.gov.uk/)  [bonbyparish.gov.uk](http://bonbyparish.gov.uk/)  [bonby-pc.gov.uk](http://bonby-pc.gov.uk/).  I would suggest that Acleparishcouncil.gov.uk is the best one to choose as it accurate and easy to say… and it could be marketed as AcleParishCouncil.gov.uk so that it is easier to read.  As councillors, you can also have your own email address: [name@acleparishcouncil.gov.uk](mailto:name@acleparishcouncil.gov.uk) You would have to think how keen you would be to use an additional email account for work things. The main advantage is if we get an FOI request you don’t have to search your personal email accounts for relevant emails. |
| 1.7 | **FR - APC Logo**  I have instructed a local Graphic Designer to come up with some drafts for an APC Logo. |
| 1.8 | **FR - Training**  I attended a Biodiversity Training Session. |
| 1.9 | **FR - Beaconsfield House**  I attended the Beaconsfield House Open Day |
| 1.10 | **Archive Group Report** Jackie will give a report**.** |
| 1.11 | **Methodist Garden** |
|  | Sally will give a report. |
| 2 | **Correspondence Received and Meetings Attended:** |
| 2.1 | **FR - Cycle to Work Scheme**  I have met with Mick and spoken with the Bike2WorkScheme.com. |
| 2.2 | **PJ - BDC and SNC Parish Forum – 6th February** This forum was online;  Update on the Local Plan  Reminder about residents needing to ensure they are registered to vote and that they need Voter ID. I’ve put reminders and links on facebook, but BDC will be doing a lot of publicity nearer the elections on 2nd May for the Police and Crime Commissioner.  World Café Project – engaging with residents to find out their views |
| 2.3 | **PJ** - We talked about the **Serious Violence Duty** at the last meeting. I’ve put a bit of information explaining what the relevant authorities are doing – they’ve formed a partnership. For info. I’ve invited local police officer, Jackie Chambers, to attend our Annual Parish Meeting in April, to talk about any local issues generally. |
| 2.4 | **PJ** - Information was received about the **Digital Voice** project, whereby we do away with landlines and all make phone calls over the internet, with suggestions as to how they will assist people who may have special needs or issues. |
| 2.5 | **PJ** – taking on the **streetlights on the Norwich Road development:**  Lovells/NCC/Repton asked me to send them an invoice for the £27,000, being £1,000 for each of the 27 lights that we are taking on. Mills & Reeve have advised against this, saying that we need a bit more paperwork, as an audit trail for the money. |
| 2.6 | **PJ - The Greater Norwich Local Plan** has moved to the next stage - Receipt of the Inspector’s Report. For information only. |
| **3** | **PJ - Planning: (Agenda item 5)** |
| 3.1 | **Beaconsfield House** - Change of use from garage to games room ancillary to Beaconsfield House 2024/0264 |
| 3.2 | **Beaconsfield House -** Change of use from retail to C2 residential care home to incorporate main building and changes to windows and doors 2024/0261. You will remember that BDC agreed that they could change this shop to residential, so they are not expecting any issues with getting permission for this shop to be included in the care home. |
| 3.3 | **Elm Lodge 36 Old Road** : 2024/0271:  T1 Lime - dead stem is reduced to around 2-3m in height and the remainder of tree pollard at around 6-7m in height. Current height 18m. T2 Lime - entire crown reduced by 3m, crown lift to 5.5m over the highway. Current height 23m and diameter of crown 17m.  T3 Lime -crown lift to 5.5m over the highway and reduce extremities on northern aspect by 1-2m (current northern radial spread 6m).  T4 Lime -crown lift to 5.5m over the highway and reduce extremities on northern aspect by 1-2m (current northern radial spread 8m).  G5 Pines -reduce branches alongside house to ensure a clearance of 2m |
| 3.3 | **In between meetings:**  **Pump House, Springfield** - Installation of Arqiva smart metering 1No. omni at 13.83m mean mounted on proposed 12m streetworks pole, Arqiva smart metering 1No GPS antenna at 12.4m mean mounted on proposed streetworks pole, Arqiva smart metering 1No 3G omni antenna at 3.8m mean mounted on proposed streetworks pole, Arqiva smart metering equipment enclosure to be installed on a root foundation 2024/0239. The planning committee had no comments on this application. |
| 3.4 | **BDC’s Decisions:** |
| 3.4.1 | **Land To The Rear Of Well Pharmacy, The Street** - Demolish single storey extension & create 2 two bedroom apartments, alterations to residential living space above Well Pharmacy, including first floor extension to existing apartment 4, new staff room for pharmacy with access staircase to the existing apartment no 3 & new highway access onto The Street (20221719) – permission granted. |
| 4.1 | **PJ - Finance Report: (Agenda item 6)** The Finance Report was shared with councillors in advance of the meeting. |
| 4.2 | It is part of our Financial Regulations that I give you a list annually of items which are paid by **direct debit** or by **standing order**. |
| **5** | **PJ - Recreation Centre: (Agenda item 7)**  Debbie, administrator at the Rec Centre, emailed me today to ask if the Council would nominate trustees for the AGM on 26th March.  The people who would like to be nominated are:  Diane Fisher  Joe Aldous  Sarah Cameron  Jackie Clover  Barry Coveley  Dennis Fisher  Denis Goodley  Shane Tovell  Jamie Pizey  In the past you have invited the nominees to attend a parish council meeting or to send an email explaining why they would like to be nominated. Shall I invite them to the March meeting? |
| 6 | **FR - Biodiversity Plan and Environment: (Agenda item 8)**  The Biodiversity Action Plan has been updated following on from the previous meeting. RP has met with the members of the Acle Lands Trust and discussed baseline surveys for the local wildlife; there have been a number of surveys already conducted, but it is hoped a meeting can be arranged with key people to discuss getting further areas surveyed and a plan going forward.  Acle Men’s Shed have nearly completed making all the Bird Boxes, Bat Boxes and Bug Hotel’s. Ask George will be putting them up in the Open Spaces very shortly, I have asked them to prioritise the bird boxes so hopefully they can be up before nesting season.  PJ - Richard will rent a turf cutter to cut a strip for wild flowers on the different greens. The cost is £70 for a week’s hire. He will collect and return it.  PJ - Adam Fisher has just told me that the AGM of **Acle Lands Trust** is on 20th March, which is after our next meeting. We appoint trustees to the Trust - currently Richard Powell, Adam Fisher, Dennis Fisher, Ken Gale and Anna Rodriguez. |
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| 7 | **FR - Highways (Agenda item 9)** The finger post has been installed on the green, and 2 benches installed on South Walsham Road & Norwich Road. The bollards on New Road are due to be installed imminently. |
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| 8 | **FR - Standing Orders: (Agenda item 10)** I have included Model Standing Orders for approval, note the orders which are highlighted in bold are statutory duties the Council need to follow. |
| 9 | **FR - Training and Development Policy (Agenda item 11)**  This is an updated version of your previous policy. |
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|  | Pauline, Fiona and Kristina – 22nd February 2024 |