

## CASTLE ACRE PARISH COUNCIL

### Minutes of the Parish Council meeting held in the village hall on Thursday 14 December 2017:

**Present:** Mr M Hickey (MH) Chairman                      Mr L Fisher (LF) Vice–Chairman  
Mr S Allen (SA)    Mrs H Breach (HB)  
Mr M Tate (MT)    Mr T Hubbard (TH)  
Mrs S Moister (SM)                                        Mr N Patrick (NP)

**In attendance:** Ms L Roast (Clerk), and one member of the public.

**Apologies:** Mr G Middleton (County Councillor), Ms C Williams (CW), Mr J Moriarty (JM - Borough Councillor)

**71. Minutes of PC meeting Thursday 9 November 2017** – approval held over until the January meeting as the revised Minutes were not available.

**Minutes of special planning meeting Thursday 30 November 2017** - proposed by Mr Laurie Fisher, Mrs Sheila Moister seconded. All agreed.

#### **72. Actions from previous meeting:**

**28. Bailey Gate** – the work to move the posts on the Stocks Green side to around 8ft apart is scheduled by Highways. A1065 road signs promised by Highways is still missing.

**6. PC donations - new bank account** – the new bank account has been approved and £2,400 paid in - £2,000 donation for the Stocks Green and Millennium tree work, £400 for the new village sign.

**Dog waste bin at Minns Meadow** – Borough Council of King’s Lynn and West Norfolk (BCKLWN) has sent a further application to Norfolk County Council (NCC).

**30. Tree at 25 Town Lane** – Greenman Woodlands to pollard or possibly remove this ash early in 2018, weather permitting.

**45. Ash tree, Back Lane** – NCC has assumed responsibility for felling this tree and has submitted a planning application.

**49. High Street drainage issue** – Highways has prioritised this for repair.

**County Council Highways £500 funding** – the proposal for funding work at Archer Lane and restructuring the traffic island at Town Lane/Massingham Road was sent to NCC (GM) on 30/11/17 for consideration – awaiting response.

**51. New street signs at Blind Lane and Pales Green** – the Clerk to chase BCKLWN.

**Newton Road Bridge flooding** – MH to contact Highways to complain of their inaction since first reported on 31/07/17.

**54. Minns Meadow walk boardwalk** – Norfolk Rivers Trust has agreed to supply the labour to replace the damaged wire surface. Agreed to put down a thicker chicken wire which TH offered to obtain.

**57. Removal of bushes at Massingham Road/St James' Green bush** - the contractors have been briefed.

**Rights of Way meeting with Holkham** - TH summarised the recent positive meeting with Holkham's Hermione Warmington, also attended by Sally Hubbard, John Roff and the Clerk. Holkham are re-assessing all permissive paths and footpaths across their estate. Noted that in Castle Acre:

- Minns Meadow is recorded by Holkham as a permissive path. Both TH and John Roff consider it should be a Right of Way, as recognised by NCC.
- Water Tower – the right to use this footpath is being assessed.
- Priory Field – the perimeter walk will be designated as a permissive path. No footpath along the north edge. No immediate action to add fencing to permit sheep grazing because of issues with the heritage site. The path across the former tennis court path will be closed and walkers encouraged to access the field on the path 60 yards to the south.
- Orchard Lane - the path leading across the field will not be retained as it was across land in an allotment tenancy.
- Field verges, such as to the north of Common Lane, are protected under HLS management scheme and would be in breach of the agreement, if designated.
- The path between Foxes Meadow and the proposed Holkham development site will be designated as permissive.

**South Acre Road trees** - The Clerk to remind Holkham's Harry Wakefield to send the promised works schedule.

**Town Lane/Massingham Road junction** – the brambles have been cut.

**Christmas lights Stocks Green** – thanks go to Mr Martin Tate for buying a replacement set of lights and to Mr Neil Patrick for installing all three sets on the Green trees.

**67. Ward Boundary consultation** – consultation comments are required by 15 January. The proposed new Ward's boundary will encompass both Castle Acre and Great Massingham, a total of 2,500 electors. While not objecting to the changes to the Ward boundaries, Cllrs agreed to request that the 'Priory Ward' designation is retained.

**Castle Acre thefts** – the Clerk has sent a letter to the police, as requested.

**70. Little Lane/Priory Road street light** – the Clerk to request the cost of installing a timer to turn off this light from midnight.

**Massingham Road verges** – Highways have patched up the corner round to St James' Green – agreed to review the repair in the spring.

**Orchard Lane hedges** – the Rangers have trimmed them but Cllrs consider insufficiently.

**Playing Field Post** – reported to Highways but not yet put back.

**Drones -users guidelines** – now linked on the PC page of castleacre.info, as is a link to the Ward boundaries consultation.

**73. Health & Safety matters (including tree report)**

All trees belonging to the PC have been inspected. Potential priority work – the ash trees by the North Street/playing field alley. TH offered to clear the fallen hawthorn on East Green. The Tree Register now needs updating.

**74. Matters requested by Councillors**

**Draft 2018/19 Budget and Precept.**

MH took Cllrs through the budget spreadsheet. 2017/18 income and expenditure: the paperbank and bottle bank income are in line with budget. Unbudgeted income includes £50 donation from Holkham and £750 from BT Openreach for permitting the broadband cabinet on Stocks Green. Expenditure will be £200 over budget.

2018/19 income and expenditure draft budget: the tax based funding is reduced to £259 (down to nil by 2021). The VAT refund is £1000. Tree management £750, £350 for Councillor training. The Clerk's salary will increase by 3.7%. £ 200 contingency for the 2018 Neighbourhood Plan expenses in case of grant funding delays. £100 budget for the replacement chicken wire on the South Acre boardwalk. £200 to move the surplus litter bin from Stocks Green to near the village hall (noted English Heritage may give £250 for a new litter bin – not budgeted). SM suggested a fund for a defibrillator refresher course (agreed for 2019/20 budget). Cllrs agreed to add £78 for a street light timer and £353 donation to British Legion (see below). The total expenditure is forecasted at £13,882, leaving a £2,307 surplus of income over expenditure. The forecasted bank balance will rise from £5,350 in 2017/18 to £7,650 in line with CAPC's minimum target of £7,000. TH proposed that the 2018/19 Precept is raised by 3.0% in line with inflation to £13,150, an increase of £1.14 on the current £38.20 Band D rate. All agreed, subject to final approval of the revised budget at January meeting.

**Change to CAPC March meeting date** – now Thursday 1 March. Agreed.

**Agenda extra – Royal British Legion appeal for the Menin Gate pilgrimage** - the cost of sending two village representatives to commemorate the loss of 43 village men is £2,000. British Legion asks whether the PC can help with a donation. Cllrs noted CAPC may give donations under the Section 137 legislation and agreed a donation of 50p per elector is awarded to the Legion, an amount of £353 based on 706 electors on the 2017 Electoral Roll (tbc at the January meeting).

**75. Planning**

**17/02168/F variation of condition 2 of planning permission 16/00034/F: re-use and develop existing water tower structure to a two bedroom residential dwelling at the Water Tower - comments no later than 18 December** - Cllrs looked at the plans. TH proposed to 'Object' to the intended solar panels on the top of the two ground containers as this could restrict the height of the natural screening hedge to allow the panels to function effectively. MT stated that solar panels are the way forward and had no objection. The proposal to 'Object' was carried by four votes to two with one abstention.

**Hybrid planning application 15/00962/OM Holkham** – agenda item in case this was validated before the meeting. May be ready for consideration at the 11 January meeting.

**Reduction in BCKLWN planning committee's review of all PCs objections contrary to officer's delegated approval.** Cllrs noted that the Borough Council's Cabinet may approve a move to set up a scrutiny committee to vet the number of Parish 'Object' calls to planning applications which are still approved by planning officers under their delegated powers, thereby restricting the number that go to the planning committee. Cllrs agreed this is a totally undemocratic proposal and authorised the Chairman to make representations through JM, our Borough Cllr, to NALC and to the Press.

## 76. Correspondence

**Parish Councils external audit 2017/18** – Parish Councils with a turnover of less than £25,000 no longer need an external audit, providing they comply with the Transparency Code by publishing their account on their websites. In March, NALC will send out an audit exemption form for Cllrs to approve. Noted all Councils are still allocated an external auditor in case residents call for an in depth study into Parish accounts.

**Dykes Hill Ancient Monument** – tree work update. Some tree removals are planned from mid to late January. SM would like to know the extent of work and removal of saplings.

**Email received from Laura Patrick** – requesting permission to erect a marquee on the village playing field for her wedding on Saturday 24th August 2019. She would work closely with both the PC and the playing field committee to avoid some of the past issues with damage to the field etc. The marquee would be up for a maximum of three days (depending on the weather). MT proposed to accept, TH seconded. All agreed with the proviso that the final decision lay with the playing field committee.

## 77. Reports

**Highways** – MH reported: still waiting for various request to be actioned, as per above.

**School** – Mike Dwyer reported: this autumn was the largest pupil intake – 71 out of a maximum of 72. Noted the Christmas Market is on the 16<sup>th</sup> 3-4pm.

**Village Hall** – HB reported: another series of music concerts are expected in 2018. The committee is requesting the CPU unit to do a Spring clean and painting of the hall.

**CAPFA** – in CW's absence, no report. MH remarked that the second container behind the pavilion has still not been moved despite the cost being covered in the £1800 payment.

**Neighbourhood Plan (NP)** – MT reported. Following up on responses from the Village Questionnaire and researching how information gathered might affect the neighbourhood. A public meeting will be called in Spring 2018 which will have more targeted questions to get more specific answers. A key issue is how to try to ensure that new properties can be sold only to locals rather than as second homes. Also the impact on the drift of younger generation away from the village – would they want to stay, if given the choice, when available employment is so far away?

**County Council** – in GM's absence, no report.

## 78. Accounts to be paid

Mr Tim Hubbard proposed, Mr Laurie Fisher seconded payments.

Berrymans Glass Recycling Ltd (URM UK Ltd)	£ 35.34 (£5.89 VAT)
E.on Energy (electricity)	£ 72.75 (£3.46 VAT)

Castle Acre PCC (churchyard maintenance contribution)	£ 1,000.00
K&M Lighting (St James Green /Massing Road light)	£ 78.00 (£13.00 VAT)
Lorenz Designs (castleacre.info PC page amendments)	£ 25.00
TTSR Limited (second instalment Greens cutting)	£786.48 (£131.08) VAT**
<i>* Amounts vary from Agenda because of late arrival of invoices</i>	
<i>** Additional to Agenda</i>	

## **70. Village Maintenance**

**Pot hole in Priory Road near Eagles** –the Clerk to report.

**Pot hole in Pyes Lane** – the Clerk to report.

**Post on Stocks Green parking area** – Kicked over by school children. PC agreed to spend money on its repair.

**Water main at St James Green/Archer Lane** – Being repaired.

## **79. Village maintenance**

**Grit bin Back Lane/Little Lane** – the Clerk to remind Highways for the third time that this needs filling

**Road gritting** – question about the gritting of Newton Road rather than St James Green through road. The PC has visited this question before without any resolution.

The meeting closed at 9.10pm.

The next full Parish Council meeting is on Thursday 11 January at 7.30pm in the village hall.