

CASTLE ACRE PARISH COUNCIL

**Minutes of the Parish Council meeting held in the village hall on Thursday 14 June 2018**

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

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

**Apologies:** Mrs H Breach (HB), Mr G Middleton (County Councillor), Mr J Moriarty, Borough Councillor (JM)

**25. Minutes of PC meeting Thursday 10 May 2018** – proposed by Mr Martin Tate, Mr Tim Hubbard seconded.

**26. Actions from Previous Meetings:**

**28. Bailey Gate** – the posts on the Bailey Street side of the Bailey Gate have been moved closer to 8.5ft apart. MH to chase Highways for the posts on other side to be similarly moved.

**6. Dog waste bin at Minns Meadow** – SA was thanked for installing the new bin.

**49. County Council Highways £500 funding** – covers the PC proposal for funding work at Archer Lane and restructuring the traffic island at Town Lane/Massingham Road. Still no response. Now six months.

**51. Replacement street signs at Blind Lane and Pales Green** – **Blind Lane sign wrongly. Installed? The Clerk to send email.** Highways advised that the Pales Green sign is readable, therefore no replacement is required. MH to contest this decision, given the bent sign is in the Conservation Area.

**Newton Road bridge flooding** – work is scheduled.

**54. Minns Meadow walk boardwalk** – Norfolk Rivers Trust will install the new surface wire on 16 -18 July. **One of the top handrails is rotten and needs replacing. Clerk to ask NRT.**

**79. Repainting seat and litter bin at Ford** – Cllrs approved the second contractor’s quote of £220. Paint both the seat and bin in black.

**99. Litter bin by village hall** – NP to install before the fete. MT kindly offered to help.

**104. New bus shelter** –NCC’s 2019 Parish Partnership Scheme could pay for 50% of the cost of a new bus shelter. The application deadline is 7 December. Quotes are required for a brick shelter whose design Cllrs approved in 2015. Agreed to contact local builders.

**67. New Sewerage Line** – **believed to be an Anglian Water led project – the Clerk to ask AW to confirm.**

**11. Enlarged directional sign at top of Pyes Lane to include the Priory** – Highways confirm that the owner of the tourist site must pay for a brown sign. **The Clerk to contact Historic England.**

**18. On-street parking in village – traffic risk assessment update** – a traffic engineer will submit a quotation for undertaking a traffic assessment of whole village, funding for which could be obtained through the emerging Neighbourhood Plan.

**21. Street light at 37 Foxes Meadow** – reported to install a light shield.

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

Visitors to the new fish & chip shop who park too closely to the Massingham Road / Back Lane junction are causing a dangerous hazard to exiting traffic. Agreed: 1. **To warn drivers in the Nar Valley News.** 2. In the short term, to **ask the police to place cones on the roadside corner.** 3. Ask Highways if a Zebra Crossing is feasible or 4). to install a two way convex mirror on the bank opposite the junction. MH to contact Highways.

TH advised that pollarding the ash tree on the playing field by 25 Town Lane is complete and that the resident has very generously paid half the £350 cost. **The Clerk to write letter of thanks.** The next scheduled tree work is on the ashes at North Street off the alleyway to the playing field

**28. Matters requested by Councillors**

**Locations of Parish Council notice board.** - The village shop owner has agreed to the board being positioned on his wall facing Massingham Road. All agreed to this new location. Cllrs to fix the board to the wall. Agreed that the general notice board by the old school on Stocks Green should be used for maps and promotional material about the village. CW to organise.

**Holkham's deposit application under the Commons Act for land around Castle Acre**

At the May meeting, Cllrs expressed their concerns about Holkham's S31 (c) application (called 'Deposit') which was registered at NCC's Community and Environmental Services on 20 October 2017. A 'Deposit' is a legal framework whereby landowners can declare that they do not want to dedicate any further rights of way on their land to those already in existence. There is no statutory obligation by NCC to notify Parish Councils of Deposits made in their parish, therefore the PC was not informed. The Deposit calls to halt any public access on all Holkham's land around Castle Acre apart from on permissive paths; in particular - the open access land of the Water Meadows, Minns Meadow, Priory Field and the land south of the footpath from the Priory Barn to Common Lane.

MH presented four options to the Council, warning that there are less than five months to react before the restrictive Deposit becomes legal. 1) take no action apart from gathering resident's affidavits that they walked the many permissive paths on these open access lands in order to register them with NCC as Public Rights of Way (PROW). 2) Ask Holkham to accept the 'Commoners Rights' position and voluntarily release these four open access lands from their 'Deposit' while continuing the registrations under 1) above. 3) Declare all four lands as 'Village Greens' - a long process which can't be completed within the timeframe. 4) Apply for the lands to be declared 'Open Green Spaces' as part of the emerging Neighbourhood Plan. This would give these areas of open access land the same building restrictions as on a Green Belt.

Cllrs instructed MH to go for Option 2 first but, if unsuccessful, to pursue Option 4.

Noted the proposed two immediate actions to encourage both residents and those living in vicinity to sign footpath affidavits: an article in the Nar Valley News, a stall at the village fete run by John Roff.

**Car Parking at Ostrich** – the owner of the Ostrich has agreed to the directional sign to the pub car park at the Massingham Road/Back Lane junction. Highways quoted £95 last year. **The Clerk to check the cost with Highways and proceed.**

**Castle Acre Fete** – Cllr Charlie Williams, Chair of Castle Acre Playing Field Association (CAPFA) explained the decision to move the fete for just 2018 from its normal venue at the playing field to in the village hall, in its grounds and on Pyes Lane, so as to mitigate any damage to the playing field's grass surface which is still draining badly. CAPFA had also lost the use of the beer tent, so using the village hall seems the least expensive option. Only last week was the application to close Pyes Lane from the High Street to the west of the Castle car park was approved at which point warning notices were posted at each end of the Lane. The short timeframe meant that residents couldn't be informed through a leaflet drop.

The meeting was opened to the floor. A resident of De Warrenne Place expressed her concern about the lack of advanced information about the fete plans not being given to residents in the area, claiming a circular should have been posted through each door three weeks prior to the event. She fears that Pyes Lane could become dangerous if visitors tried to park their cars; there could be issues with bad parking, nowhere to turn round, general disruption and restricted access for emergency vehicles. CW agreed that an advisory poster was not enough information and this had been an error of judgement.

CW clarified that following English Heritage's agreement, the Castle Car Park could be closed to visitors, thereby allowing access for residents only at the Newton Road end of Pyes Lane. There will be clear signage there and stewards to monitor traffic. CW also agreed to block off the entrance to De Warrenne Place.

MH explained the emergency vehicles will have access from the High Street and assured residents that their concerns will be met.

MT proposed that the PC puts in place a protocol for changing the location or scope of major yearly village events, including a time plan for resident's information and consultation to avoid these issues in the future.

**Signing off the 2017/18 Parish Accounts** – MH went through the accounts which were sent earlier to Cllrs for review. The figures were not queried by Cllrs. The formal 'Exercise of Public Rights' starts on Monday 2 July and the accounts will be posted on castleacre.info website by Friday 29 June. With Cllr's agreement, the Chairman and the Clerk signed off the accounts.

## **29. Planning**

### **Update on 17/02341/RMM Holkham planning application Massingham Road**

Highways recently expressed their concerns that their requests for changes had been ignored, including changes to the road and footways layouts, removing the wall outside plots 1&2 and most crucially, moving Plots 1 & 2 to Plot 3 to stop on-street parking along Massingham Road. MH explained that Holkham's architect was in negotiations with the planners but still refuses to alter the positions of the eleven dwellings, as suggested by CAPC. It is understood that Holkham intends to start building work in September 2018. Cllrs still remain concerned about on-street parking, although Holkham has stated that this would be covered by terms in the leases of plots 1&2.

A new planning application was received after the Agenda was published for a new dwelling on the land adjacent to Lime Kiln Cottage, Cuckstool Lane. Cllrs to attend a planning meeting on Thursday 21<sup>st</sup> June.

### 30. Correspondence

**Litter – fish and chip shop** – over half term, all the waste bins in the village were full, partially due to the dumped recyclable cardboard boxes used to serve fish & chips. The shop owner has offered to take any surplus black litter bags gathered by the litter picking team and to dispose of them commercially. A sign has been put on the Castle waste bin stating “If this bin is full, please take your litter home”. The same sign is also on the bin at the ford .

**Dog fouling signage** – Councillors agreed to the purchase of ten new yellow warning signs, available from Amazon at £2.99 each, as suggested by the litter picking team, who have very kindly agreed to put up the signs.

**Digging in dog waste on Priory Field** - e-mail received asking if this is an acceptable practice. Further investigation required.

**Burial ground corner of Pyes Lane** – Email received from a descendant of a relative buried there. The area is thought to be owned by the Baptists who were contacted in 1995 but had no funds to maintain this consecrated ground. Should the PC take responsibility for this site as an ‘historical corner?’ Cllrs agreed that the site should be left alone but should be researched as part of the Castle Acre’s Heritage Landscape HLF bid application.

### 31. Reports

**Highways** – no report

**School** – no report

**Village hall** – LR reported: re-decorating the hall is underway – the next concert is on 14 July – The Shackleton Trio. LR reminded those present that the village hall is a registered charity.

**CAPFA** – CW reported: further work is underway to find a solution to the drainage problems.

**Neighbourhood Plan (NP)** – MT reported: the next steps may be to obtain professional support for the legal aspects of, and in writing the NP which the Borough Council doesn’t offer to do.

**BCKLWN** – in JM’s absence, MH noted the committee of Borough Cllrs has not made any further progress in assessing the calls for building sites as part of the extended Borough Local Plan to 2036. The public consultation is still considered as not being before November 2018. MH expressed his sorrow that JM has resigned from that committee as he could not maintain his continuity after the local elections in May 2019.

**County Council** – no report.

### 32. 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)	£ 85.45 (£4.07 VAT)
BHIB Ltd ( Parish Council insurance premium)	£ 381.21
TTSR Ltd (first payment cutting village greens etc.)	£ 786.48 (£131.08 VAT)
Greenman Woodlands (tree pollarding at 25 Town Lane)	£ 350.00
Castle Acre Playing Field Association (reimbursing insurance premium)	£1,294.39
Paul Slocombe (litter picking bags)	£ 12.80

*\*Amounts may vary from Agenda because of late arrival of invoices*

### **33. Village Maintenance**

**Back Lane nature verge** – the roadside verge at end of Back Lane with its rare plants is being wrongly strimmed by Holkham. It needs a descriptive warning sign. The gate to Holkham's field, removed for the Summer Ball, needs re-instating. **The Clerk to write to Holkham and to the Ball Committee.**

**Playing Field** – in response to recent anti-social behaviour on the playing field with cars blaring music until 4.00 am, the main gate will now be padlocked. Stakeholders will have keys.

**Grass verges** – Cllrs questioned whether the Borough has reduced the number of times the grass verges around Foxes Meadow etc. are being cut? Maybe the PC could take over the grass cutting contract ? **The Clerk to contact the Borough Council to establish when the next cut is due and what payment could be made to the PC in compensation.**

**Tipples Wood footpath across the field to Back Lane.** – this is very overgrown. Believed to be over Holkham's land. **The Clerk to contact.**

**West Acre footpath** – Overgrown at Castle Acre end. **The Clerk to determine who is responsible for the footpath and contact. (Linda, don't recall this? Does it refer to the Nar Valley Way?)**

**Damaged road sign, South Acre Road.** **Clerk to report.**

### **34. Public Question Time** – no questions.

The meeting closed at 9.35pm.

The next full Parish Council meeting is on Thursday 12 July at 7.30pm.