

Castle Acre Parish Council

Clerk: Mrs Libby Firth, 7 Sandles Court, Back Lane, Castle Acre, Norfolk PE32 2XF

Telephone: 07825229345

Email: libbyofirth@gmail.com

Minuted record of Parish Council Meeting business conducted at Castle Acre School on 9 June 2022 at 7.30pm.

Present: Mr L Fisher (LF) Chairman, Mr S Allen (SA), Mr M Hickey (MH), Mr T Hubbard (TH), Mr M Tate (MT)

In attendance: Mrs L Firth (Clerk), Mr J Moriarty (JM) Borough and NCC Councillor, no members of the public attended.

26. Apologies: Mrs H Breach (HB), Mr L Manson (LM), Mr N Patrick (NP) Vice Chairman, Mrs S Moister (SM)

27. Minutes of the 5 May 2022 PC meeting

Items to be corrected-

- Item 24. Correct 'rd' to 'Rd' and delete additional Rd in the sentence.
- Item 71a. 'street party' to be changed to 'Street Party'

Cllr MT proposed approval of the Minutes which was seconded by Cllr MH.

28. Health & Safety

a. Tree Report

- Cllr TH confirmed that the work required on the Stocks Green Hornbeams had been completed. Clerk to chase up an invoice from Greenman Woodlands. Payment for this work is covered by funds left to the PC by a benefactor.
- Cllr TH to pursue a quote for work required on the trees in the walkway that runs from North Street onto the eastern side of the playing field.
- Cllr TH to contact Holkham Tree Officer regarding a fallen tree on South Acre Rd on the right-hand verge, as heading down the hill.

b. NCC Highways to inspect the PROW footpath from Common Road in Castle Acre to West Acre, following two new H&S issues.

-The clerk received two separate reports, from members of the public, regarding accidents caused by safety hazards on the Castle Acre to West Acre footpath that is designated by the NCC Trails department as Castle Acre Footpath Number 10 (the aggregate path- starting from the end of Common Rd in Castle Acre running along the Nar River to West Acre) and West Acre Footpath number 2 (the boardwalk section of the same path). The NCC Trails team have informed the PC that the boardwalk is on a shortlist for replacement and the surface of Castle Acre FP 10 is being considered for addition to the shortlist for repair. Due to an already full programme of work in 2022, these items will not be addressed until 2023. NCC Trails will also contact the Holkham Estate and ask that they cut back the hedge along FP 10 after bird breeding season.

c. Footbridge from S A Road into Minns Meadow

The PC remains concerned over the deteriorating state of the footbridge that joins South Acre Rd to Minns Meadow and the potential Health and Safety risks posed to users. The NCC Trails team have confirmed that this is not classified as a bridge and is therefore 'an asset of the Trails team'. Clerk to contact NCC Trails team directly with photos of the footbridge/ boardwalk and pass on concerns and request for NCC make suitable repairs.

29. Updates on actions required from previous meetings

38 2021. Castle Acre ford - bank repairs

No further updates.

67 2021. South Acre Road TRO.

NCC Highways (HW) have completed the redacted evidence document, which contains the information sent to them by Cllr MH, and it is now with NP Law should it be required. HW can now formally advertise this proposed order on 17.06.22 with the consultation period expiring on 12.07.22. The order will be advised in the media as well as hard copies posted on their website. Clerk to contact those recorded as supporting the previous efforts to enforce a TRO and offer the PC's advice on how to proceed.

30. Matters requested by Councillors.

a. CAPC to consider internal audit report, approve end-of-year accounts and complete the statement of accounts.

The clerk circulated the internal audit report and end-of-year accounts report to Cllrs on email ahead of the meeting. The council had no questions and Cllr MH proposed the approval of the reports and Cllrs SA seconded; all Cllrs were in support. Clerk to submit the relevant AGAR documentation for the external auditor, PKF Little John, by 1 July 2022 and publish all relevant documentation on the village website.

b. Clerk's request for salary to be paid monthly as of September 2022.

Clerk requested for her salary to be paid monthly instead of quarterly. Cllr MH proposed and Cllr MT seconded with all Cllrs in support of the requested change.

c. Report on Holkham Estate visit to Castle Acre - water meadows and other matters.

Cllrs MH, TH, MT and two village residents held a site meeting with Holkham's farm manager and rural surveyor to address the following issues:

- Newton Road verge. Holkham agreed not to cut the verge on either side of the trod. The PC will take responsibility and draw up a planting scheme for the inner verge. Holkham will continue to cut the hedgerow and intends to address the current drainage issues occurring at the site. CAPC requested to be informed of the maintenance schedule.
- Castle Meadow. The farm manager noted that a national trail and two other PROWs cross the meadow and that grazing cattle can be off-putting for walkers, with or without dogs. Cattle with calves or a bull would not be put on Castle Meadow. He also stated that grazing sheep instead of cattle would do a better job in keeping unwanted plants down. However, this is not feasible due to dog owners letting their dogs off-lead. Holkham has lost three sheep to stray dogs this year so far.
- Holkham surveyor confirmed the trees on East Green and St James Green are the Estates responsibility.

d. Castle Acre Conservation Area Character Statement Review.

Following the site meeting with the Borough's Lead Conservation Officer Cllrs LF and MT were informed that due to a lack of manpower BCKLWN were unable to fulfill their obligation to review the Conservation Area Character Appraisal. Following Borough Council advice, Cllr MT has proposed that CAPC undertake its own review. The Borough officer has supplied Cllr MT with reference material and written guidance to do so.

Although it is the responsibility of a Local Authority to review Conservation Areas on a regular basis, (every 5 years is the suggested time scale) this is dependent on the pressures of development in the area. Castle Acre's last review since the Conservation Area's inception in 1971 was in 2009.

The ongoing status of Castle Acre as a Key Rural Service Centre rather than a Rural Village in the emerging Local Plan places more potential development pressure on the village than the local need. This in addition to the continued emergence of development and building in recent years that is detrimental to the character of the village and the Conservation Area indicates that a review is necessary.

Following discussion, all Cllrs present were in support of the proposal for the PC to conduct a review, with Cllr MT willing to take the project forward and supply the formal notification to

the relevant local authority. MT will seek support to form a working group to carry out this task. Cllr MH seconded this proposal.

31. Planning

LLCON/2022/0001 - The Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, 2022: Invitation to respond to our consultation.

-NCC shared information via email regarding an invitation to respond to a consultation on recent updates to a revised draft of the Local List for Validation of Planning Applications. Following a review of the information, Cllrs were unsatisfied with the way NCC had presented the information and were unsure as to what documentation needed to be reviewed. Cllr MT and clerk to respond to the email asking for clarification.

32. Correspondence.

a. Email update from Holkham regarding intended work on Minns Meadow

The clerk shared a report from Holkham Surveyor regarding the status of the work planned, as of April 2022, on the silt/sediment traps to the west of the meadow and for work planned on the ditches on both sides of Bailey Street, adjacent to Blind Lane. Holkham agreed to keep the clerk update on any progress once the work begins.

b. Email notification from Holkham Estate surveyor re-permission given for wedding event to use their field off of Priory Road 28/8/22.

-No further information.

c. BCKLWN (BC) emailed report on members allowances.

Cllr JM to make enquiries and seek clarification as to the wording used within the BC's document as the documents current wording is unclear as to whether the members' allowance 'should be adopted by Parish Councils' or if the BC are simply 'recommending' it be implemented as both terms are used in the documentation.

d. Call from a concerned resident on North Street regarding vehicles blocking access to their property and seeking support from PC.

A resident raised their concerns over difficulty with access issues to their property on North Street. The clerk advised and assisted the resident to contact both the local beat officer and HW to try and address the issue whereby members of the public are parking in front of the property, blocking resident's access.

e. Castle Acre Trod – weeds- email response from NCC HW.

HW confirmed to the PC that the weed-suppressing terram was laid below the new trod which should stop the majority of the weeds from growing through the surface. HW agreed to inspect the trod and investigate the extent of the issue.

f. Castle Acre Platinum Jubilee Celebrations

On behalf of the CAPC, Cllr LF wished to thank all who were involved in the preparation and running of the Castle Acre Jubilee celebration. Due to poor weather conditions on the day, the event was rapidly moved to the village hall. The celebration was well supported and a good day was had by all that attended.

33. Reports.

Highways

-Clerk will request that the HW Rangers clear Blind Lane and Orchard Lane.

Village hall

-No new updates

School

-No new updates

CAPFA

- Cllr MH has reviewed the Service Level agreement between the PC and CAPFA and is awaiting feedback from the association.
- A CAPFA Committee meeting was held on 24 May 2022.
- The HortSoc has confirmed it intends to plant a Jubilee Tree, location undecided.
- Clerk asked to follow up on the association's plans to take appropriate actions to the old swings to issues raised in the last H&S review.
- Cllr SA was thanked for repairing the broken manhole cover near the Pavilion.
- A survey is to be run to assess and fix the Pavilion drainage.
- The CA fete has been confirmed for the 11th September 2022.

Norfolk County Council (NCC)

- Levelling Up Mayoralty. Negotiations with the government continue on what powers would be devolved and powers/responsibilities.
- NCC AGM 10th May 2022. The County voted to oppose any new incinerator on the borders of West Norfolk and Fenland.
- The Council again refused to declare a Climate Emergency.
- There was one change in the cabinet, which has only one woman.
- The Government is considering ending charges for taking DIY waste to the local recycling centre.
- Cost of Living Support Scheme. The council is topping up £6.7m of Government funding from the Household Support Fund with a further £1m to help households struggling to pay for food, energy, water bills, and other essentials.
- NCC to help schools extend a 'warm welcome' to Ukrainian refugees.
- A 15-year vision for transport in Norfolk, including investment in cycling, walking and better bus services is being set out by NCC.
- Cabinet to discuss the drive to improve the quality of care in Norfolk. Proposals for a new Board to drive up the quality of privately provided Adult Social Care across Norfolk are due to be discussed by the NCC Cabinet.
- NCC has funded the installation and coordinated the provision of vehicle charging points. They can facilitate installation by 'Anglia Car Charging' to local councils.

BCKLWN (BC)

- The council is set to increase the planning department by 15 people.
- The Sifting panel to review how a PC's decision is taken into consideration when a planning application is addressed. PCs will be notified of changes to planning applications made within their parishes.
- The next Community Fund scheme will run in March 2023
- The CIL Funding rules for application will be changing in 2023.

34. Accounts to be paid:

| ITEM: | Cost to PC Budget: | Grant funded: |
|---|--------------------|-----------------------------------|
| NLHF project- project manager monthly fee, invoice AM7 | | £780 HLF grant |
| -project manager expenses claim | | £28.92 (£4.82 vat) HLF grant |
| NLHF project- BTO invoice, TRABES002 | | £642.24 (£107.04vat) HLF grant |
| Bespoke training April event | | |
| NLHF plants for Pyes Lane Burial Ground- claim from Sally Hubbard | | £20 HLF grant |
| Clerk expenses | | £20.52 (£2.76) Jubilee fund |
| – craft activities for Jubilee event 5/6/22 | | |
| Cllr SM expenses for Jubilee event 5/6/22 | | £141.74 Jubilee fund |

| | | |
|--|-------------------|----------------|
| PC's annual insurance renewal- BHIB | £430.36 | |
| Allotment rent 11/4/22-10/10/22, Holkham Estate, invoice S1166 | £100 | |
| BCKLWN annual invoice, BC110114228, for dog bin emptying x7 weekly | £691.60 (£115.27) | |
| Village hall invoices for NLHF events Jan-March 22 | | £390 HLF grant |
| Village hall invoice for PC meetings Jan- Dec 22 | £140 | |

TH proposed and MH seconded approval of the accounts, all Cllrs were in agreement.

35. Village Maintenance.

-Cllrs agreed the PC should review the provision of electric vehicle charging points in the village. Cllr LM to be asked to conduct a review and feedback as part of the regular Highways Report at future PC meetings.

-Clerk asked to contact the paper recycling company and request it install a collection bank as agreed.

36. Public questions.

- N/A

The meeting closed at 8.56pm.

The next full Parish Council meeting is scheduled for **Thursday 14 July 2022** at 7.30pm at the Village Hall.