

CASTLE ACRE PARISH COUNCIL

Minutes of the Parish Council meeting held in the village hall on Thursday 1 March 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)

In attendance: Ms L Roast (Clerk), Mr J Moriarty, Borough Councillor (JM) and one member of the public.

Apologies: Mr G Middleton (County Councillor), Mrs H Breach (HB), Mrs S Moister (SM), Mr S Allen (SA), Mr M Tate (MT)

101. Minutes of PC meeting Thursday 8 February 2018 – proposed by Mr Tim Hubbard, Mr L Fisher seconded. All agreed.

Minutes of planning meeting Monday 29 January - proposed by Mr Tim Hubbard, Mr Neal Patrick seconded. All agreed.

102. Actions from previous meeting:

28. Bailey Gate – posts on the Stocks Green side to be moved inwards by Highways but this has still not been done. The 1065 road signs promised by Highways have finally been delivered to their depot. English Heritage are reviewing the mechanism which failed to just swing and causing the portcullis to fall after it was knocked down by a skip lorry

6. Dog waste bin at Minns Meadow – the bin has been ordered - awaiting delivery.

49. County Council Highways £500 funding – the proposal for funding work at Archer Lane and restructuring the traffic island at Town Lane/Massingham Road has been received by NCC (GM) and has been passed to Highways for consideration.

51. Replacement street signs at Blind Lane and Pales Green – not yet installed.

Newton Road Bridge flooding –Highways have been back to cut more gullies but the work is not satisfactory.

54. Minns Meadow walk boardwalk – TH to look for suitable chicken wire for the boardwalk surface.

60. South Acre Road trees – TH has been in contact with Holkham over the Back Lane trees and had arranged a meeting which was postponed because of the bad weather. TH has been assured that work to Back Lane and South Acre Road trees is in hand and will be dealt with by Holkham.

79. Repairing posts on Stocks & St James' Green, filling Back Lane grit bin - the post has been repaired on St James' Green. An order to fill the grit bin has finally been issued!

89. Village maintenance - one quote received for repositioning the Stocks Green post, painting the litter bin and seat at the South Acre ford, washing and assessing the three village gates for painting. **The Clerk to obtain a second quote.**

Pot Holes - TH gave the Clerk a map of potholes. These were reported and some are repaired.

Paperbank location - Mr Singh has agreed in principle that the paperbank can go back onto his forecourt, to the left of the post box on the pavement side, if the bank can be supported by bricks to avoid damaging the new brick weave. The Clerk has asked MH White to supply a smart new bin and they have agreed. Mr Singh to talk to MH White driver about putting the paperbank onto bricks. The **Clerk to contact MH White about delivery of new bank.**

99. Litter bin at Village Hall – English Heritage has agreed to fund the re-positioning of the spare Stocks Green bin to outside the village hall. Arrangements will be necessary to move the bin as it will be very heavy. **The Clerk to contact Borough Council for a Street Furniture License.**

East Green posts – NP to install temporary posts which will be replaced by cut tree sections from the pollarded ash tree on the playing field.

100. Recycling area at Ostrich – MH thanked Mr & Mrs T Hubbard for tidying up the area.

103. Health & Safety matters (including tree report)

Tree inspection – ongoing

Back Lane dying ash tree – NCC has accepted responsibility and the tree has been felled.

104. Matters requested by Councillors

General Data Protection Regulations (GDPR)

GDPR takes effect from 25 May 2018, replacing the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils. Local councils must comply with its requirements, just like any other organisation. The Clerk attended a course on GDPR. As a statutory organisation, the Parish Council is the designated Data Controller. The Data Controller is responsible for ensuring that the GDPR is followed correctly. GDPR has a number of underlying principles. These include that personal data:

- Must be processed lawfully, fairly and transparently.
- Is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- Should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing.
- Must be accurate and where necessary kept up to date.
- Should not be stored for longer than is necessary, and that storage is safe and secure.
- Should be processed in a manner that ensures appropriate security and protection.

Key changes are:

- How consent can be obtained from data subjects for the use of their data. For example, data subjects have to explicitly 'opt in' to allowing their data to be shared, and it must be made clear for what purpose their data is being used.
- Data subjects have new rights, such as data portability and the right to be forgotten.
- Data must only be used for the purpose it was gathered for and should be deleted when it is no longer needed for that purpose.
- All councillors and relevant staff must have suitable training and awareness as well as additional sources of guidance and support when required.
- Councils and parish meetings will need to appoint a Data Protection Officer.

- Data breaches must be reported (where this is required) to the ICO within 72 hours of the breach.
- A new principle of accountability puts the compliance burden on councils, requiring them to produce and maintain documents that demonstrate what actions have been taken to achieve compliance.

The PC agreed that all reasonable steps should be taken before 25 May to comply with GDPR. The Clerk is nominated as a temporary Data Protection Officer subject to further clarification of her position by NALC.

Councillors suggested that a standard GDPR statement is sent out with all PC emails.

Replacement bus shelter Massingham Road - initial quotes for a manufactured metal or wood shelter range from £6,000 to £10,000. Matching the design of the Sporle shelter in brick, flint and with a pantile roof, which was approved by Cllrs three years ago, could be built with local labour and using spare pantiles from the shop. 50% grant funding for a bus shelter through NCC's Parish Partnership Scheme may be feasible if the programme continues in 2018/19. Residents are complaining of being soaked by passing vehicles from standing water in front of the current bus shelter. Highways has cut gullies which should help.

Revised Five Year Action Plan - MH proposed that some of the positive suggestions from the Neighbourhood Plan questionnaire might be considered by Cllrs for inclusion into a revised Five Year Action Plan. After a brief review, Cllrs agreed on the following, subject to further research in some instances:

- Explore with English Heritage the conversion of Priory Barn into a café/deli/farm shop/arts centre? Run as a Community Enterprise?
- Find an alternative location for overflow parking.
- Village public toilets – upgrade those by the Priory?
- Set up a Community Farm or nature reserve on the land west of the (new) school?
- Convert the former basketball area on the playing field into a MUGA (inc: tennis court)?
- Encourage/promote the use of public transport and look at additional routes (e.g. Fakenham?). Publicise the Community Car Scheme (link with the active one in Great Massingham?).
- Fundraise for a new bus shelter on Massingham Road.
- Support a Castle Acre Heritage project.
- Apply for NCC grant funding for a footway (trod) down the southern bank of Newton Road?
- Ask Highways for a regular maintenance programme of drain clearing in key flood prone areas – Foxes Meadow, Orchard Lane, High Street, bottom of Bailey Street/Jubilee Bridge, Cuckstool Lane.
- Encourage Holkham to consider converting outbuildings at Manor Farm into small business workshops?

Additionally, TH suggested the Council should encourage setting up a village volunteer group of residents willing to help with small jobs around the village. Cllrs to consider a name for the group.

SAM 2 – change of responsibility - a resident has taken over the duties of dealing with the SAM 2 unit from MH. Cllrs thanked this resident. Statistics for December include a car travelling along Newton Road at 70mph around 2.35pm. There is an average 200-250 cars daily travelling above the speed limit. **The Clerk to chase police for further speed checks.**

Restricting vehicle access to South Acre ford - MH noted that 93% of the 408 residents responding to the statement in the Neighbourhood Plan questionnaire agreed that vehicle access to the ford should be restricted. There is now photographic data on 4 x 4 activity through the

ford as well as witness statements to the 30 trail bikers last year. The PC agreed to ask our County Cllr to instruct Highways to re-run a proper consultation with all stakeholders.

105. Planning

Holkham PA 17/02341/RMM Massingham Road – progress report

Holkham has submitted a new site plan which has not yet been posted onto the Borough website. Holkham have added more flint to the dwelling designs and removed any painted panels. MH asked JM to find out why plans were not on the BCKLWN website and if CAPC will be re-consulted.

Community Infrastructure Levy (CIL) payment – the PC has received £144 CIL contribution, equal to 15% of the amount paid to the Borough Council, for the developer's cost of converting the Spa upstairs area into a flat. The Chairman and Clerk will attend a CIL training session on Tuesday 8th May and will report back to Cllrs .

Borough Council Local Plan to 2036 – update – noted that the PC should agree a policy in May/June 2018 to be ready to respond to the Borough's September consultation on the number of dwellings allocated to Castle Acre, and their locations, in particular on the land west of the new school and behind the new eleven dwellings off the Massingham Road. Noted that the Norfolk County Council (NCC) Vision of Norfolk statement includes the wording "*We need to start planning for a growing population for Norfolk in the right places whilst protecting the countryside, building communities, not just houses*". MH to prepare a report for the Council.

106. Correspondence

Playing field trees and power lines – a resident at Boundary Cottage has expressed concern about the branches of the adjoining trees on the playing field possibly snagging her power lines. TH to look into this, It may be possible to ask UK Power Networks to trim back the branches.

Castle information board – e-mail from English Heritage stating – *'we are in the process of applying for a scheduled monument consent for a new lectern 'guardianship' panel for the castle to be located to the right side of the path when entering the site through the gate off Bailey Street. It will have similar content to the one by the car park but be the size of the interpretation panels elsewhere on site, so that visitors entering via the gate will get all the same health and safety messages as those entering via Pye's Lane'*.

Vision for Norfolk in 2021 – approved by Norfolk County Council on 12 February 2018. It sets out the direction of the Council in the next three years, and what it would like to achieve. Cllrs can view the document online.

107. Reports

Highways – MH reported: still waiting for various request to be actioned, including Archer Lane drainage.

School – no report. The school was shut for three days because of the snow.

Village Hall – LR reported: the hall re-decoration underway and discussions for three live music events are in progress.

CAPFA – CW reported: options for field drainage are being reviewed.

Neighbourhood Plan (NP) – MH reported: a drop-in session is planned for Saturday 7 April.

BCKLWN – JM reported: nothing new to report.

County Council – No report.

108. Accounts to be paid

Mr Laurie Fisher proposed, Mr Neil Patrick seconded payments.

Berrymans Glass Recycling Ltd (URM UK Ltd)	£ 31.92 (£5.32 VAT)*
E.on Energy (electricity)	£ 72.75 (£3.46 VAT) **
Greenman Woodlands (St James' bush removal)	£ 80.00
Norfolk Association of Councils (GDPR Training)	£ 30.00 (£5.00 VAT) ***

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

*** Estimate only as invoice not yet received*

**** Amount varies from Agenda due to Clerk error*

109. Village Maintenance

Great British Spring Clean – scheduled for 2 - 4 March but may be hindered by snow. The Parish Council had signed up and the volunteer litter picking team will receive 100 free litter bags. There are two information posters in village asking for everyone to help by picking up any litter they find.

Common Lane fly tipping: a large amount of kitchen paraphernalia was fly tipped down Common Lane near at the start of the Nar Valley Way to West Acre. The Clerk has reported this to Holkham, as landowner. CW to check the Spa shop CCTV as the perpetrators may be seen driving past on Monday 26 February.

Stocks Green Christmas lights – one set is hanging down. NP plans to take down all the lights asap.

Stocks Green wheelie bins – two residents' bins are being left out permanently on the highway . JM stated that new residents could be unaware of the rules and that if they did not want their waste collected in wheelie bins (because they would have to push them through the house if no rear access), they could change to a black plastic bag collection set-up and would need to contact BCKLWN. **The Clerk to put a note in next Nar Valley News.**

110. Public Question Time

Better Broadband – asked when the new Stocks Green cabinet was due. MH confirmed that PC had been told this would be installed by September 2018.

Castle Acre information board – English Heritage – PC needs to check its position (as confirmed in EH's email).

Revised Five Year Action Plan. For information, there used to be a grass tennis court on the playing field.

Village cafes . Check with residents daughter about tea shop in village as she had ideas.

The meeting closed at 9.00pm.

The next full Parish Council meeting is on Thursday 12 April at 7.30pm in the village hall.