

CASTLE ACRE PARISH COUNCIL

Minutes of the Parish Council meeting held in the village hall on Thursday 10 May 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 nine members of the public.

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

14. Annual election of officers – Martin Hickey was nominated by Mr Tim Hubbard, seconded by Mr Laurie Fisher as Chairman for the Parish year 2018/19. All agreed. Mr Laurie Fisher was nominated as Vice-Chairman by Mr Martin Hickey, seconded by Mr Tim Hubbard. All agreed.

15. Minutes of PC meeting Thursday 12 April 2018 – proposed by Mr Neil Patrick, Mrs Sheila Moister seconded, subject to removing one of the two ‘number sixes’ and deleting the duplicate ‘that’.

Minutes of planning meeting Thursday 3 May 2018 - proposed by Mr Martin Tate, Ms Charlie Williams seconded.

16. Actions from Previous Meetings:

28. Bailey Gate – a new Highways sign was installed on A1065, the other signs at the bottom of Bailey Street are not yet in place. The width of the posts at Bailey Gate have still not been moved to 8ft apart, despite a request by English Heritage who will not reinstall the portcullis until this is done. MH to chase again.

6. Dog waste bin at Minns Meadow – SA agreed to help MH erect the new dog bin.

49. County Council Highways £500 funding – the proposal for funding work at Archer Lane and restructuring the traffic island at Town Lane/Massingham Road was received by NCC (GM) and passed to Highways for consideration. Still no response after seven months.

51. Replacement street signs at Blind Lane and Pales Green – first reported July 2017. Clerk to chase.

Newton Road bridge flooding – gullies to be chased out and the grill height to be reduced.

54. Minns Meadow walk boardwalk – TH has sourced suitable chicken wire for the boardwalk surface. The Clerk to liaise with Norfolk Rivers Trust to install it

79. Repainting seat and litter bin at Ford - The Clerk to get a second quote.

Paperbank location – to remain at the back of Ostrich. The PC will promote the location of the village ‘Recycling Centre’.

99. Litter bin by village hall – no street furniture license is required as the bin will be on private land (English Heritage) who have agreed to its placement. Neil Patrick to install.

104. General Data Protection Regulations (GDPR) – the Clerk has created an email disclaimer to feature at the bottom of all PC third party emails . All allotment files which are more than one year old have been deleted. The Clerk will keep a record of agreements to third party e-mails on a spread sheet (supplied by NALC). The PC’s Privacy Notice is now posted on both village notice boards and will be posted on castleacre.info

New Bus Shelter – MH to look into funding. Deferred to next meeting.

67. Sewerage Line – Anglian Water say that they are not installing any new sewerage pipe in the area. The Clerk to contact the farmer on whose land it may go across for further clarification.

10. Blind Lane road sweeping – the Clerk has requested the road sweeper.

Street light by village hall– this has been repaired.

11. Priory parking, directional sign at top of Pyes Lane – the Clerk has sent a request to Highways.

17. Health & Safety matters (including tree report)

- Tree inspection – ongoing.
- Town Lane ash tree by the perimeter of the playing field – now pollarded.
- Playing field – the detritus on the basketball court is a health and safety issue – CW to chase its urgent removal.

18. Matters requested by Councillors

Castle Acre Summer Ball – 9 June 2018

The PC advised the Summer Ball Committee about various concerns from the immediate residents near to the proposed Ball site at the end of Priory Road over parking, traffic control and alterations to the Holkham field entrance. The committee’s reply stated: • no intention of “widening” the current entrance, so no impact on verge planting • Guest parking will be at the Priory car park (27+ spaces and use of entrance lane for another 5 cars) • Not many parked cars expected as guests are either local or get dropped off • Local Scouts group will be approached to provide traffic management for arriving guests and for volunteers to manage traffic flows at 2.00 am - with clear signage from Saturday afternoon to Sunday morning. MH insisted that there should be a one way traffic flow - Priory Road in, Back Lane out. In response to residents comments, the Ball Committee said they were doing their best to address all residents’ concerns and would do their utmost to run the evening smoothly.

Holkham application under the Commons Act for land around Castle Acre

At a meeting about footpaths across their land with the PC last October, Holkham stated that it will be submitting an application form for deposits under section 31(6) of the Highways Act 1980 and section 15A(1) of the Commons Act 2006. It has recently come to the notice of the PC that this may stop any public access on the common, open access land around Castle Acre, in particular the Water Meadows, Minns Meadow, Priory Field and the land south of the footpath from the Priory Barn to Common Lane. Noted that Broadmeadow Common, South Acre Common and Emmanuel Common were registered as Commons in 1960s and any future restrictions under the Crow Act will not apply to these Commons. At a recent meeting with Holkham, MH asked them for further clarification before making any recommendations to the

PC. MH also explained that the new private land signs on some of Holkham's field margins are a specific requirement under the Higher Level Stewardship Agreement to discourage walkers.

Car Parking in village – SM referred to three traffic incidents on Stocks Green in March and stated that the implications of bad parking could mean that any emergency vehicles would not be able to get through. SM considers that on-street parking in the village continues to be a major problem. Possible remedies may include • A directional sign to the Ostrich Car Park at the Massingham Road junction – subject to the proprietor's agreement • Encourage residents to use their garages and off-street parking spaces • Request Highways and the Emergency Services to make a risk assessment on all the roads in the village.

Annual Governance Statement 2017/18 – MH read out the governing statements. Cllrs agreed that CAPC is taking adequate steps to conform to them. The statement form will be displayed on the www.castleacre.info

19. **Planning** - no planning applications discussed

20. **Correspondence**

Draft revised 5 year Action Plan - Priory Barn– At the March PC meeting, the Chairman presented a list of suggestions, made by residents during the Neighbourhood Plan consultations, that might be considered for inclusion in a revised PC Action Plan, subject to further research and approval. One of these was '*Explore with English Heritage the conversion of Priory Barn into a café/deli/farm shop/arts centre? Run as a Community Enterprise?*' A resident questioned the protocol of the PC even considering this potentially unfair competition without consulting local businesses in advance. On behalf of the PC, MH apologised to the resident if the March Minutes were misleading and assured him that no decisions were taken at that meeting, apart from an agreement to look into the viability of these different suggestions. Also that no contact was made with English Heritage. Cllrs confirmed that there will be no further enquiries on this particular matter. As a consequence of this Minute, the Parish Council notice board was removed from its position on the wall in Stocks Green. It was agreed that for the moment any future Minutes and Agendas would be placed on both the playing field and parish notice boards (by the old school). Deciding where to re-position the PC notice board will be made at the June meeting.

Parking on St James' Green for wedding guests – a request to allow wedding guests to park on St James's Green on 1 September was refused as this would set a precedent for general parking on the Green. The resident has been given alternative locations

Closure of Barclays Bank, Swaffham - e-mail received asking the PC to oppose the closure. MH to write a letter to Barclays Bank.

Parish Council elections: Borough recharge of costs – PCs will be recharged for the cost of elections every four years, even if an election does not take place where there are fewer than, or exactly the same number as, candidates as positions. This will be a lower charge than a full election, as it is only a recharge of costs. If a casual vacancy occurs in the midst of the four year cycle and ten electors request an election, but in the event the number of candidates is the same as, or fewer than the number of vacancies and a full election is not required, there will be no recharge.

Fish & Chip Shop litter - late e-mail from the 'litter team' requesting that the PC takes steps to encourage purchasers not to litter the village with their empty food cardboard boxes. MH clarified that the two litter bins at the Spa shop will be emptied regularly and the owner will put up a sign asking users to take their boxes home for recycling.

21. Reports

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

School – Mike Dwyer reported: *‘the school has a full complement of new starters for September and we forecast a school total of 74 children - the maximum capacity is 75. We are in contact with BCKLWN about future support from the Housing Community Levy (CIL) to increase resources over the next 3 - 5 years. We also expect an Ofsted inspection either this term or early in the new academic year and we are feeling confident about any outcomes.’*

Village Hall – LR reported: re-decorating the hall is underway – hire rates are increased to £12 per hour.

CAPFA – CW reported: a committee meeting is set for 22 May. Looking at funding for new playground equipment.

Neighbourhood Plan (NP) – MT reported: the next steps may be getting professional support for writing the plan and that he has booked onto a course.

BCKLWN – No report.

County Council – No report.

22. 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)	£ 80.04 (£3.81 VAT) *
Borough Council King’s Lynn & West Norfolk (litter bins)	£ 206.00
Norfolk Rivers Internal Drainage Board	£ 25.30
K&M Lighting Services (Village Hall light)	£ 78.00 (£13 VAT)
Castle Acre Royal British Legion (pilgrimage donation)	£ 353.00

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

21. Village Maintenance

Street Light at 27 Foxes Meadow – light needs a back plate to reduce glare into the adjoining house.

Street Light at Priory Road/Little Lane – LF to check what time this switches off

Grass verges Back Lane, Foxes Meadow etc. – these need cutting. The Clerk to contact the Council.

22. Public Question Time - None

The meeting closed at 9.35pm.

The next full Parish Council meeting is on Thursday 14 June at 7.30pm.