

# Castle Acre Parish Council

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## **Minuted record of Parish Council business conducted via Zoom video online meeting 6 May 2021.**

Present: Mr M Hickey (MH) Chairman, Mr L Fisher (LF) Vice Chairman, Mr T Hubbard (TH), Mrs S Moister (SM), Mr N Patrick (NP), Mr L Manson (LM), Mr M Tate (MT)

In attendance: Mrs L Firth (Clerk), Mr J Moriarty (JM) (Borough Councillor) and three members of the public.

**15. Apologies:** Mrs H Breach (HB), Mr S Allen (SA). Apologies not received: Cllr G Middleton (NCC).

### **16. Annual Parish Meeting**

MH submitted his Chairman's Annual report (report can be found on CA website or requested via Clerk). SM proposed approval and LF seconded, all cllrs agreed. There were no questions posed by members of the public.

### **17. Election of council officers and declaration**

-MH confirmed that following eight years in the post he would be standing down as Chairman and nominated LF to take on the role for the following year, seconded by NP and all cllrs were in agreement.

-LF proposed NP take on the role as Vice- Chairman which was seconded by MT, all cllrs were in agreement.

-LF shared his suggestions, as below, for roles that he hoped cllrs would be willing to take on or continue governing whilst he is in the role as Chairman for the year ahead. All cllrs present agreed to their role suggestions along with continuing to oversee any projects that are rolling over into 2021/22, noting that MT is considering stepping down as cllr once the Neighbourhood Plan has been completed.

MH: Accounts(responsible financial Officer) / South Acre ford / Rights of way

MT: Plans & Docs (Neighbourhood plan & CAPC Docs including online and hard copy) / CAPC Voice

SM: Youth projects / recycling

LM: Highways (speeding, parking, potholes, signs etc)

NP: Bus stop & toilets / Litter & dog fouling, reporting for CAPFA and the school

TH: Tree officer / Grass cutting

SA: CAPC Street furniture (Bins, benches, grit bins, street lights etc)

HB: Planning / Village sign / Wildlife (SSSI, preserved hedgerow), reporting on Village Hall.

Clerk: Official Officer for CAPC

### **18. Presentation by YMCA on youth activities research**

Charlie Wall, Senior Youth Engagement Worker for YMCA, was invited to share a presentation of the results from the recent youth provision development survey, that ran across four months until the end of April 2021. The Powerpoint presentation can be seen on request via the Clerk. The survey received thirty-seven responses and indicated that there is currently no youth provision within a ten mile radius of Castle Acre. Approximately forty percent of the responses came from children aged eleven to sixteen. SM was asked to

process the survey results and take the lead on the issues to be discussed at a later PC meeting.

#### **19. Minutes of Zoom online PC meeting 8 April 2021**

-NP highlighted a spelling error of the word 'Cherry' on Item 4 of the April Minutes.

-The minutes were approved, proposed by NP seconded by TH.

#### **20. Health & Safety**

-TH reported an overgrown hedge becoming a visual impairment for road users on the left hand side of the Newton road and A1065 junction, when approaching from CA. Clerk to contact the landowner.

-TH confirmed that approval had been given to Greenman Woodlands to commence the work discussed at the May PC meeting on the playing field Maples trees.

#### **21. Updates on actions required from previous meetings**

##### **41. Surface water flooding and road debris off Jubilee Bridge**

MT and the Clerk had a site meeting with Highways(HW) Engineer Jack Griffith to review drainage and surface water flooding concerns at both Newton and Jubilee bridges. MT reported that the meeting was successful and although there were some grips and gullies that could be improved. Mr Griffith highlighted that much of the work required to improve drainage at both sites would be the responsibility of the relevant landowners who appear to have failed to maintain the land drainage systems. Mr Griffith requested the PC supply details of land owners. MT, MH and Clerk to forward the required information. There was no update on the Foxes Meadow or Castle moat outlet as MT was still waiting for HW site visit. Clerk to chase HW contact and attempt to secure a site visit. Cllrs discussed concerns over the possible need to cover the pipe in the castle moat for the safety of castle visitors and wildlife.

##### **29. Damaged bench on St James' Green**

SA is currently assessing the damaged bench.

##### **86. Objection to proposed erection of five new BT telegraph poles along St James Road**

The Clerk received a phone call from the Openreach site's surveyor Mr McLachlan, following the passing on of communication from a concerned resident. Mr McLachlan agreed to contact the resident directly, in an attempt to explain why the proposed pole erections would continue to take place. Mr McLachlan said the installation was to provide a service to a resident on St James Road. In addition, not making this connection could also impair any possible future supply of service improvements to the area (fiber optic broadband). PC has asked the Clerk to request an official response from Mr. McLachlan in writing before moving forward with any further objections.

##### **54. New PRO and permissive paths on Holkham land**

MH has today received confirmation from the Holkham surveyor that they will be giving permission for the extra PROW (the footpath, managed by the PC, from the ford along the bottom of Priory Meadow to Common Lane) and suggests it should be added to the current deposit for the guarantee that's waiting to be signed (for keeping the current permissive paths on Holkham land around the village, for the next fifty years). They also confirmed they have had permission for the permissive paths including the addition of the Emanuel Common path and that they hope to send the PC a copy of the agreement in the next few days.

##### **83. Newton Road trod, Highways assessment**

MH had a site meeting with a HW engineer who confirmed the cost for the trod was fixed at £11,800 and that the BT pole currently in the trod's path could be worked around. They also confirmed that the PC would not need to take any steps to get the foliage along the road side

cut back before the work could commence. The work is scheduled to commence in August 2021.

### **6.CIL grant -new fencing playing field**

MH reported that quotes had been received for new fencing along the playing field on Massingham road. It would have a height of 1.2m, similar to the current chain link fencing but the new fencing would be bow link top to match that of the play area. The quotes were received from G&G Fencing for £7,895 +vat and TTSR for £10,800 +vat. MH has submitted a bid to the BC, which had to be submitted at the end of April, to include the Borough £5100. Balance of £1500 to come from the Holkham CIL funds, plus a possible £500+ from PC reserves and local resident Mark Brenner has kindly submitted an application to TNL Community Fund for £2000. Result of the bid's success will be on the 8<sup>th</sup> July.

### **6. Ostrich pub - bottle/paperbank**

SM confirmed that the concrete blocks at the entrance to the Ostrich carpark have been replaced with metal fencing. To date the PC has received no official response from Greene King regarding a new tenancy.

### **6. Village Greens- No Mow May**

MH and the Clerk met with the owner of TTSR, the PC's grounds maintenance provider, who confirmed they will not mow the two areas on either side of St James Green where the daffodils are to abide by 'No Mow May' initiative.

### **English Heritage- Adventure Outgames at the Castle**

The launch of the events at the Castle have been delayed and will now start early July to late summer. MH is in contact with EH asking for further details of the planned events, such as a site map and confirmation as to whether customers would be directed to park at the Priory and are advised on where the priory toilets are located as well as what steps will be taken to prevent excess litter. MH is waiting for EH to respond.

### **Play area - parking on Massingham Road - signage**

Despite the new additional signs being added to the playing field fencing along Massingham road, the parking situation is not improving and CAPFA have concluded that directional signs are needed on the Massingham road verge and possibly at the junction, informing people to park at the pavilion/playing field. Clerk to seek permission from HWs to do so and look for quotes to have the signs printed. Cllrs agreed there is an urgency to have the signs in place before the summer holidays and peak tourism season commences.

## **22. Matters requested by Councillors**

### **Approval to purchase two Glasdon quality housings for the playing field wheelie bins.**

Cllrs approved. The Clerk will order two new wheelie bin housings for the playing field, adjacent to the play area. NP offered to receive the delivery of the bins and organise the installation.

## **23. Planning**

### **-Planning application consultation 21/00632/F Castle View, Cuckstool Lane**

Following discussion cllrs objected to the current application for construction of a garden shed. Cllrs do not object to the idea of a garden shed, simply that the currently proposed materials and construction method are not in keeping with its heritage location. Cllrs also expressed concerns over the accuracy of the drawings on the application. The response was proposed by MT and seconded by TH.

### **-Confirmation of PC online response to planning application consultation 21/00505/F and 21/00506/LB 1 Baileygate Cottage**

Due to the application deadline, cllrs discussed on email prior to the PC meeting. All cllrs responded to support this application.

## **20/00573/FM- 14 glamping pods- application update**

JM reported that he had contacted Stuart Ashworth at the BC asking for an update on this application and that he was passed on to the assigned Planning Officer. The officer informed JM that the application was in a large backlog and that the application would be assessed over the next few weeks.

## **24. Correspondence**

### **-Dog bin, inappropriate usage- resident comment**

A resident contacted the clerk to report several full dog waste bins and that in more than one instance general litter had been placed inside the bins. This waste included cups, cans and packaging as sold by local businesses. Clerk to contact local businesses to ask if they can offer any suggestions on how to tackle litter issues.

### **Bailey Street pavement- resident request**

A homeowner on Bailey Street contacted the clerk with concerns over the safety risk to pedestrians on Bailey Street and asked if the PC would consider the addition of a pavement around their property's front door step. Whilst cllrs sympathised with the resident's concerns they did not feel this issue was something they wished to move forward with, at this time.

### **Grit bin relocation- Stocks Green- resident request**

A resident wished to ask the PC to consider moving the grit bin that is located near the Old School on Stocks Green to be closer to the Bailey Gate, where they felt it would be of most use during the winter months. Following discussion cllrs felt it was best placed where it currently resides as it also covers CAPC roads on Stocks Green. Cllrs also commented that they would not want to disadvantage those who currently live on the western end of Stocks Green.

### **Pales Green (PG) access- resident comment**

Cllrs discussed the suggestion of cutting back or clearing of the hedgerow on PG green to allow for better parking for residents but decided not to support the idea. The land is leased from Holkham and cllrs did not wish to reduce any green space within the village. Cllrs went on to discuss the general access to PG and LM was asked to look into current parking restriction lines within the village and review their effectiveness.

### **Temporary Event Notices (TENs)- request for support from Northwold and Whittington PC.**

Northwold and Whittington PC contacted local parishes requesting their support over the current lack of consultation with Parish Councils in respect of Temporary Event Notices, in order to change Borough Council's consultation procedure. Cllrs agreed to support this request. Clerk to pass email on to JM.

### **Hedge Trimming on minor roads around Castle Acre- residents' concerns**

The PC has received correspondence from several concerned residents regarding the poor level of workmanship on the hedgerows surrounding Castle Acre. Most noticeably, on the road leading into the village on the approach to Jubilee Bridge. The Clerk will be contacting the relevant landowners and local authorities with the aim to ensure that the hedgerows and verges are kept to a good standard.

## **25. Reports**

### **Highways**

No new updates

### **Village hall**

No new updates

### **CAPFA**

NP reported:

- The committee is organising volunteers to open the playing field gates in the morning and locking up in the evening at regular times.
- A replacement table tennis table is being ordered.
- Committee discussing possible date for the next CA Fete, suggestion of 10<sup>th</sup> July 2021 tbc.
- The committee is looking into a three-year development plan for financial investment

### Neighbourhood Plan

MT reported:

- Still waiting for a formal response from the examiner to the local authority.
- Another grant application has been submitted to cover costs of consultancy

### BCKLWN

JM reported:

- Reduced activity at the BC due to Purdah.
- From 21<sup>st</sup> June 2021 food recycling collection will commence again.
- JM is arranging to meet with EH to discuss the need for public toilets in the village due to visitors being encouraged to visit by EH.
- JM wished to report witnessing littering from CJ Rust workmen and also the issue of the roadside damage from the staff parking on the verge. Clerk to contact Holkham site development manager to inform them and ensure the verge will be repaired.

### 26. Accounts to be paid:

<b>Berrymans Glass Recycling Ltd (URM UK Ltd)</b>	<b>£36.00 (£6.00 VAT)</b>
<b>E.on Energy (electricity)</b>	<b>£149.43 (£7.38 VAT)</b>
<b>Clerk's expenses - Zoom monthly account</b>	<b>£14.39 (£2.40 VAT)</b>
<b>Clerk's expenses – 1<sup>st</sup> class stamps</b>	<b>£20.20</b>
<b>YMCA invoice- youth provision research</b>	<b>£386 ()</b>
<b>BCKLWN – annual fee, weekly litter bin collection</b>	<b>£327.24 (£109.93 VAT)</b>
<b>Gladson, 2x wheelie bin housing</b>	<b>£1300.04</b>

TH proposed approval of the accounts and NP seconded.

### 27. Village Maintenance

#### Potholes repairs

New potholes reported: Clerk to chase up pothole on Newton road outside of The Foundry property.

#### Fly tipping

Clerk reported fly tipping on Lower lane layby near to the junction with A1065

#### East Green grass seeding

TH to reseed East Green and will finish to do so at the next availability.

### 28. Public questions

-A resident wished to inform the PC of their intentions to contact EH about the curtain wall to the south of the Castle grounds. They are increasingly concerned about the fact that there are large loose stones from the wall rolling down the hill, often loosened and moved by visitors to the Castle. They also wish to report rabbits tunneling affecting the bank and walls stability. This could pose quite a serious safety threat given that children are often seen playing and climbing in this location. PC offered to pass on the letter to their EH contacts once the resident has composed it.

Meeting closed at 9.28pm

The next full Parish Council meeting is scheduled for **Thursday 10 June 2021** at 7.30pm at the CA Village Hall. Those wishing to attend must inform the Clerk and wear a face mask and adhere to Government Covid safety guidelines