

## CASTLE ACRE PARISH COUNCIL

### Minutes of the Parish Council meeting held in the village hall on Thursday 9 November 2017:

**Present:** Mr L Fisher (LF) Vice–Chairman Mr S Allen (SA)  
Mrs H Breach (HB) Mr Martin Tate (MT)  
Mr T Hubbard (TH) Ms C Williams (CW)  
Mrs Sheila Moister (SM) Mr N Patrick (NP)

**In attendance:** Ms L Roast (Clerk), Mr J Moriarty (JM - Borough Councillor) and two members of the public.

**Apologies:** Mr G Middleton (County Councillor), Mr M Hickey (MH) Chairman

**62. Minutes of PC meeting Thursday 5 October 2017** - proposed by Mr Martin Tate, Mrs Sheila Moister seconded. Agreed.

### **63. Actions from previous meeting:**

**28. Bailey Gate** – English Heritage (EH) has installed the portcullis. Councillors previously agreed to contact Lynn News with a press release. A factual story was run both in the paper and on line. Resident feedback is that no large vehicles have been observed coming through the gate since after the news story was run. No update received regarding moving posts closer together – JM will oppose this at Borough Council level.

**108. New Textile Bin** – CW obtained two quotes, ELT have a new contract, and still appears to be most advantageous. CW to monitor and progress.

**6. PC donations - new bank account** – No update on setting up the new account from HSBC – Clerk to chase with Fakenham branch and ascertain what happened to forms.

**Dog waste bin at Minns Meadow** – Waiting for NCC to issue a furniture license. Clerk has phoned and e-mailed Highways but no answer. Clerk to chase again.

**9. Minns Meadow path** –Internal Drainage Board (IDB) have built up path to improved surface and raise low-lying areas prone to collecting water. Resident feedback is that the path is much better now.

**30. Tree at 25 Town Lane** – TH presented two quotes (£650 and £350) from contractors for either pollarding below previous cutting level where the tree has rotted or, if required, felling if the rot extends into the roots. The tree is on the Playing Field boundary and access will be required via the Playing Field. To protect the grass surface the job cannot be conducted in wet weather. There is no TPO on the tree and it is outside of the conservation area. LF asked if the PC were happy to go ahead with the lower quote for either pollarding or felling. Council agreed. H B suggested a replacement tree could be replanted elsewhere in the parish to replace if the tree was felled.

**34. Bridge at the ford** – The first two handrails on the Castle Acre side have been repaired by Highways.

**40. St James' Green damaged manhole cover** – This has been repaired by Highways.

**45. Ash Tree, Back Lane** – TH has reported a dying ash tree in Back Lane that needs remedial work, post planning permission. Communications with Norfolk County Council (NCC) have been poor; however, it is now listed for felling. The PC is working on the assumption that Highways and the NCC have accepted responsibility for the tree. Leave on agenda for next meeting.

**49. High Street drainage issue** – Previously reported to Highways who have recently jetted the drains. Highways have left several spray marks on the road. Clerk requested to contact Highways to ascertain what further action Highways plan to undertake and what the road marks mean.

**Orchard Lane jetting road drains** – Highways have sent an e-mail saying this will be done.

**NCC Highways funding for local highways improvements** – Councillors to consider options at the next meeting. Graham Middleton (NC Councillor) has funding available (circa £500) for a Highways project in Castle Acre. Councillors suggested two options to put forward:

**1. Island at top of Town Lane at Massingham Road junction** – suggest moving the signage to improve the sight line to the north.

**2. Archer Lane/ St James Green junction** – Despite the corner being redesigned this area is still being damaged by large vehicles. Ask Highways if they could offer a better solution for the layout of this corner.

Councillors also discussed the damage to verges caused by large vehicles around the Massingham Road, which has occurred during ongoing building works. Councillors requested that the Clerk contact the developer to request that the damage is made good on completion of the road works.

**51. Street signs** – Chimney Street sign has been reinstalled. Replacement signs for Pales Green and Blind Lane need checking to see if they have been replaced. Councillors discussed a directional sign for Stocks Green; this would need to be paid for from Council funds. LF proposed that a directional sign was not required. Councillors agreed.

**Newton Road Bridge** – The flooding and drainage problems have still not been resolved by Highways. The Clerk is requested to report ongoing problems to the Highways engineering department once again.

**54. Minns Meadow walk boardwalk** – It is reported that the chicken wire friction surface is becoming worn and dangerous. Other surfaces were discussed, but it was decided the best option would be to renew with chicken wire. Councillors asked the Clerk to contact Norfolk Rivers Trusts (who constructed the boardwalk) to see if they could supply the manpower to replace the wire. CAPC content to pay for wire.

**55. Massingham Road roundel** - Highways agreed not to paint 30mph roundel on road.

**56. Massingham Road/St James' Green bush removal** - The Clerk presented two quotes. The PC agreed to go with the lower quote of £80 which includes the removal of the bush and Elder at the playing field entrance.

**Rights of Way meeting with Holkham** - TH gave Councillors feedback on the recent positive meeting with Hermione Warmington from Holkham. Sally Hubbard, John Roff and the Clerk also attend the meeting. Holkham are re-assessing all permissive paths and footpaths across their estate. Minns Meadow is recognised by Holkham as a permissive path. The circular walk around the Priory field is to be designated as a permissive path. They are still assessing the status of the footpath near the water tower and those at the back of Foxes Meadow. The path starting at Orchard Lane is also being assessed. This path was across land in an allotment tenancy. There is no legal obligation to retain a footpath attached to a tenancy when it is terminated. The Clerk passed over to TH documents received from John Roff on paths in question and a hard copy of maps received from Holkham. Keep on Agenda for full report.

**60. Back Lane pothole** - Highways have completed work.

**Ostrich Pub Parking** - The Clerk sent letter and spoke to the Manager who advised that all guests at check-in are encouraged to use the car park. Car park also mentioned on website.

**South Acre Road trees** - The Clerk sent a reminder to Harry Wakefield from Holkham but has yet to receive a reply. The Clerk to chase again.

#### **64. Health & Safety - Reports on any new H&S**

**Town Lane/Massingham Road junction** – Brambles are forcing pedestrians into the road. The Clerk to contact the owner to request he cuts them.

**St James' Green/Massingham Road light** – This has been reported as not working. The Clerk to contact the lighting technicians.

#### **65. Matters requested by Councillors**

**Review of Holkham's initial housing mix and designs for the Massingham Road hybrid development** –e-mail from Holkham asking for a possible meeting week beginning 13<sup>th</sup> November. Councillors requested the clerk ask Holkham to attend the December 14<sup>th</sup> CAPC meeting.

**Public enquiry Offices and Police Community Support Officers Consultation** – The Clerk read out the email received from the Police Union. A wide ranging discussion took place. The PC decided to send a response to include their concern about further local police stations closers and the impact of reducing resources for rural policing.

**Funding for Councillors to go on training courses** – SM would like to attend a Norfolk Association of Local Councils (NALC) course on being a Parish Councillor and requested the funding of £50. Councillors agreed that the course would be beneficial. SM said she would wait for a course to be run at a local venue. TH suggested that £350 be allocated in the next FY budget for training courses and this was agreed by the Council.

**Christmas Lights, Stocks Green** – One set of lights had broken. Martin Tate kindly offered to pay the cost of £59.99 of a new set for the trees on Stocks Green. NP agreed to purchase new lights and put them up. Councillors thanked Martin Tate for his generosity and thanked Neil Patrick for agreeing to install them.

## **66. Planning**

**17/01929/F Erection of a detached single storey timber studio/workshop for use by the property owner at The Coach House, Massingham Road** - Councillors agreed to support the application with a note that they should consider the use of sustainable UK FSC (Forest Stewarding Certificate) produced timber.

**17/02018/F Construction of an aluminium orangery to side of dwelling at 3 Stocks Green** - Councillors agreed to support the application with a note that temporary fencing and ground protection measures be undertaken to safeguard the roots of maple tree in the garden of the neighbouring property. The tree is within the Conservation Area.

## **67. Correspondence**

**Consultation on draft recommendations for ward boundaries in King's Lynn and West Norfolk.** – E-mail received from The Local Government Boundary Commission for England and distributed to Councillors on 3rd November. Comments and recommendations required for draft recommendations for new wards, ward boundaries and ward names for the Borough Council of King's Lynn & West Norfolk. The consultation closes on 15 January 2018. Proposal joins Castle Acre and Great Massingham wards to make a ward of about 2,500 residents. Councillors agreed to leave discussion until December meeting.

**Norfolk Vanguard Offshore consultation** – This consultation includes a large amount of information (written and on portable memory stick) which is being sent around to all Councillors. Consultation period ends on 11<sup>th</sup> December. All Councillors requested to review information and e-mail the Clerk with comments by November 30<sup>th</sup>.

**Castle Acre thefts and damage** – Two emails read out regarding the recent thefts and break-ins in Castle Acre and the surrounding villages. These included:

- 1) Theft from car in Massingham Road.
- 2) Massingham Road bungalow broken into with thefts.
- 3) Theft from sheds at the back of Stocks Green.
- 4) Orchard Lane house broken into with theft of bike.
- 5) Theft from Foxes Meadow shed.
- 6) Land Rover Stolen from Castle Acre.
- 7) Mercedes stolen from Newton.
- 8) Bungalow in Back Lane broken into.
- 9) Bowls Pavilion broken into.

CAPC to send letter to the police highlighting our concerns over this crime wave.

**Neighbour Concerns E-mail** – recent email received regarding behaviour of neighbour. The PC discussed the matter and although were sympathetic to the resident, felt that it was not in the Parish Council remit. PC suggested that they may wish to discuss with their landlord.

**The Mayor's Civic Awards for Voluntary Service – closing Thursday 30 November – email read out.** SM put forward a person to nominate; this was supported by the Councillors. SM agreed to proceed with the nomination process. JM suggested that it seemed the Local Awards were being consolidated.

**Massingham Road Footpath concerns.** The Clerk read out an e-mail from the developer of the Massingham Road site (concerns about the slippery surface of the new adjacent pathways) and the Highways e-mail response allaying these concerns. PC will monitor this winter.

## 68. Reports:

**Highways** – No report.

**Village Hall** – HB reported: next concert is Jazz on Friday 24<sup>th</sup> November. HB had received e-mail about increase in litter around the hall. Users of the hall are already requested take their litter home. Councillors discussed and suggested that a budget item for next FY could be a litter bin near the hall. The Clerk requested to confirm with BT whether the Stocks Green Broadband box is still to take the place of the current litter bin. Although this was currently earmarked to be repositioned at the ford, it could be used at the Village Hall. The Clerk to contact English Heritage to ask if they would fund a bin as much of the litter ends up in the Castle moat.

**CAPFA** – CW reported about ongoing drainage work. They contracted drainage experts to carry out a full assessment, and although the final cost was more than the CAPFA had desired, the committee members felt the final cost was justified and reflected the amount of work undertaken. They had a good level of trust with the contractors and the work had been closely managed whilst the contractor was on site. The major problem is the clay sub-soil and CAPFA are seeking advice on a longer term solution. CW was reminded that the PC needed cost implications of future work to put into the 2018/19 budget.

**Neighbourhood Plan (NP)** - MT reported: Current grant scheme is closing down and the amount remaining amount needs reimbursing to Groundworks – under the terms of the funding. More funding is available for future needs of the NP. The NP committee are now working on researching and collating the information from the village questionnaire into a more understandable and usable format. Two cheques have been added to payments and invoices have been sent to the Clerk. Council agreed to the final repayment of £1,312.00 to be made to Groundworks.

**Borough Council** – JM reported: 1) Borough Council might be persuaded to move the bin from Stocks Green to Village Hall, but would not move it to the Ford. 2) PC may want to consider sending a representative to the 2 monthly SNAP (Safer Neighbourhood Action Partnership) meetings to discuss any policing problems. 3) Boundary review occurs every 14-15 years and has gone out for consultation (as previously reported in minutes). The new proposed boundary joins Castle Acre with Massingham and may this include Harpley to encompass around 2,500 electors. The new ward will be renamed.

**County Council** – No report.

## 69. Accounts

**Agenda amendment** – Mr Tim Hubbard proposed, Mr Sean Allen seconded these payments. Neighbourhood Plan two cheques to be paid out (see reports).

Berrymans Glass Recycling Ltd (URM UK Ltd)	£ 35.34 (£5.89 VAT)
E.on Energy (electricity)	£ 75.18 (£3.58 VAT) *
Gary Lake (second instalment Playing Field grass)	£ 950.00
Holkham Estates (Land Rent including allotments)	£ 113.00
William Moorfoot Ltd (Drainage costs of playing Field)	£3,072.00 (£512 VAT)
Martin Tate (repayment for Neighbourhood Plan NP)	£ 60.00 **
Groundworks UK Ltd (repayment balance of NP funding)	£1,312.00 **

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

\*\* Additional to Agenda

## **70. Village Maintenance**

**Light in Priory Road/Little Lane** – SM to confirm to the Clerk whether the light is working.  
**Orchard Lane Highways** – Highways Rangers have been asked to cut back the greenery along Orchard Lane as it is infringing the Highway.

**Verge opposite Massingham Road development** – The verge has been damaged by vehicles largely due to the traffic lights and construction vehicles. The Clerk was requested to contact the developer and ask him to repair the damage.

**St James Green/Playing Field entrance** – One of the posts has been knocked over. The Clerk to report to Highways.

## **71. Public Question Time**

**Newton George and Dragon Public House** – A resident asked if the PC knew if anything was going to happen to the establishment. CW reported that the pub interior was being refurbished.

**Drones over Castle Acre** – Resident reported that drones are still a nuisance and that she thought that they were not allowed over English Heritage property. The resident asked to e-mail the clerk with details.

The meeting closed at 10.05pm.

The next full Parish Council meeting is on Thursday 14 December at 7.30pm in the village hall.