



# Castle Acre Parish Council

Clerk: Mrs Libby Firth, 7 Sandles Court, Back Lane, Castle Acre, Norfolk PE32 2XF  
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## Minuted record of Parish Council Meeting business conducted at Castle Acre village hall on 13 October 2022 at 7.30pm.

**Present:** Cllr Laurie Fisher- Chairman, Cllr Neil Patrick- Vice Chairman, Cllr Martin Hickey, Cllr Tim Hubbard, Cllr Martin Tate, Cllr Sheila Moister

**In attendance:** Mrs Libby Firth - Clerk, Cllr Jim Moriarty - Borough and NCC Councillor (from 8.10pm) and two members of the public attended.

**59. Apologies:** The Council accepted apologies from Cllr Sean Allen, Cllr Helen Breach and Cllr Liam Manson. Cllr Jim Moriarty sent advanced apologies for a late arrival due to overlapping meeting. Mrs Anne Neary to reschedule.

### 60. Minutes of the 8 September meeting

Items to be corrected:

-Item 51. Incorrect vote number recorded of '7', should be read as '6', Cllr Hubbard did not vote. Replace word 'language' with 'phrase'

-Item 40b. add the word 'to' in sentence to read 'due to other'

-Item 42. Remove words 'due to NCC financial constraints'

Cllr Hickey proposed approval of the minutes and Cllr Tate seconded this proposal. The Council agreed.

**61. Health & Safety –** No new updates

**Tree Report –** No new updates

### 62. Updates on actions required from previous meetings

**40b. Visitor car park matting grants -** Cllr Hickey informed the Council of the PC's unsuccessful funding application for £7,000 Awards for All funding. Cllr Hickey and Cllr Tate to discuss how the previously secured funds of £15000 could be best spent on the project and report back to the PC at a future meeting.

**42. Status South Acre Rd ford TRO –** Following Cllr Hickey's proposal at Octobers PC meeting that CAPC presents its case directly to the Leader of the Council Andrew Proctor and his colleagues, Cllr Fisher asked the PC to wait for a consultation from Cllr Moriarty before doing so. Cllr Moriarty then urged the PC to address their letter of concern to Tom McCabe- Head of paid service and Exec. Dir. of Community and Environmental Services, with Cllrs Moriarty's support and to not Andrew Proctor, after discussion the PC agreed to follow this advice.

**44. Electric vehicle charging points-** The Chairman discussed a report previously submitted by Cllr Manson, regarding the Borough Council's advice and guidelines on electric vehicle charging points that run across pavement/footpaths. Clerk to share guidelines in next edition of Nar Valley News with parishioners and via the village website.

### 63. Matters requested by Councillors

**a. RBL - Remembrance Sunday 13 November- PC's Wreath –** The Chairman agreed to lay a wreath on behalf of the Parish Council at the CA Royal British Legion's Remembrance Sunday service on 13 November. Cllrs were asked to donate towards the cost of the wreath. Clerk to collect donations and pass on to RBL contact.

-Cllr Fisher was contacted by a RBL contact who asked if the PC would consider organising for a memorial to be erected in the village in honour of Her Majesty Queen Elizabeth II. Clerk to add a call for support from residents to the Nar Valley New November submission.

**b. CA Conservation Management Plan-** Cllr Hickey had shared a draft copy of the proposed CA Conservation Management Plan on email ahead of the meeting however Cllrs requested the review be delayed to the November PC meeting to allow more time for the document to be read and digested before giving feedback/approval.

**c. Review of PC's Equal Opportunities Policy-** Clerk shared a new document template for 'Equality and Diversity Policy 2022' requesting that it replace the PC's current 'Equal Opportunities Policy'. Cllr Hickey proposed approval of the request and Cllr Moister seconded. The Council was in agreement, the clerk to upload the new policy to the website.

## **64. Planning**

N.A

## **65. Correspondence**

**a. Thinking fuel-** email from BCKLWN Housing Standards Officer (Energy Efficiency)- info to be shared with parishioners in November edition of Nar Valley News

**b. Norfolk Minerals and Waste Local Plan: Pre-Submission: Invitation to make representations email from BCKLWN Principal Planner (Minerals and Waste Policy)-** no action required, not within parish.

**c. CIL Infrastructure Funding Governance and Applications 2023-** Email received from BCKLWN outlining application guidelines. Cllrs to consider future projects that may be appropriate.

**d. MVV Medworth Combined Heat and Power Facility – Development Consent Order (DCO) accepted for Examination and dates for period for Relevant Representations to be submitted-** BCKLWN email, no action required from PC at this time.

## **66. Reports**

**Highways** - Nothing further to report.

**Village hall** - Nothing further to report.

**School** - No new updates.

**CAPFA** – The subcommittee has created a one page survey, shared with every household in the village, to seek feedback and assess resident support and preference on proposed future projects.

-At the last meeting a new caretaker was appointed for the Pavilion, who is already showing great work ethic and results.

-The village fete reported a profit of £2185. PC to express congratulations in the next Nar Valley News submission

**-Norfolk County Council (NCC)** - Cllr Moriarty circulated a report, via email, that included the topics of: Meeting with Norfolk Police and Crime Commissioner, National Highways plans for A47, Household Support Fund autumn/winter 2022, Support for families who receive free school meals, Norfolk Assistance Scheme, Local support in the community provided by district councils, Support targeted to voluntary and community groups, Warm Spaces support. Full report can be seen on request via the clerk.

**BCKLWN (BC)** - Cllr Moriarty shared a report on email regarding the topic of: The 'Beat your Bills' roadshows, Free food sessions to help King's Lynn residents. A request for any residents who find that their food waste is being emptied into their black bin, by the Serco team to please inform the PC clerk. Full report can be seen on request via the clerk.

**67. Accounts to be paid:**

ITEM:	Cost to PC Budget:	Grant funded:
NLHF Project manager monthly fee AM12		£780 NLHF Grant
NLHF Project Consultant Workshops 4 July-Sept		£650 NLHF Grant
NLHF SPC Printers Ltd - Invoice (31510)		£5,122.40 (£839.90 VAT) NLHF Grant
Clerk Salary October 2022	£323.70	
Npower invoice September 2022 IN04854069	£68.72 (£3.27 vat)	
PKFJohn Ltd assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£240 (£40.00)	
Final invoice for the hire of the Village Hall for the Heritage Project		£475
Holkham land rentals S1257, commons 12.10.21-11.10.22 S1258, allotments 10.10.22-10.04.23 S1259, CA Land 11.10.22-10.10.23 S1260, Greens 12.10.21-11.10.22	£1.00 £100.00 £10.00 £2.00	
Viking- cyan printer ink, a4 paper. Reimburse clerk	£36.43 (£6.07)	
Invoices from Lorenz Design regarding village website:  Invoice No. CAL 024- Hosting supplied by Unlimited Web Hosting- www.unlimitedwebhosting.co.uk 23rd August 2022 - 22nd August 2023.  Invoice No. CAL 025-Adding in new page, populating content and updating	£76.57	£250
Invoice for NLHF External Examination, Compass Point Planning		£1400

- £350 donation received 15/6/22 from BKS SHP Ltd following the filming of 'The Shepherd'.

- £764.99 VAT claim refund received September

-Cllr Hubbard proposed the approval of the accounts, seconded by Cllr Hickey. Agreed.

**68. Village Maintenance.**

- A local resident offered to help with maintenance of the bus shelter that is in need of minor repair. PC graciously accepted the kind offer with thanks. Any expenses incurred to be sent to the clerk. £100 budgeted for such work.

-Cllr requested NCC Highways (HW) contact be chased for further update on work required for drainage in Foxes Meadow regarding ongoing flooding issues. Clerk to contact HW and report back at a future meeting.

- Clerk to report faulty street light on Back Lane

**69. Public questions.**

- N/A

The meeting closed at 8.29pm.

The next full Parish Council meeting is scheduled for **Thursday 10 November 2022** at 7.30pm at the village hall.