



Castle Acre Parish Council

Clerk: Ms Amy Hart, 9 Orchard Lane, Castle Acre, Norfolk, PE32 2BE

Telephone: 07815430777 Email: castleacrepc@gmail.com

NOTICE IS HEREBY GIVEN OF THE CASTLE ACRE PARISH COUNCIL MEETING TO BE HELD AT CA VILLAGE HALL 19:30pm ON THURSDAY 11th April 2024, REGARDING THE FOLLOWING BUSINESS:

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES** of the PC meeting 19th March 2024
4. **HEALTH & SAFETY** reports on any new H&S issues. Defibrillator, Tree report (CA Playing Field trees)
5. **PLANNING**

Ref: 24/00553/F

Installation of a decommissioned bus on CA school land, this will be converted into a library space for the pupils at the academy. Castle Acre Primary School.

6. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS

- 40c. (2023) Castle Acre Visitor Car Park – update.
42. (2022) South Acre Rd Ford, TRO - update.
01. (2023) Non-Conformist Burial Ground – update.
02. (2023) Minns Meadow footpath erosion and footbridge – update.
03. (2023) Village Map: resident offer to refurbish display casing/posts & revised placement - update.
04. (2023) Biodiversity Duty plan, written and reviewed for Castle Acre. (Cllr Liam Manson to update).
05. (2023) Castle Acre Village Sign, Stocks Green. To replace signpost & refurbish seating re: SOS, Save our Sign project - update.
08. (2023) Funding opportunities (West Norfolk SPF Programme Team), Village Hall interest – update.
09. (2023) EV charging units re: Electric Vehicles NCC - update.
12. (2024) Health and Safety schedule/risk assessment for Parish Council.
13. (2024) Bus Shelter, Massingham Road, options for new Bus Shelter.
14. (2024) Castle Acre War Memorial - update
15. (2024) Fibre works in Castle Acre - update

7. REPORTS

- Highways
- Village Hall, School, CAPFA, BCKLWN & NCC.

8. MATTERS REQUESTED BY COUNCILLORS

- a) AGAR - Council to consider phase one of internal audit report for June submission.
- b) CAPC laptop: Clerk has produced Draft 'IT Policy' for PC consideration/adoption – update.
- c) 'Beat your Bills' roadshow – update.
- d) Email received on 25/03/2024 from West Norfolk SPF team regarding cycle storage rack re: April funding round – update.
- e) VAT (126 Claim) for period December 2023 – February 2024 totalling: £211.54 sent on 05/04/2023.
- f) CPD Training request for Cllr Collins to attend the following NALC courses:

- 15/04/2024 6.30pm Data Protection training for Parish and Town Councillors (£32)
- 19/04/2024 10am Introduction to Neighbourhood Planning (£32)
- 25/04/2024 6.30pm Councillors Training for Chairing Council and Public Meetings Effectively (£35)
- g) Re-imburement to CAPFA of Insurance premium fee, Clear Councils - Policy no: CHA02961
- h) Potholes at De Warrenne Place – update
- i) SAM2 Monitor repairs (Sporle/Castle Acre) – update

9. CORRESPONDANCE

- a) Email received from NCC on 15/03/2024 regarding Newton by Castle Acre modification order 2021 – section 53 of the Wildlife and Countryside Act, 1981 – update.
- b) Email received from NP Law NCC 25/03/2024 regarding WTRO4849 South Acre Road to Chimney Street from 21-26th March for BT overhead works – update.
- c) Email received on 03/04/2024 regarding CA Bowls Club wishing to hold a cake stall on Stocks Green on Saturday 18th of May between 10am and 12.30pm and would like clearance from CAPC to do so – update.
- d) Email received on 06/04/2024 from resident regarding worsening potholes at De Warrenne – update

10. ACCOUNTS

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (April)	£ 447.17	
Gary Lake grounds maintenance (CAPF) 20/03/2024 1 st of 2x £1,400 payments = £2,800.00	£1,400.00	
Holkham Estates Invoice: S1544 06/04/2024 Allotment rents (School Gardens)	£100.00 (vat code RZ = nil)	
BCKLWN weekly litter bin collection (QTY 3) 01/04/2024 Invoice no: BC110241045	£468.06	
BCKLWN *Dog Bin Empties 31/03/2024 Invoice no: BC110234477 <i>*Seven bins emptied weekly (QTY 364)</i>	Subtotal: £666.12 VAT: £133.22 Total: £799.34	
NALC Annual Subscription 2024/25 06/04/2024 Invoice No: 1417 Norfolk ALC Membership fee National ALC fee	£184.89 £55.98 Total: £240.87	
CAPFA Reimbursement Invoice no. 02042024 Renewal of Annual General Insurance with Clear Councils (Policy Number CHA02961)	£860.18	
SSE (DD) 01/02/2024 to 29/02/2024 Invoice: IV00523018	£77.33 Total CCL £0.04 VAT: £4.79 Total: £84.16	
Norfolk Rivers Drainage Board 20/03/2024 Account ID 60-0263-0	£32.14	

HSBC banking charges (DD)	£8.00	
Authorised for online payment by- Date: Signatory 1: Signatory 2:		

11. VILLAGE MAINTENANCE –

- Clerk reported deep potholes on 29/03/2024 at Newton Road (Anglian water entrance) and Back Lane (opposite Eyrie/Barleywood).

12. PUBLIC QUESTIONS

Next meeting: AGM: Tuesday 7th May 2024 19:00pm in the CA Village Hall.

Signed.....