



Castle Acre Parish Council

Clerk: Ms Amy Hart, 9 Orchard Lane, Castle Acre, Norfolk, PE32 2BE
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Minutes of Parish Council Meeting, business conducted at Castle Acre Village Hall on 11th April 2024 at 7.30pm.

Present: Cllr Tim Hubbard - Chairman, Cllr Neil Patrick – Vice Chair, Cllr Ilga Chakrabarti, Cllr Liam Manson, Cllr Andy Collins & Cllr Laurie Fisher.

In attendance: One member of the public.

1. Apologies: BCKLWN Cllr Alistair Beales, NCC Deputy Leader Jim Moriarty & Cllr Sean Allen.

2. Declaration of Interests: None.

3. Minutes of PC meeting 19th March

The minutes were proposed for approval by Cllr Patrick and seconded by Cllr Fisher, all were in favour with no further comments.

4. Health & Safety

Trees update. Tim Hubbard (Chair) awaits a response after writing to Holkham's Head Forester regarding tree surveys and the restoration work on East Green. Chairman awaits a meeting with Holkham's General Manager- for the Let Estate.

Playing Field Trees: The Oak Tree north of the Skate Park requires canopy lifting. Nearby lopsided Field Maple needs removing due to regular cutting by UK Power networks as it encroaches overhead power lines. Chairman in discussion with CAPF Committee regarding potential planting scheme for PF at a later date. A quote has been received from Greenman Woodlands at: £270 for canopy lifting and removal work.

Proposer (of the initial works) Cllr Collins, Seconder: Cllr Manson. All in agreement.

5. Planning

Ref: 24/00553/F

Installation of a decommissioned bus on CA school land, this to be converted into a library space for the pupils.

CAPC were pleased to see plans to expand the current library provision at Castle Acre School, which will be of benefit to the schoolchildren and supported the application, with comments. As the school grounds are in the view to the village from the Northwest, the PC would like clarity regarding its location and ensure that the chosen bus will be painted a sympathetic colour and not an imposing colour (such as a mild green). In terms of environmental and health & safety concerns, the PC assumes that all engine, brake and air conditioning fluids will be appropriately drained and removed.

To SUPPORT with comments: Proposer: Cllr Chakrabarti, Seconder: Cllr Fisher. All in agreement.

Local Examination Plan: Cllr Fisher has attended a recent April hearing alongside Mr Martin Tate. They reiterated their concerns regarding the transparency of the hierarchy scoring process, and that the village was not suitable to be classified as a Key Rural Service Centre. It is believed further development in-line with this hierarchy status would be unsustainable.

6. Updates on actions required from previous meetings:

40c. Castle Acre Visitor Car Park.

Highways have suggested potential sites should be on the periphery of the village; Essentially *Massingham Road*, North of Bricknel Close and East of the Village on the *Newton Road*. Both sites would require a suitable footpath link. The Chairman has written to Holkham asking for a meeting as both potential locations belong to them. Further consideration and public consultation will be required if indeed either site is deemed suitable.

42. (2022) South Acre Rd ford, TRO.

No further updates

01. Non-Conformist Burial Ground.

General upkeep & maintenance has resumed for Spring/Summer and the search for capping stones has recommenced.

02. Minns Meadow to South Acre Road footpath erosion and footbridge repair.

No response from Norfolk Trials to email sent in March requesting an evaluation of the hazardous boardwalk. Chairman to chase.

03. Village Map.

The beautifully refurbished case has been replaced on Stocks Green. The Chairman has asked the original Artist if it would be possible to reprint an updated Map. Sincere thanks go to the village residents who kindly volunteered their time and skills to successfully undertake the project.

04. Biodiversity Duty plan for Castle Acre.

Cllr Manson will use April's NALC Biodiversity training to bring forward further suggestions. In addition, Tim Hubbard, Cllr Collins & Clerk will attend the training.

05. Castle Acre Village Sign, Stocks Green.

The contract to replace the signpost and sandblast / respray the metal benches has been awarded.

A local Artist is in the process of finishing the painting of the sign before it goes back to the carpenter to weatherproof and varnish. The Chairman indicated there are likely to be additional costs for digging out the old post from the plinth.

08. Funding opportunities (West Norfolk SPF Programme Team).

The Clerk has received the grant award paperwork for the Sheffield Bike Stand to be located outside the Village Hall. This is 100% funding which includes installation, however, CAPC is to pay for the stand & works and reclaim, after project completion. The Clerk has requested the exact position and dimension of the footings from the Village Hall Committee.

09. EV charging units - Electric Vehicles NCC.

The Clerk has submitted the final application to NCC for 2 x EV charging units (or one double unit) for Cricket Pavilion PF entrance (St James Green). Thanks go to the Chairman of CAPFA, for drafting a site plan to progress a meeting with the landowner, Holkham.

Reminder: The Clerk requested that Cllr Patrick confirm that CAPF currently uses SSE's (30 minute) SMART metering at the Pavilion, to meet the NCC installation Criteria.

12. Health and Safety schedule/risk assessment for Parish Council.

To be reviewed in May

13. Bus Shelter, Massingham Road, options for new Bus Shelter.

Cllrs to review and consider options: Prefabricated / Wood / Bespoke for the May meeting to catch BCKLWN funding stream for July applications. Size of current footing = 3.5m x 2.2 m.

14. Castle Acre War Memorial Residual Funds– The Chair presented email exchanges from Ex Servicemen's Club members in 2007, which make it clear that in the event of the Club dissolving, the residual funds would be passed to CAPC, suitably ring fenced, for future maintenance of the Memorial.

15. Fibre works in Castle Acre – The Clerk confirmed that between February-March both UPP & BT Openreach were installing their own infrastructure across the village. This has caused some noise and road disruption. UPP have completed their works and following an acquisition are now known as Virgin Media O2. There is concern about the poor resurfacing during these works to the road surface - Clerk to chase with NCC.

7. REPORTS

- Highways: Newton Road Pothole scheduled for repair.
- Village Hall – The VH Committee are looking to replace the infra-red heating units with air conditioning.
- School – None
- CAPFA – Cllr Collins reported that CAPFA AGM will be held on 23rd April. There have been recent resident concerns about bad language and loud music on the newly opened MUGA. When bookable time slots commence, if there are any further issues, this will be traceable. CAPFA are still looking for someone to assist with managing the MUGA.
- BCKLWN – Clerk requested help from Cllr Beales regarding the status of the poor road surface at De Warrenne, reported to Highways in Summer of 2023. Cllr Beales confirmed that he had visited the location to check the general repair of the road, but clarity is needed as to who is responsible for its maintenance. The road appears to be unadopted on the NCC Highways portal, yet according to research by Cllr Moriarty in 2011 it appears on the BCKLWN asset register. Highways will not take any action until this is clarified.
- NCC – Cllr Moriarty emailed a report covering the following:
 - **Rural community green spaces to be rejuvenated through new government fund**
 - **LEP Changes**
 - **Nominations now open for the Flourish Awards 2024**

Full details on the CAPC notice board and available on request from the Clerk.

8. Matters requested by Councillors:

- a) AGAR - Council to consider phase one of internal audit report for June submission. The Chairman presented completed budget sheets to the PC, updated to 31st March 2024. To complete AGAR auditing, the final Cash sheets / Fixed Asset Register and hard copy files have gone to PC appointed auditor w/c 15/04/2024. For a full report, contact the Clerk.

*The precept of £20,308.00 for 2024-2025 was paid to CAPC current account on 08/04/2024. £20K will be moved to an interest paying account (current interest rate 1.96%). Funds will be transferred back to the PC current account as required.

- b) CAPC laptop: Clerk has produced Draft 'IT Policy' for PC adoption. Proposer (of IT policy) Cllr Fisher, Seconder, Cllr Collins. All in agreement with no further comments.
- c) 'Beat your Bills' roadshow.
BCKLWN 'Beat your Bills' team confirmed that only four people visited them on Stocks Green last year. Clerk has spoken with and suggested Budgens car park for increased footfall. Budgens have provisionally agreed to hosting. Clerk awaits the BCKLWN decision.

- d) Email received on 25/03/2024 from West Norfolk SPF team regarding cycle storage rack re: April funding round. All Cllrs Aware
- e) VAT (126 Claim) for period December 2023 – February 2024 totalling: £211.54 sent on 05/04/2023 PC awaits repayment.
- 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)
 Proposer (of the training) Cllr Fisher, Seconder Cllr Manson. All in agreement.
- g) Reimbursement to CAPFA of PF Insurance premium fee, Clear Councils - Policy no: CHA02961. Proposer (of the reimbursement) Cllr Fisher, Seconder, Cllr Chakrabarti. All in agreement.
- h) Potholes at De Warrenne Place. All Cllrs aware.
- i) SAM2 Monitor repairs (Sporle/Castle Acre)
 Two Westcotec invoices for two SAM2 repairs received from Sporle PC on 06/04/2024. Clerk has requested that one CA/Sporle corresponding invoice be split 50/50 and that Sporle PC invoice CAPC for reimbursement excludes VAT.

9. Correspondence

- 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. Outside of the parish, all Cllrs aware.
- 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. All Cllrs aware.
- c) Email received on 03/04/2024 from CA Bowls Club requesting permission to hold a cake stall on Stocks Green on Saturday 18th of May between 10am and 12.30pm.
 Proposer (for granting permission, cake stall), Cllr Chakrabarti, Seconder, Cllr Patrick. All in agreement.
- d) Email received on 06/04/2024 from a resident regarding worsening potholes at De Warrenne. All Cllrs aware.

10. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (April)	£ 447.17	
Gary Lake grounds maintenance (CAPF) 20/03/2024 1 st of 2 x £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 = zero)	
BCKLWN weekly litter bin collection (QTY 3) 01/04/2024 Invoice no: BC110241045	£468.06	
SSE (DD) 01/02/2024 to 29/02/2024 Invoice: IV00523018	£77.33 Total CCL £0.04 VAT: £4.79 Total: £84.16	
BCKLWN *Dog Bin Empties 31/03/2024 Invoice no: BC110234477 <i>*Seven bins emptied weekly (QTY 364 empties annum)</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	
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: 11/04/2024 Signatory 1: Cllr Liam Manson Signatory 2: Cllr Neil Patrick		

- Cllr Collins proposed the approval of accounts to be paid, seconded Cllr Patrick, all agreed.

11. Village Maintenance

The Chairman reported that he had received notice from Holkham Estates that they will be spraying the widespread ragwort in Castle Meadow. Ragwort is classified 'Injurious' in the 1959 weeds act and must be controlled. After spraying, residents and visitors should not access the field for seven days as per product label requirements before re-entering. Notices will be placed by Holkham.

CAPC is aware that ragwort is a habitat for the 'Cinnabar Caterpillar' and notes that ragwort is still at other locations around the village.

- Cllr Patrick requested that the Clerk ask for an update from the PCC regarding the contract to be awarded for upcoming grass cutting / maintenance to the churchyard grounds as they are currently in a poor state.

12. Public questions

- None.

The meeting closed at 9:02pm

The next full Parish Council AGM meeting is scheduled for **Tuesday 7th May 2024** at 7:00pm, at Castle Acre village hall.