



Castle Acre Parish Council

Clerk: Ms Amy Hart, 9 Orchard Lane, Castle Acre, Norfolk, PE32 2BE
Telephone: 07815430777 Email: castleacrepc@gmail.com

Minutes of Parish Council Meeting, business conducted at Castle Acre Village Hall on 8th February 2024 at 7.30pm.

Present: Cllr Tim Hubbard - Chairman, Cllr Ilga Chakrabarti, Cllr Andy Collins, Cllr Laurie Fisher, NCC Cllr Jim Moriarty and BCKLWN Cllr Alistair Beales

In attendance: Five members of the public.

117. Apologies: Cllr Sean Allen, Cllr Neil Patrick and Cllr Liam Manson

118. Declaration of Interests: Cllr Tim Hubbard (Chair) declared a non-pecuniary interest in planning appeal Ref: 22/01464/FM

119. Minutes of PC meeting 11th January

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

120. Health & Safety

-Defibrillator update.

Cllr Chakrabarti reported on the Defibrillator. Although fully operational, she awaits confirmation from the manufacturer (based in Korea) as to how long the machine can be kept in service. A regular schedule of inspection is now conducted on a bi-weekly by Cllr Collins. Cllr Chakrabarti will apply for a replacement with the British Heart Foundation as the current funding window closes at the end of February.

Trees update. The Chairman has written to Holkham's head forester regarding tree surveys (due to be conducted in November 2023) and the restoration work on East Green. A quote has been requested for work to two trees on the CAPF boundary on Massingham Road.

121. Planning

Ref: 23/02027F (re-consultation)

Erection of a single-story extension at 5 Pales Green, Castle Acre, King's Lynn, Norfolk, PE32 2AW.

At the meeting of 14.12.24 CAPC supported the original application with no public comment made at that meeting. At this meeting, a resident expressed concerns about the proposed extension. After discussion, including input from the Borough Councillor, the Parish Council felt the application should be further evaluated by the BCKLWN planning officer and decided to offer 'no comment' on the re-consultation.

Proposer of '**no comment**' response: Cllr Fisher, Seconder Cllr Chakrabarti, all in agreement.

Ref: 22/01464/FM

Appeal Ref: APP/V2635/W/23/3327057

Appeal against BCKLWN refusal of 10 glamping pods. Land W of Castle Acre School N of Highfields House and N of 2 to 6, Back Lane, Castle Acre.

Cllr Tim Hubbard (Chairman) had declared a non-pecuniary interest he sat out of all discussions and did not participate in the vote.

Castle Acre PC voted unanimously to reconfirm its decision to 'OBJECT' to Planning Application 22/01464/FM as per its submission 5th October 2022. This decision is supported by several policies within the 'made' Castle Acre Neighbourhood Plan. Castle Acre Parish Council wholeheartedly supported the decision of the King's Lynn & West Norfolk, Borough Planning Authority to 'Refuse' planning permission.

Proposer of reconfirmation of objection response: Cllr Collins, Seconder Cllr Chakrabarti, all in agreement.

122. Updates on actions required from previous meetings:

40c. Castle Acre Visitor Car Park – update.

Several options for sites have been evaluated by BCKLWN Planning & Conservation Office and CAPC have been referred to Highways for further discussion. CAPC awaits the full written appraisal. The CIL money previously allocated by the Borough Council to the Priory Road site has been withdrawn (expired Sep 23) and so is no longer available.

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

Cllr Moriarty reported that the Officer in Charge at NCC has confirmed that the 'Delegated Powers Report' is progressing, prior to sending it to NP Law. NCC anticipates a potential legal challenge from the offroad community.

01. Non-Conformist Burial Ground.

The team is still trying to source suitable capping stones. General upkeep maintenance will resume in Spring 2024.

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

The NCC Trails Team has funded the replacement of the footbridge. However, not the replacement of the adjoining boardwalk, which has undergone some repair work.

03. Village Map.

The refurbishment is complete and the new oak posts have been purchased. Replacement of the map is scheduled for Spring 2024.

04. Biodiversity Duty plan for Castle Acre.

Cllr Manson updated the PC via email: The plan was added to the CAPC website by the 1st of Jan 2024 deadline in-line with legal requirements. Cllr Manson had a meeting with the local resident who compiled the report to discuss further actions, including using the information gathered for the NLF project, and potential biodiversity improvement work on Village Greens, the Churchyard and the Playing Field.

05. Castle Acre Village Sign, Stocks Green.

The Chairman reported that the carving of the sign is now complete, and it has been moved to a local Artist's workshop for painting. The Chairman has received two quotes regarding works to remove and replace the old signpost from the concrete/flint footing and to renovate the metal seating area. There is £850 in personal donations for the project and a further £850 donated by two film companies who used the village as a shoot-location in recent years. Swaffham Vets have very kindly offered funds toward the project.

Cllr Fisher requested that the company who are allocated the signpost renewal work should be reminded to carefully remove and reinstall all the plaques currently fitted to the post, in addition to any new ones.

06. CAC Bowls Club funding request.

Payment is listed on this meeting's agenda.

07. Purchase of Parish Council Laptop.

Following approval, the laptop has been purchased. Including software subscription and anti-virus package it cost £718.99 (budget of £800-£850). It will be added to the CAPC asset register. Future CAPC files will be backed up in the 'Cloud,' which will enable a smoother handover to any future Clerk/Chair.

IT policy requested from NALC and added to March agenda.

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

The Clerk has sent the 'expression of Interest form' regarding a fully funded 'Sheffield' bicycle stand on behalf of the Village Hall committee. If accepted, this will be situated at the front of the Hall.

English Heritage, CAPC and CAPFA decided not to express an interest at this time.

123. REPORTS

- Highways: Clerk reported deep potholes at Jubilee Bridge, worsening potholes at Newton Road and Massingham Road:
- Scheduled for repair, however Highways stated that they are only repairing potholes that pose a H&S risk at present.

- Village Hall – As part of the NCC grant, the village hall has installed acoustic drapes. The drapes are made from an (fire-retardant) acoustic fabric. The aim of the drapes is to reduce the hard reflective surfaces of the walls and reduce echo. They are not intended to act as curtains and do **not** pull across the windows. Date for VH open day tbc late Feb/March.

- School – Executive Headteacher Mrs Neary has requested a slot to make a presentation to the PC in March, alongside two children from Castle Acre School. Clerk to confirm.

- CAPFA – Cllr Andy Collins (Deputy of CAPFA) reported that works on the Multi-Use-Games-Area are now complete. An opening date is set for March 8th at 3:30pm and will be opened by Mrs Neary, Headteacher of Castle Acre School. CAPFA are discussing and organising appropriate management of the facility and the setting up of a pickleball/tennis club. A walking football group is planned for Summer. Great Massingham Tennis Club are interested in using the facility.

- BCKLWN – Cllr Beales reported that he recently had a tour of the village, which was very helpful. He is aware of the difficulties that Castle Acre faces with car-parking and tourism; Cllr Beales is engaging with CAPC and BCKLWN Planning department to help facilitate the process for a potential village carpark.

- Via Cllr Beales, £500 of funding grant has been awarded to the purchase of rackets for the Pickleball/Tennis Club for use on the new MUGA.

- NCC – Cllr Moriarty reported on the following:

Entries to the NCC sponsored 'Norfolk Rural Business Awards' are now open including areas such as 'Best Drink Maker', 'Best Sustainable Land Use,' Norfolk's 'Unsung Hero.' 'Best Emerging Talent' and more...

Deadline 19th April 2024. To enter, visit:

www.norfolk.gov.uk/business/norfolk-rural-business-awards

124. Matters requested by Councillors:

- a) Appointment of internal auditor for upcoming May 2024 AGAR review and confirmation of cost. Richard Price Accountants confirm the nominal cost of £50 + £10 VAT.
- b) TTSR contract 2024, CAPC accepted the contract on 18/01/2024 with some minor changes TBC. The Chairman confirmed that Holkham has agreed to cut the path on Priory Field (West side of Priory) and the Newton Road Trod twice a year. Clerk to confirm that the contract is updated with TTSR for the forthcoming season.
- c) Streetlights. New contracts have been signed, along with DD for four energised MPANS. Chairman to chase for further refund from 2023's overcharge to the PC.
- d) Review of BHIB (Clear Councils) insurance for Castle Acre Village Volunteers. Clerk submitted a request for a call to discuss with Clear Councils on 19/01/2024 regarding the PC's insurance policy cover for Volunteers and has circulated information to PC.
- e) Health and Safety schedule/risk assessment for Parish Council. Chairman confirmed that a start to the Risk Register is due to take place prior to the March meeting.
- f) Bus Shelter, Massingham Road. Funding options for new Bus Shelter – Current round of CIL funding finishes at the end of February and the next round starts in July. The PC will work towards the July date and will evaluate options considering aesthetics, longevity and vandalism issues.
- g) How to spot a loan shark, info sharing from Cllr Chakrabarti. Cllr Chakrabarti took a free and helpful course to help increase awareness of loan sharks in the community and to share that information with the Village, suggesting a slot in March's NVN and the creation of posters for Village notice boards.
- h) Clerk's working hours, start date for increase. Budget was increased by 1 hour a week to 7 hours per week with the increase proposed to be backdated to 1st February 2024.

Proposer (backdated increase) Cllr Collins, Seconder, Cllr Chakrabarti – all in favour.

125. Correspondence

- a) Email received on 10/01/2024 from Countryside Charity CPRE re: Dark Skies Policy guidance and model Light Pollution Clause. Clerk to send PC adopted Dark Skies policy (Feb 2023) and CPRE'S policy to PC for review.
- b) Email received from Electric Vehicles (NCC) on 11/01/2024 requesting a meeting regarding a previously rejected site at CAPF/St James's Green for 2 x Electric Vehicle charging units. The Chair and Clerk met with NCC Electric Vehicles on 29/01/2024 at the proposed site. The Pavilion's three-phase fuse-board seemed suitable to take 2 x LV EV charging units. Clerk to check with CAPFA Committee that proposal will not adversely impact their billing. NCC Electric Vehicles await an update from the PC following their upcoming meeting with Highways regarding the Car Park application process as this may affect the decision to proceed with this site.
- c) Email received from Chair of Village Hall expressing interest in an PC-made application for an 100% funded Sheffield Bike unit ref: BCKLWN 'Active Travel Enhancements and Cycle Storage grants' letter. See above.
- d) Email received on 23/01/2024 from VH committee of Great Massingham regarding Castle Acre's MUGA court and requesting a point of contact for CAPFA.
- e) Email received on 23/01/2024 regarding any village interest in connectivity sessions. The PC decided not to express interest at this time.
- f) Email received on 23/01/2024 regarding Highways Community Street scene Rangers visit in March. The Clerk to resend December's Open Tickets along with any outstanding tickets and to re-iterate request to install a new protection post at the Bailey Gate.
- g) Email received on 23/01/2024 from resident requesting PC permission for a cake stall on Stocks Green, Saturday 23rd March in aid of Church Flowers. PC agreed / Clerk to confirm.
- h) Email received on 25/01/2024 from BCKLWN regarding energy efficiency assessments and funding opportunities (deadline 26/03/2024) for local VCSE's. CAPFA have expressed interest in applying to upgrade the Pavilion.

- i) Email received on 25/01/2024 from NCC regarding changes to local mineral and waste local plan – update.
Cllr Chakrabarti requested clarification on the unclear ‘key’ used in the map sent.
- j) Email received on 26/01/2024 from BCKLWN (planning department) regarding planning & compulsory purchase act Gypsy & Traveller Sites consultation January 2024.
None of the proposed sites located nearby. All Cllrs aware.
- k) Email received on 28/01/2024 from Chair of CAPFA regarding amending BHIB insurance policy to include the MUGA (Multi Use Games Area).
All Cllrs aware.
- l) Email received on 29/01/2024 from Clear Councils clarifying PC insurance of Persons & Burial Ground policy.
All Cllrs aware.
- m) Email received on 30/01/2024 regarding Castle Acre Summer Ball 2024 - update.
All Cllrs aware.

126. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (February)	£ 382.20	
Clerk Stationery 12/01/2024 C5 Envelopes	£2.99 VAT: £0.50	
Postage of CA precept application via recorded delivery. Ref: DF374804635GB	£2.75	
SSE (DD) 22/01/2024	£83.13	
Payment: PC HP Pavilion laptop purchased on Chair’s credit card on 17/01/2023. Ref: 049301 Inc: 2 years McAfee MS Window package + cloud storage.	£649.00 VAT £119.83 £19.99 £70.00 Total: £718.99	
HSBC Banking Charges 22/02/2024	£10.64	
K&M invoice no. 8485 12/01/2024 9029 & 9026 (North Street) LED lamp replacement Credit note no. 8497: 9029 (under warranty)	£192.00 inc VAT <i>Minus £96.00</i> VAT: £16.00 Total: £96.00	

Authorised for online payment by- Date: 08/02/2024 Signatory 1: Tim Hubbard (Chair) Signatory 2: Cllr Laurie Fisher + 10/02/2024: Cllr Liam Manson		
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- Cllr Fisher proposed the approval of accounts to be paid, seconded Cllr Andy Collins, all agreed.

127. Village Maintenance

- A resident reported on 18/12/2023 a streetlight out on North Street, Clerk reported to K&M on 18/12/2023 and to check if this streetlight is still under warranty. Light repaired. Clerk reported to K&M that streetlight 9029 was still under warranty and credit note 8497 issued.
- UK Power Networks contacted the Chairman on 29/12/2023 to request access to CAPF in mid-February to clear tree branches from power lines along the boundary of the playing field and Boundary Cottage, Massingham Road. The Chair reported that the works had been completed.

128. Public questions

- A resident asked if the car park pre-application sites were previously minuted.
- The PC confirmed several sites as selected last October had been put forward to BCPA for a pre-application appraisal. This process has eliminated a number of these sites as unsuitable with others currently being appraised for their viability. There will be a further update once the local landowner has been approached.
- A resident suggested the use of 'smart water' on the PC laptop as a theft deterrent.
- Two residents cited concerns regarding: Ref: 22/01464/FM. Appeal Ref: APP/V2635/W/23/3327057 including traffic congestion/noise, impact on residential amenity especially in the late evening, light pollution, negative biodiversity impact and potential detrimental effects on the schoolchildren of Castle Acre School.

The meeting closed at 9:22pm

The next full Parish Council meeting is scheduled for **Thursday 14th March 2024** at 7:30pm, at Castle Acre village hall.