

CASTLE ACRE PARISH COUNCIL

Minutes of the Parish Council meeting held in the village hall on Thursday 9 January 2020

Present: Mr M Hickey (MH) Chairman
Mr T Hubbard (TH)
Mrs S Moister (SM)
Mrs H Breach (HB)

Mr L Fisher (LF) Vice-Chairman,
Mr N Patrick (NP)
Mr M Tate (MT)

In attendance: Mrs L Firth (Clerk), five members of the public.

Apologies: Mr S Allen (SA), Mr J Moriarty (JM) (Borough Councillor).

Apologies not received: Ms C Williams (CW), Cllr G Middleton (NCC)

63. SAM 2 Speed Monitor

Local resident Philip Lines made a presentation using data collected by the SAM2 speed monitor stationed on Newton Road. The data was recorded over a period of three weeks in November monitoring traffic entering the village's 30mph zone along Newton Road. Cllrs all agreed that the SAM2 data in Mr Lines' report gave sufficient evidence to prove that there is a clear issue of speeding traffic, principally coming into the village, though also exiting. Clerk to chase PC Glen Barnes to request police speed checks. Mr Lines' traffic analysis report can be seen on request to the Clerk. The Council is very grateful to Mr Lines for all of his efforts and agreed that further SAM2 monitoring should be continued at different roads in the village.

64. Minutes of PC meeting on Tuesday 10 Dec 2019

LF proposed approval of the Minutes, SM seconded.

65. Actions from previous meetings

28. Bailey Gate Portcullis – warning signs

The Clerk will process the order for the new Bailey Gate traffic warning sign. MH and SA to erect the sign, in cooperation with the landowner who has agreed that the sign can be positioned on his land. Once installed, combined with completion of the agreed Highways works on amending traffic signs on the A1065, the Clerk can advise English Heritage that the Portcullis could be safely reinstalled.

51. Newton Road Bridge flooding

No new update. MH to continue to press Highways for the correct long term measures to be taken.

113. Updates on outstanding Highways requests

Extra grips at the top of Orchard Lane and Rougham Road are still outstanding, as is the replacement 30 mph repeater sign on St James' Green. MH has chased and received apologies from Highways, promising to complete soon. The Clerk and MH are meeting with the new NCC Highways Area (West) Manager at the end of January who wishes to discuss current priorities, improvements to the service from communication through to specific Highways issues/activities.

20. Extra litter bin on playing field

NP to enlarge the picket housing to accommodate the new bin.

Supporting the Borough Council's long term empty homes strategy –The Old School

The Clerk remains in contact with the Borough's enforcement team who confirmed that if there is no progress in getting a response from the owner of the Old School by the new year, they will attempt to make further informal contact. Clerk to respond to the owner of the Old School's latest e-mail.

41.Drainage in High Street - update

MT reported: a thorough report from a Highways technician clarified that the surface water flooding issues are the responsibility of Anglian Water (AW), not Highways (HW) as all of HW's gullies and pipes are running satisfactorily into AW's drains. AW will repair the pipe outside No.18 High Street, damaged by BT's broadband cable. AW will investigate why the water is being held back just prior to the circular chamber cover in the High Street. AW will clean up the entire surface water carrier pipe from the Town Lane junction down to the field opposite Ranrevir and will expose the outfall in that field. On completion, HW can then determine whether extra gullies are required or if the system has sufficient capacity to cope with surface water flows. MT will continue to put pressure on AW and HW to communicate directly with each other.

48. Re-painting BT phone box- update

Clerk to contact BT with the full support of Borough's Conservation Officer to re-request that the BT phone box on Stocks Green is repainted now.

55.Repair alleyway surface off Foxes Meadow - update

Freebridge has confirmed that the alleyway is not their responsibility. Clerk to contact HW and double check again that it is not in their remit. Also Clerk to contact UK Power Network who uses this alleyway as an access point in case they are responsible for alleyway's upkeep.

56. Emergency Response Coordinator - Volunteer

Clerk and MH to continue encouraging a volunteer to come forward.

Pales Green memorial bench and signage on Green.

Clerk to attain quotes for a small sign on the metal gate stating 'Public access, no dogs allowed'. JM to follow up with the family to determine their wishes in respect of their donation of a bench (plus name plaque?).

English Heritage- charging for parking on Castle car park.

In response to EH's dismissive response to the PC's demand not to charge for parking, Cllrs confirmed their complete objection to any charge, citing the knock-on effect on parking congestion elsewhere, the loss of parking in Pyes Lane for village hall events, more signage in the Conservation Area etc. Clerk to contact EH to enquire whether a full environmental assessment is required before any new signage is installed.

58. EH directional sign top of Pyes Lane to Priory car park – update.

Clerk has ordered the sign, awaiting arrival. MT to install.

61. Damaged gate East Green – update.

Holkham has confirmed their fencing contractor is scheduled in Castle Acre in the new year and will add repairing the gate to his list.

Leaf clearance East/Stocks Greens

Leaf clearance on East Green was completed in 2.5 hours at a cost of £75. Clerk obtained a quote from a private road sweeper to clear leaf mulch on the roads around Stocks Green, the Borough's intermittent sweeping service being unreliable. Cllrs considered the quoted £190 as too high and noted that local residents have already taken it upon themselves to clear most the leaves.

62. Overfull bus service Castle Acre

JM contacted NCC requesting confirmation that an improved service would be offered, following reports of unreliable No.32 bus services back in December, specifically on Tuesday mornings for those trying to get into Swaffham and King's Lynn. NCC has confirmed improvements would be made during the next busy Christmas period. The Clerk is the residents' contact for any future breakdown in bus services.

66. Health & Safety matters

Pot holes - on Foxes Meadow outside no.36 and 84, on Massingham Road outside no.91 and also several potholes on Archers & Orchard Lanes. Clerk to report to Highways.
Defective street light at 80 Foxes Meadow - Clerk to report to K&L Lighting.

Tree Inspection Register - TH confirmed that the Tree Inspection Register has now been updated.

67. Matters requested by Councillors

2020/21 Parish budget and Precept- review.

MH reported: total income in this 2019/20 financial year is forecasted at £15,585, £88 above budget. The 2019/20 forecasted recycling credits at +/- £1,000 are as budget. Total forecasted expenditure is £14,435, £1,064 below budget, mainly due to an underspend on tree maintenance.

2020/21 budgeted income includes £110 Borough's tax base funding and £3,507 of Community Infrastructure Levy (CIL) receipts. Both CIL transfers should be paid to CAPC in April or October 2020; one for the new house on Cuckstool Lane (£1,180) and the other for three out of the four extra semis on the Massingham Road development site (£2,327).

2020/21 budgeted expenditure included the following new capital investments which Cllrs approved:

- £500 for a traffic mirror at Massingham Road/Back Lane junction. This is considered a prudent extra safety measure even before and after Highways raises a traffic order (2021?) and paints yellow lines on both sides of Back Lane at the junction and extends right to the end of the Spar building on the Massingham Road.
- £100 grant for VE and VJ 75th celebrations on 8 May 2020. Note: £100 grant has also been applied to BCKLWN.
- £3,507 of CIL capital must be spent within 12 months of receipt, on infrastructure projects only. Cllrs agreed to support a Trod footway (surfaced dressed) from East Green to opposite Sandy Lane at a gross cost of £11,000 – net charge to CAPC £5,500 (no VAT).
- £175 for an extra dog bin at Castle car park or at Castle Square entrance to the Castle. Reserve for approval later.
- An estimated £300 for the production and distribution to all households of a bi-annual two or four sided black & white parish newsletter.
- £200 towards a Youth Community Fund for specific projects.

Cllrs also approved new grass cutting contracts for both the playing field and the village Greens/verges and footpaths.

Agreed to raise the current Precept by 5% to £14,200. Agreed to take £2,000 from reserves towards paying for the Trod, so not to increase the 2020/21 Precept by more than 5%. The new bank balance at 31/03/21 is forecasted at £6,550 (target £7,000). The new Precept in 2020/21 would equate to £2.00 on the current £39.93 Band D rate

British Legion 8 May 2020-

Cllrs are happy to support this event and will donate £100. SM to send the Clerk her copy for the February edition of the Nar Valley News, both advertising the event and calling for a volunteer event coordinator.

South Acre Ford - prohibition of motor vehicles - current status

The HW project engineer, charged with implementing the Traffic Order (TO) to close vehicle access to the ford, e-mailed MH with a draft TO circular and consultee circulation list for his review. MH explained that he had made a number of changes and strengthened the list of consultees to reflect the environmental bodies most closely linked with the ford. No date yet on starting the consultation process.

Mayor's design awards 2020 - PC nomination for Best Conversion Award.

MH proposed nominating the Water Tower for the Best Conversion Award. Seconded by HB. Vote taken: four in favour, two against, one abstention. MH/ Clerk to submit the nomination before the April deadline.

68. Planning –

Ref: 19/02102/F - demolition of single storey garage and car port, proposed single storey and two storey side extensions, external re-cladding of external facades, alterations to external works at Breck View, Pales Green.

Cllrs voted unanimously to object to this application. It is considered that the expansion is too big for the existing property. The front elevation is dominated by the double garage. The double story extension obscures trees and skyline, affecting the view of the properties opposite. The harsh linear two storey extension would be in conflict with the neighbouring properties and clearly visible from the street. The large extent of surface materials would break up the form of the building. Cllrs considered that the property's character would be changed with the loss of its chimney and object to the use of artificial materials as well as flint panels which potentially could have a negative impact on the character of the Conservation Area. CAPC requested both a tree report, in response to a neighbour's concern for damage to the adjacent trees roots, and for a plan of a vehicle turning circle. Cllrs expressed surprise that the Borough Conservation officer has yet to comment.

69. Correspondence

Remaining debris from external hedge trimming at The Grove.

Complaint received regarding amount of debris left on road and pavement of Town Lane, High Street and Pyes Lane. Clerk has contacted the Grove's owner requesting that the contractor returns to clear up properly. No reply yet received.

70. Reports

Highways – no new update over the holiday period.

School – Chair of the Governors reported: our new Head Teacher Mrs. Anne Neary has taken up her post today 6 January 2020. We also have a new Higher Level Teaching Assistant joining our year 4/5/6 class today. So exciting times ahead as we continue to develop and improve our teaching & learning at Castle Acre School and across the Nar Valley Federation. We will keep you updated on further developments as the term progresses.

Village hall – HB reported: the hall will be closed for period of four days while the floor is cleaned. Date to be advised.

CAPFA– No report

Neighbourhood Plan (NP)– MT reported:

Final adjustments are being made to the draft Site Assessments, Strategic Environmental Assessment and Habitat Regulation Assessment reports, along with consultations with the Borough about changes to the current building settlement boundary, before the draft Neighbourhood Plan can finally be sent out to both stakeholders and residents for consultation. After further adjustments, the plan will be submitted for a formal six week independent examination. Once passed, the Plan will be ready to go through the referendum process when resident parishioners will be able to vote on putting the Plan into force, probably in the Summer of 2020.

Borough Cllr's report – no report due to JM's absence.

County Council – no report.

71. Accounts to be paid

Berrymans Glass Recycling Ltd (URM UK Ltd)	£ 37.20 (£6.20 VAT)
E.on Energy (electricity)	£ 68.29 (£11.46 VAT)
Clerks salary Sept: to Dec:	£783.33
Roy - clearance leaves East Green	£75.00
Replacement set of Christmas lights Stocks Green	£ 64.98*

*Thanks given to MT who has offered to pay for the new Christmas lights, as gift to the village.

Approval of accounts to be paid proposed by TH and seconded by HB.

72. Village Maintenance

Overgrown hedge at A1065 and Newton road junction. Local farmer has kindly agreed to get the hedge cut back, as requested.

Repaint church gate

MH suggested that the metal gate from the churchyard to South Acre Road ought be painted black to match the new handrail. Clerk to contact the church warden.

Tree in river at Ranrevir

Clerk to contact property owner to see if there are plans to remove the tree.

Village notice board on Stocks Green

HB presented her draft design for a new illustrated village map to be displayed on the Stocks Green notice board . Cllrs welcomed the proposal and thanked HB for her time and effort.

73. Public Question Time

Property's external light on Massingham Road

Complaints received by road users blinded by the very bright external garage light on the third new property on the left of Massingham Road. Clerk to contact the property owner to request that he reduces the brightness and considers a diffuser.

***MEETING RESCHEDULE** - the village hall has been doubled booked. Cllrs reluctantly agreed to reschedule their April meeting from 9th to Thursday 16th April. Cllrs requested to note the change of date.

The meeting closed at 10pm. The next full Parish Council meeting is on **Thursday 13 February** at 7.30pm