



Castle Acre Parish Council

Clerk: Ms Amy Hart, 9 Orchard Lane, Castle Acre, Norfolk, PE32 2BE
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Minutes of AGM and Parish Council Meeting business conducted at Castle Acre Village Hall on 7th May 2024 at 7:00pm & 7:30pm.

Present: Cllr Tim Hubbard - Chairman, Cllr Ilga Chakrabarti, Cllr Liam Manson, Cllr Andy Collins & Cllr Laurie Fisher.

In attendance: Six members of the public.

The annual general meeting started at 7:00pm

Apologies: BCKLWN Cllr Alistair Beales, NCC Deputy Leader Jim Moriarty, Cllr Sean Allen & Cllr Neil Patrick (Vice Chair).

Annual Parish Meeting: The Chairman delivered his report with thanks to all the members of the community who have helped and supported the Village and Parish Council over the last year. Most notably to the residents that have kindly donated to the Village Sign project and to the volunteers who have made and painted the sign, to the litter-picking volunteers, village odd jobbers, helpers, the Heritage Group, numerous village group committee members and the PC Cllrs.

For a full report, contact the clerk.

Public Questions: Two schoolchildren delivered an interesting presentation about the rescue of battery hens for a school project. The children asked for a donation from CAPC, to help purchase a portable coop and necessary supplies.

The Chair (Tim Hubbard) and Vice Chair (Neil Patrick) stood down from their positions as Chair and Vice Chair.

The AGM closed at 7:28pm and the PC meeting started at 7:30pm.

Election of Council Officers: Cllr Tim Hubbard and Cllr Neil Patrick were elected for a further year's term. All in agreement.

Review of Cllrs specific tasks and responsibilities:

Cllr Tim Hubbard: Chairman and Tree Officer

Cllr Liam Manson: Highways & Biodiversity

Cllr Neil Patrick: Vice Chair and Streetlights

Cllr Laurie Fisher: Planning

Cllr Ilga Chakrabarti: Health & Safety

Cllr Andy Collins: CAPFA representative & Defibrillator Check

Cllr Sean Allen: tba

16. Declaration of Interests: None.

17. Minutes of PC meeting 11th April 2024: The minutes were proposed for approval by Cllr Chakrabarti and Seconded by Cllr Fisher, with no further comments. All agreed.

18. Health & Safety

Trees update. The Chairman has received a response from Holkham's Head Forester regarding tree surveys and the restoration work on East Green along with Holkham's updated 'Tree Policy'. The Head Forester confirmed that planning permission was being sought to progress CAPC's proposed East Green works later in the year.

Playing Field Trees: A local contractor has been awarded the following works: Oak tree north of the Skateboard Park will have a light lifting of its canopy. The nearby lopsided field maple will be removed (as it encroaches overhead power lines). Adjacent lime tree will have its canopy reduced.

19. Planning

Ref: 24/00583/F 12/04/2024

Demolition of existing UPVC conservatory structure and erection of single storey rear garden room extension at Atherstone House, Newton Road, Castle Acre.

All in favour of supporting the application. Proposer: Cllr Fisher, Seconder: Cllr Manson. All in agreement.

20. Updates on actions required from previous meetings:

40c. Castle Acre Visitor Car Park.

The Chairman awaits a response from Holkham.

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

No further updates

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

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

04. Biodiversity Duty plan for Castle Acre.

Cllr Manson will use April's NALC Biodiversity training delivered by the Norfolk & Suffolk Wildlife Trust to bring forward further suggestions to the PC in a meeting with a local historian. In addition, to Cllr Manson, Cllr Tim Hubbard, Cllr Collins & the Clerk attended the NALC training.

05. Castle Acre Village Sign, Stocks Green.

The Chairman reported that works had commenced removing the original post in April. The original post within the concrete and flint base was rotten. It was not viable to 'dig out' the rotten wood so the entire surround will be demolished and then replaced. CAPC have consulted the BCKLWN Conservation Officer, it is considered the sign replacement sits within 'permitted development' as replacing an existing structure. Thanks go to Cllr Beales for his support in this matter.

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

The Clerk has received the grant award paperwork (£400) for the Sheffield Bike Stand to be located outside the Village Hall. The Clerk delivered a proposed plan from the Village Hall Committee, giving the potential position of two individual bike racks to be sat diagonally (& fixed underground) upon the grassed area at the front of the hall, adjacent to the road. The PC are concerned about the proximity to the road and traffic and have suggested that one bike rack parallel to the wall might be safer. Clerk to respond to the VH Committee.

09. EV charging units - Electric Vehicles NCC.

The Clerk has confirmed that the Cricket Pavilion does not currently have a SMART meter; this would need installing to meet NCC criteria. The Chairman still awaits a response from Holkham regarding the proposed location.

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

Items to be reviewed in June: financial risk, GDPR, public meetings, grass cutting, tree works, Volunteers, SAM2 volunteer, annual play area inspection and RA's from CAPFA clubs.

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

Cllrs to review and consider options: Prefabricated, wood or bespoke. Key considerations: cost (potential budget 6-8K) and durability, seated area, risk of vandalism. Decision required at June meeting to meet BCKLWN July applications funding window. Size of current footing = 3.5m x 2.2 m.

14. Castle Acre War Memorial Residual Funds.

The Chairman has discussed letter exchanges between the CAPC and Ex-Servicemen's Club members in the 1970's, which made it clear in the event of the Club winding up / closing down any residual funds would be passed to and held by CAPC for future maintenance of the War Memorial. As this is now the case £1,750 has been transferred to CAPC's *restricted* donations account.

16. De Warrenne Potholes.

Cllr Beales has investigated this issue on behalf of CAPC and reporting that though the road is registered as 'unadopted,' it is listed on BCKLWN asset list. Cllr Beales is also discussing the potential of financial support with the Freebridge Housing Association to conduct repairs.

17. Local examination hearings

Cllr Fisher and Cllr Hubbard each attended April hearings with Mr Martin Tate. They reiterated concerns regarding the transparency of the hierarchy scoring process and question the suitability of the village being classified as a Key Rural Service Centre. It is believed further development in-line with this hierarchy status would be unsustainable. Bricknell Close, Massingham Road development is now defined as 'built out' and as such has been removed from the review process.

18. NALC Training Update (Cllr Andy Collins)

Cllr Collins confirmed that the three training courses he completed with NALC were informative and helpful. Cllr Chakrabarti confirmed interest in further training. Clerk to book.

19. AGAR Audit report

Draft submitted to PC for approval and submission in June.

20. IT Policy update

Clerk to complete amendments and add to the website.

21. REPORTS

- Highways: Newton Road Pothole scheduled for repair. Great Massingham Road pothole repaired. Bricknell bins/further items at roadside Massingham Road, reported to Broadland Housing Authority.
- Village Hall – HM The King Portrait has been hung on a wall in the VH.
- School – Report from CA school circulated to Clerk and PC on 11.05.2024. Report is available by request to the Clerk.
- CAPFA – Cllr Collins has taken on the post of CAPC representative and a playing field Trustee. A deputy CAPC playing field representative is required. CAPC/CAPFA SLA has been signed for a further year. A booking system for the MUGA is being reviewed. Thanks to the CAPFA Committee for all their hard work.
- BCKLWN – Cllr Beales emailed a full report covering the following:

Cllr Alistair Beales confirmed his ward of Castle Acre & Great Massingham and further roles as Cabinet Member for Business and now Independent BCKLWN Leader following recent elections.

Over the past year highlights include 500K to help local communities (despite BCKLWN'S financial challenges), including WNCT (Go to Town) service, King's Lynn Ferry, Festival Too and smaller capital grants via the Norfolk Community Foundation. Cllr Beales also oversaw the construction and sale of affordable homes within the Council's Major Housing Scheme, which has provided new homes for hundreds of families.

Cllr Beales also detailed how the second home levy could help the Borough council with a boost of circa 7% of the seven million levied from West Norfolk and further surcharges on long term empty homes.

Full details available upon request from the Clerk.

- NCC – Cllr Moriarty emailed a report covering the following:
- **Household Support Fund – 1 April 2024 to 30 September 2024:**
www.norfolk.gov.uk/costofliving
- **Norfolk Master Composters recruiting new volunteers:**
- The next free training course will be held on Saturday 25th May 2024 in Dereham. For more details about this voluntary role email mastercomposters@norfolk.gov.uk or call 0344 800 8020.
- **Rural community green spaces to be rejuvenated through new government fund.**
- **Nominations now open for the Flourish Awards 2024**

Full details available upon request from the Clerk.

22. Matters requested by Councillors:

- a) Village Gates & St James Green resident parking sign
Thanks go to the local resident for painting the village 'gates' on the Newton & Massingham Roads. Thanks to the Chairman for the installing of a new 'Residents Only' parking sign on St James's Green.
- b) Co-option of new Cllr
A potential new Cllr has come forward and has been interviewed by the Chairman & Clerk. The candidate meets the Parish Council co-option criteria. Standing Orders & Code of Conduct have been sent. Council to vote on co-option at the June meeting.
- c) CAPFA, Service Level Agreement & Deputy Committee Member required.
See reports above.
The Chairman requested the PC formally vote on accepting the SLA agreement.
Proposer (of 2024/2025 CAPFA SLA) Cllr Collins, seconded by Cllr Fisher, all in favour.
- d) Consideration of Castle Acre school children's project.
The PC were extremely impressed by the presentation given by schoolchildren of CA School and agreed to donating £100.00 towards the project.
Proposer (of the donation) Cllr Fisher, Seconder Cllr Collins, all in agreement.
- e) SSE Electricity Contracts
The Chairman reported that two complaints have now been lodged with SSE, due to new contracts not been applied to our account, being lost, by SSE whilst they transferred systems resulting in incorrect billing. May's invoice run may return a credit to the account.
- f) Resident request for building spoil soil to be temporarily placed on the edge of St James Green, northern section. Site will be returned to a good state and reseeded if required.

- A resident has requested use of the area whilst waiting for the waste to be taken away.
- Proposer (to use the site use) Cllr Chakrabarti, Seconded by Cllr Manson, all in agreement.

23. Correspondence

- Email received from Holkham on 12/04/2024 providing updated tree management policy
All Cllrs aware.
- Email received from Clear Councils on 15/04/2024 regarding policy renewal (LCO00764)
Clerk details updated on system for June renewal.
- Email received from West Norfolk SPF Funding team on 15/04/2024 grant acceptance and confirmation of offer for Sheffield Bike stand, Village Hall.
All Cllrs aware.
- Email received on 18/04/2024 from resident regarding use of Priory Road temporary car park for wedding overflow traffic on 1st June 2pm
Holkham Estates have granted permission.
- Email received on 24/04/2024 from resident regarding BC traffic cone and sandbag, post removal of 'Road Closure Sign' at South Acre Ford – Cllrs aware.
- Email received on 24/04/2024 from Cllr Collins on behalf of CA Budgens, requesting an email from CAPC to Budgens delivery Manager to request a change of delivery times (to avoid school bus times). Clerk to draft email from CAPC
Proposer Cllr Chakrabarti, Seconder Cllr Manson, all in agreement.
- Email received on 24/04/2024 from CIL Compliance Officer requesting completed CIL report for FY/23-24 by 30th June 2024 – discussion reference allocation.
CAPC to ring fence current CIL allocation to Village Sign project.
Proposer (to ring fence CIL funding) Cllr Fisher, Seconder Cllr Collins, all in agreement.
- Email received on 25/04/2024 from a resident requesting churchyard gate access for Wedding at St James Church on 26/05/2024 approx. 90 mins.
Clerk to confirm approval with Resident. All Cllrs in agreement.
- Email received from PCC on 27/05/2024 regarding churchyard maintenance schedule for the year. TTSR has been awarded the contract, two cuts in May, costing circa £400 per cut. The PCC will then decide how to progress for the rest of the cutting season.

24. Accounts to be paid:

*£211.54 VAT reclaim, received on 19.04.2024 * £1,750 from War Memorial Fund

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (May)	£ 447.17	
Invoice PC2024/001 PC Village Hall Monthly Meeting Hire April 2024 – December 2024 (8 x meetings @ £25.00 per meeting)	£200.00	
Clear Councils Policy Renewal LCO00764 15/04/2024	Premium: £448.95 Insurance Premium Tax: £53.87 Admin Fee: £45.00 Total Due: £547.82	

Sporle with Palgrave Parish Council re: 50% recharge of Westcotec SAM2 Monitor ref: invoice 15703.	Total Due: £67.50 (VAT = Nil, Sporle will reclaim)	
NALC Cllr Training (Data Protection) Invoice 1895 25/04/2024	£32.00 VAT: £6.40 Total Due: £38.40	
NALC Cllr Training (Neighbourhood Planning) Invoice 1906. 26/04/2024	£38.00 £7.60 Total Due: £45.60	
NALC Cllr Training (Chairing Council & Public meetings). Invoice 1909 26/04/2024	£35.00 VAT: £7.00 Total Due: £42.00	
Reimbursement Tim Hubbard. 2 x Channel Clips, 2 x aluminium posts, 2 x post end caps (Invoice: 1D 90264 Safety Signs and Notices Ltd) 05/04/2024. Ref: St James Green Parking Signs	Total Net: £51.68 VAT: £10.34 Total Due: £66.76	
Reimbursement Phil Lock for 2 x bags of 'Post fix' for Village Map stands. 08/04/2024, Receipt No: RECB0005RYJE80Z4JRE0 (Swaffham Building Supplies)	Total Net: £10.83 VAT: £2.17 Total Due: £13.00	
Reimbursement Phil Lock for 750 ml of white gloss paint for Village Gates 11/04/2024 Receipt no: 00030000707812 (Roys of Wroxham)	Total Net: £19.20 VAT: £4.79 Total Due: £23.99	
Reimbursement Phil Lock for 20KG of 'Blue Circle Postcrete' for Village Map. 06/04/2024 Receipt no: A94900 (Travis Perkins)	Total Net: £11.00 VAT: £2.20 Total Due: £13.20	
T.T.S.R Ltd. Invoice 8990 1 of 4 invoice of 1 x year contract. 01/05/2024. Calculated hours = 024.	Total Net: £478.31 VAT: £95.66 Total Due: £573.97	
SSE (DD) 01/03/2024 to 31/03/2024 Invoice: IV00713652	£77.33 Total CCL £0.00 VAT: £7.38 Total: £154.95	
HSBC Banking Charges (DD)	£8.00	
Authorised for online payment by- Date: 07/05/2024 Signatory 1: Cllr Liam Manson Signatory 2: Cllr Tim Hubbard		

- Cllr Fisher proposed the approval of accounts to be paid, seconded Cllr Manson, all agreed.

25. Village Maintenance

- Fibre works in Castle Acre – Clerk update: Between Feb-Mar 24 both UPP & BT Openreach were installing their own infrastructure across the village. UPP have completed their works and following an acquisition are now known as Virgin Media O2. CAPC raised concern about the poor remedial works to resurface affected roads. Clerk has spoken with NCC Street scene Inspector who confirmed that the Highways Team will be checking the works in the village within 1-2 weeks and will seek credits back from the responsible companies to repair any unsatisfactory works.
- Vandalism at South Acre Road Ford including damage to SSSI and PC signs and post were reported to the Police Liaison Officer on 08.05.2024. Thanks go to the Resident who retrieved the damaged items from the river.

26. Public questions

- None.

The meeting(s) closed at 9:00pm

The next full Parish Council meeting is scheduled for **Thursday 13th June 2024** at 7:30pm, at Castle Acre village hall.