

Castle Acre Parish Council

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Minuted record of Parish Council business conducted via Zoom video online meeting 12 November 2020.

Present: Mr M Hickey (MH) Chairman, Mr L Fisher (LF) Vice Chairman, Mr S Allen (SA), Mrs H Breach (HB), Mr T Hubbard (TH), Mrs S Moister (SM), Mr N Patrick (NP), Mr M Tate (MT)

In attendance: Mrs L Firth (Clerk), Mr J Moriarty (JM) (Borough Councillor) and one member of the public.

45. Apologies: Mr L Manson (LM)

Apologies not received: Cllr G Middleton (NCC)

MH welcomed resident Charlie Wall to the meeting.

46. Minutes of online zoom PC meeting held 8 October 2020

The following corrections were noted:

- Under 'Correspondence', the report on 'Village Hall': the wording should read 'track and trace'.

LF proposed approval of the Minutes and MT seconded.

47. Health and Safety - reports on any new H&S

NP reported street lights out on Pyes Lane and at the High Street junction. Clerk to report for repair.

TH advised that Greenman Woodlands has started to trim back the cherry trees on St James' Green outside the entrance to the playing field and that they hope to return next week to complete.

TH reported that he went to assess the potential hedging options on the churchyard perimeter bordering the Chimney Street large brick outhouse. The PCC needs to confirm the precise position of the churchyard boundary.

48. Updates on actions required from previous meetings

41. Surface water flooding

No further updates. MT remains in communication with Anglian Water (AW) and BT. Clerk still chasing Holkham for confirmation as to when drainage ditch at Minns Meadow will be cleared.

55. Repairing alleyway off Foxes Meadow

No further progress. Still awaiting action from the Borough Council.

87. Road sign outside Jokers

MT asked if Highways had confirmed removal of the sign and will it be repositioned? Clerk to check with Highways.

67. South Acre ford - TRO consultation, prohibition of motor vehicles

MH read out an e-mail from NCC Highways: ' After the end date of the preliminary consultation, we received a large amount of responses, including both objections and support. We are now working through the responses and replying to any queries and objections. Once completed, the relevant documents will be sent to the legal team to prepare for the statutory consultation'

29. Purchase of traffic safety mirror Massingham Road junction

Clerk contacted Barriers Direct who confirmed there isn't an option to trial a mirror before purchase. Clerk to contact Freebridge for agreement to erect a traffic mirror on the verge outside of their property on the corner of Massingham Road and Town Lane junction. Once permission is received, Clerk will order a three-way, blind spot, multi-function 800mm traffic mirror for £500 inc: VAT. Payment will be post receipt.

34. Damaged bench on St James' Green

SA kindly agreed to remove and assess the broken bench.

34. Broken latch on gate on the wooden walkway at SA ford to Minns Meadow

TH confirmed the gate had been repaired.

40. HGVs excessive use of Newton Road/Town Lane

MH and Mr Lakey are waiting for confirmation from Andy Wallace at Highways as to when they can hold a meeting to discuss this matter further. Clerk contacted Walpole's operations manager highlighting the company's excessive HGV use of Castle Acre as a through route. The manager was sympathetic and said they would inform drivers not to use the village where possible. He also offered to explain their operating routes in a zoom call. Clerk to arrange.

40. Flower beds at the War Memorial

SM thanked both the Horticultural Society for their hard work in restoring the flower beds and the volunteers who helped with clearing leaves from Stocks Green, prior to Remembrance Sunday. The total cost of the flower beds was £132 out of the £200 budget with the £70 balance to be spent in the spring.

49. Matters requested by Councillors

Supporting young people in the village

Charlie Wall (CW), a Castle Acre resident and Senior Youth Engagement Worker for YMCA, presented information to the PC on how best to move forward with supporting young people in the village. Cllrs decided that the first step is a need evaluation in the village and the immediate surrounding areas before agreeing on a set of policies. Through YMCA offices, CW offered to run consultation events with young people over the winter and will supply costs. If the findings are positive, the PC could apply for 100% grants to cover the approx. cost of £7,500 per year to employ youth workers to run a Youth Club in the village. MH proposed support for this initiative, SM seconded, all Cllrs were in support.

Bi-annual parish newsletter

MH pre-delivered to Cllrs a sample dummy copy produced by a local designer. Cllrs approved the title 'Castle Acre Voice' and the strapline ' Information, News & Ideas from your Parish Council'. Cllrs expressed a preference for a heavier paper, as per the sample. Cllrs noted a selection of topics from which a number will feature in the first edition. Agreed the themes should be positive, forward looking and not moans about aircraft noise, dog poo, HGV traffic etc. Plenty of full colour images. The centre spread will major on the forthcoming referendum on the Neighbourhood Plan. It was agreed to allow for paid

advertising space for local businesses only to offset the estimated gross print and production cost of £400 per edition. JM offered to seek a second printing quote.

Siting of seedbank on Stocks Green

Following the PC's decision at November's PC meeting not to allow the project 'Sow For Future' to erect its seed bank next to the listed telephone box on Stocks Green – offering the alternative of next to the village map on Stocks Green - the organisers have placed the bank outside their property but now seek permission to place it on Stocks Green next to the telephone box for one month next spring. After discussion about the future and monitoring of the project, Cllrs agreed the seed bank could be so positioned on Stocks Green. MH proposed and SA seconded. All agreed. MH explained the 'Sow for Future' organisers are seeking funding support from the PC for its future activities. MH has asked them for a short Project Plan and costings for Cllrs to consider in time for the December PC 2021/22 budget meeting.

New expenditure proposals for draft PC budget 2021/22

MH asked if Cllrs have any further proposals for new expenditure for the draft PC 2021/22 budget for review at December's meeting. Suggestions to date include: three new bin housings for the wheelie bins on the playing field, thinning the re-growth of Stocks Green's lime trees and cutting and maintaining Newton Road verge (for new footway trod). Other higher cost aspirations might include a replacement Village Sign, new playing field fencing on Massingham Road. Either could be part-financed from the PC's CIL reserves.

50. Planning

Ref 20/01518/LB - 2 Baileygate Cottages, Stocks Green. Listed Building Application for removal of a low-level flint and brick wall and supporting pier for an existing timber structural beam supporting the upper section of the cottage back wall. Minuted confirmation of Cllr's unanimous support gathered by earlier e-mail exchange.

51. Correspondence

CIL Parish payment notice - Norfolk House

PC's share of £117 CIL charge on Norfolk House's new granny annexe.

Parking on St James Green

A residents complained about the number of cars parking on St James' Green next to the 'No Parking' sign. This is a reoccurring practice with drivers ignoring notices left asking them not to park on the green. Agreed there is no easy solution, given the increasing number of vehicles per household and the danger of more damage to the green if HGVs have to mount the grass verge to get past those vehicles now parked on the roadside. TH asked the Clerk to check the PC's leasing agreement with Holkham in respect of its duty of care.

52. Reports

Highways

Nothing further to report.

Village hall

HB reported: the hall is closed with the exception of anything educational.

School

The Chair of the Governors reported: 'As with all schools across the country we have been delivering what is called a "Recovery Curriculum" for the children. This is based on the obvious fact that many children have fallen behind in the six months away from school and we all face the challenge of getting them back into a learning mode and then into progression. There is also the need to allay the fears of the children but more so the parents

many of whom worry about the risks still out there. The staff have put in an enormous amount of work to create safe “bubbles” where year groups cannot mix together and the levels of cleaning and sanitising are extensive. The good news at Castle Acre is that we have had great levels of attendance and minimum disruption and I’m pleased to say that children are working almost to pre-lockdown levels already’.

CAPFA

No new report.

Neighbourhood Plan

MT reported: The REG 16 draft is out for consultation by the Borough Council until 21 December. MT confirmed there has been no feedback from Holkham since advising them on 12 October that the Steering Group had decided to remove their potential development land site from the NP.

BCKLWN

JM reported:

- An e-mail sent to Cllrs on his code of conduct complaint regarding distasteful comments made by a Borough Councillor which was not upheld.
- The recent Corporate Performance Panel meeting about mistakes made in Knights Hill means that to avoid such mistakes in the future, the BC will devise a communication strategy to ensure Parish Councils are informed before decisions are implemented into the Local Plan.
- An increase in the CIL charges.
- BC meetings can now be found on YouTube.
- That the current BC constitution allows Cllrs to ask as many questions as they wish to as many portfolio holders and for as long as they desire. During the BC’s Constitution annual review, it was agreed, by way of improvement, to limit the number of questions allowed from each Cllr to two, plus supplementaries to portfolio holders, in the expectation of reducing the lengthy meetings. However, JM reported his surprise and disappointment that this decision was recently back on the agenda where it was agreed that Cllrs would be allowed thirty minutes only to ask questions.
- Another change to the Constitution is that should a committee Chair fall vacant, then BC Cllrs should be able to vote on a successor between annual meetings, unlike the current practice. Currently, the only Chair up for election is the one JM occupies on the Corporate Performance Panel. JM believes the Constitution is being altered to enable him to be removed from that post.
- JM received an invitation to a planning committee meeting on 7 December. This could be when the ‘glamping site’ application on Back Lane will be reviewed. JM to feedback to the PC.

53. Accounts to be paid:

Berrymans Glass Recycling Ltd (URM UK Ltd)	£7.20 (£6.20 VAT)
E.on Energy (electricity)	£68.29 (£3.25 VAT)
Clerk’s expenses - Zoom monthly account	£14.39 (£2.40 VAT)
Clerk’s expenses – 2 x printer ink, stationary	£113.93 (£18.99 VAT)
Price & Co Ltd - VAT underpaid on invoice 200505	£10.00
Paul Slocombe - bin bags for litter picking	£41.18
Gary Lake - playing field grass cutting. 2nd payment 2020	£969.00
Holkham rents - 2020/21 allotment land + village greens - 2019-2020 (arrears)	£110.00 £3.00
Castle Acre Common	

Clerk's budgeting training course	£36 (£6.00 VAT)
TTSR Greens cutting, second half invoice	£955.86 (£159.31VAT)
Richard Jenney reimbursement for memorial gardens (VE Day funds)	£131.95

TH proposed approval of the accounts and LF seconded.

54. Village Maintenance

East Green - leaf clearance

MH reported that the same team as last year had already started to clear East Green at an agreed £100 budget. NP questioned why the leaves were dumped so close to the public footpath. Agreed the green needs reseeding in the spring.

Repainting bench and bin at South Acre Ford

A volunteer has confirmed he will be able to repaint the bench and bin in the coming weeks, weather permitting. PC to cover his costs.

Potholes - outstanding repairs

Clerk continues to chase Highways.

Bailey Gate portcullis - resetting

Nothing further to report, still awaiting action.

Dog waste bin request - Castle Square entrance to the castle

JM repeated his request for an additional dog poo bin to be erected at the entrance to the castle from Castle Square. MH had included £175 in the 2020/21 PC budget in anticipation. A small bin could be purchased for £116 inc: VAT, plus the additional £94 for the BC to empty. Cllrs wondered if English Heritage would be prepared to meet the purchase cost and emptying of this bin? To re-discuss at December's PC meeting.

SSSI sign at SA Ford

The ford's SSSI sign has been destroyed or removed. Natural England are unable to supply a more informative sign, due to funding restraints, but were able to send a digital copy of the present sign. MH to find replacement frame and post.

Orchard Lane and Archers Lane junction sign off set by HGV

Clerk to report to Highways

Jubilee bridge road sweep

NP reported a significant build-up of soil debris on the road at Jubilee bridge. Clerk to request Highways Rangers to sweep during their December visit.

55. Public questions

No further questions.

Meeting closed at 9.32pm

The next full Parish Council meeting is scheduled for Thursday 10 December at 7.30pm via Zoom video communication. Cllrs expressed their approval for PC meetings to continue running via Zoom online video until further notice.

Cllrs asked to note that the January 2021 PC meeting will be on **21 January**, the third Thursday of the month. Clerk to circulate PC meeting dates for 2021.