



# Castle Acre Parish Council

Clerk: Mrs Libby Firth, 7 Sandles Court, Back Lane, Castle Acre, Norfolk PE32 2XF  
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## **Minuted record of Parish Council Meeting business conducted at Castle Acre village hall on 10 November 2022 at 7.30pm.**

**Present:** Cllr Laurie Fisher- Chairman, Cllr Neil Patrick- Vice Chairman, Cllr Sean Allen, Cllr Martin Hickey, Cllr Tim Hubbard, Cllr Sheila Moister, Cllr Liam Manson, Cllr Martin Tate.

**In attendance:** Mrs Libby Firth - Clerk, Cllr Jim Moriarty - Borough and NCC Councillor (from 7.39pm) and four members of the public attended.

**70. Apologies:** The Council accepted apologies from Cllr Helen Breach and Cllr Jim Moriarty who sent advanced apologies for his late arrival due to overlapping meetings.

### **71. Minutes of the 13 October meeting**

Items to be corrected:

-Item 44. To remove 'that has been'.

-Item 50. Overlapping is one word.

-Item 63b. Replace 'November' with 'December'. Should read 'Cllr Hickey', not 'Cllr Tate reported'.

Cllr Patrick proposed approval of the minutes and Cllr Moister seconded this proposal. The Council agreed.

**72. Health & Safety** – Cllr Moister shared reports from concerned residents of a large bonfire burning on the field opposite the properties on Chimney Street. Following discussion Cllrs felt no need to take any action, as the bonfire was on private land and the landowner was in attendance.

-A complaint was discussed regarding parking on St James Green pavement, obstructing the path for pedestrians. Although parking in this area is not illegal, impeding the path is. Clerk to contact NCC Highways (HW) and register the complaint as well as seek advice from the local beat officer.

**Tree Report** – Cllr Hubbard updated the PC that the required work on the Ash trees, on the playing field alleyway to North Street, has been completed.

-East Green is to be cleared of brambles on the far side along the fence. Cllr Hubbard will contact Holkham Estate to discuss what is required and when this can be achieved.

-A resident of Pales Green has offered to fund maintenance required on the Copper Beech tree on the Green (this will require a planning application). The PC agreed to the work being carried out and thanked the residents for their kind offer.

The Chairman brought forward two items on the agenda in consideration of members of the public who wished to consult with the Council:

### **73. Matters requested by Councillors**

#### **a. Safety Mirror, Sandy Lane into Newton Road junction- request from resident**

A resident of Sandy Lane was invited to speak to discuss their concerns about road traffic using the Sandy lane onto Newton Road junction. The resident requested the Council's advice on the installation of a road safety mirror at the junction. Cllrs agreed that there was a potential hazard at the junction and discussed the use of a mirror to mitigate the risk. The Clerk was asked to contact Highways for guidance on the proposal and ask Holkham for permission to install the mirror on their land at the proposed site. The resident kindly offered to fund the mirror's purchase. Clerk to report back to Council and the resident once responses received from HW and Holkham.

#### **b. Request from residents of land north of Greenslade house who wish to present to the PC reasons for applied planning permission**

- The applicants wished to address the Council to explain their reasons for wishing to live in Castle Acre and explain the background to the planning application. The Council expressed their appreciation for the applicants taking the time to discuss the application with the Council. The Chairman explained that they were unable to pass comment or discuss until the formal consultation process was initiated by the Borough Council. The Clerk was requested to contact the planning department and obtain the status of this application.

#### **74. Updates on actions required from previous meetings**

**40b. Visitor car park matting grants** - Cllr Hickey and Cllr Tate discussed their proposals on how to best complete this project using a reduced budget of £15000. In the revised plan, permeable matting costing circa £9450 would only be utilised in areas that would be the most used by vehicles. Unloading, storing and laying of the matting would be completed by a local contractor with an estimated cost of circa £3500. Any remaining funds would be used on the field entrance, gate and signage. Cllr Hickey proposed consultation with Holkham Estate to discuss the revised site development plan and lease of the field. Cllrs discussed the need for disabled access to be included in the plan and appropriate consideration for the conservation of the Roadside Nature reserve on the boundary of the site. It was also noted that a maintenance allowance for the site would need to be included in the annual budget moving forward. Cllr Patrick seconded the proposal and all Cllrs supported.

**42. Status South Acre Rd ford TRO** – The Chairman read out an email from Tom McCabe (NCC Executive Director of Community and Environmental Services) which confirmed that he had shared the PC's email submissions with the relevant Cabinet Member. Following an in depth discussion, Cllrs decided on a response to Mr McCabe thanking him and also to highlight that the invitation to attend a site visit applied to all of the Cabinet Members. PC to revisit the issue spring 2023.

#### **54b. Breck View, Pales Green, Castle Acre- update**

The Chairman read an email from the property owner which confirmed the external lights on the Breck View entrance gate posts had been turned off as requested. Given that the other external lighting is not breaching any building regulations, the PC felt no further action was appropriate. Clerk to share this response with the neighbouring residents.

#### **63a. Queen Elizabeth II Memorial - update**

The PC had received one response, following the item in the latest Nar Valley News, regarding a village memorial to Queen Elizabeth II. That suggestion was for a memorial tree. A member of the public at the meeting requested that the PC consider a memorial village beacon. They had already completed some research into the proposal: they had contacted English Heritage about the feasibility of erecting a beacon at either the Castle or Priory. They estimated the costs would be circa £750 for which they already had a potential voluntary contribution of £325. Clerk to outline this proposal in the next Nar Valley News and highlight that the beacon could also be used for the upcoming King's Coronation.

#### **75. Matters requested by Councillors**

##### **a. RBL – CA Remembrance Service Sunday 13 November- PC's Wreath**

– Cllrs were reminded of the donation request ahead of the Remembrance Service on Sunday.

##### **b. CA Conservation Management Plan**

Cllrs discussed the report with the following observations made:

-St James Green, East Green and the Green at the top of Pales Green should be shown in the Plan as open village greens.

-Where the report mentions the removal of Ivy to 'improve habitats' it should be noted that Ivy is a habitat itself and is important to pollinators. Any removal should be done on a rotational basis taking into consideration the Ivy's habitat.

Cllr Hickey proposed adoption of the report, once the PC comments had been incorporated within the document. Cllrs Moister seconded the proposal, all were in favour.

**c. Local Plan Examination Hearings, 6<sup>th</sup> and 7<sup>th</sup> Dec 22 & 12<sup>th</sup> Jan 23.**

Cllr Tate had received notification of the Local Plan examination hearing dates. He confirmed his intention to attend a hearing and to report back to the PC. He pointed out that he must submit any intended discussion items in advance.

**d. The Voice- call for Cllrs assistance in delivery**

Clerk to circulate the plan for the delivery of The Voice. The Chairman thanked Cllr Tate for all of his hard work in producing the latest edition.

**e. Draft 2023/24 PC budget**

Full draft can be seen on request via the Clerk. Items discussed:

- Given the current financial situation, Cllrs agreed this is not the time to allocate funds towards the running of a youth club (revisit when further interest is shown by residents).
- Overflow car park maintenance to be included in 2023 budget.
- The village bus shelter is in need of serious repair or rebuild. Cllrs to consider a future CIL application.
- Cllr Hickey and Clerk to look into electricity contract renewal with Npower and seek alternative quotes. To be reviewed at the January 2023 PC meeting.

**f. Heritage Lottery project**

Cllr Hickey reported that the heritage project ended on 31st October. The project successfully completed with the following involved: 14 workshops and 18 activities, the renewed Pye's Lane Burial ground, a new conservation draft plan, and numerous new items added to the village website. The project was awarded £35000.90 with ongoing discussion with the sponsors over residual funds. Cllr Hickey and Clerk to seek advice on the VAT claimed by PC on project items. The final report has been submitted awaiting response.

**76. Planning**

- Application ref: ref: 22/01777/F- Single storey extension to create garden room at Heritage View Castle Square, Bailey Street, Castle Acre, KINGS LYNN Norfolk
- Cllr Allen and Cllr Moriarty declared a pecuniary interest in this application and left the room.
- Cllrs had no adverse comments on the application. Cllr Tate proposed supporting the application; this was seconded by Cllr Patrick. All voted in favour.

-On his return, Cllr Moriarty was asked to make an enquiry with the BC Planning department regarding the latest Glamping site application as there has been no update on the website in four weeks.

**76. Correspondence**

**a. Castle Acre - Aggressive Dog Attacks- email**

The PC had been informed by a concerned resident about a recent incident where their dog had been attacked in the meadow down St James Road. The PC sought advice from the BC enforcement officer who stressed the importance of such occurrences being reported to the police by the eye witness. Clerk passed on the feedback to the resident.

**b. Rural Mobility in Parishes Survey- email**

The Chairman read an email from Transport East Summit who are launching a Rural Mobility Survey, assessing connectivity in rural areas.

**77. Reports**

**Highways** - Nothing further to report.

**Village hall** – Cllr Hickey confirmed that an application to the NCC infrastructure fund, submitted on behalf of the Village Hall committee, had been accepted. The grant, if awarded, will fund a new kitchen, PV panels and acoustic improvements in the hall. Cllr Breach is obtaining comparative quotes.

**School** - The Friends of Castle Acre school are hosting a Christmas Fayre at the school on Saturday 3 December in the hope to raise funds.

**CAPFA** – 105 households responded to the recent village survey, with lots of support given to the association's proposed plans. The next stage is to apply for funding for the MUGA court.

**-Norfolk County Council (NCC)** - Cllr Moriarty circulated an email report that included the following topics: multiply programme- launched as part of the government’s UK Shared Prosperity Fund (UKSPF) programme, fight flooding by clearing channels, household support fund autumn/winter 2022, support for families who receive free school meals (£3.6 million), Norfolk Assistance Scheme (NAS) (£2.7million), advice for bird keepers in Norfolk, Member briefing: Budget Consultation 2023/24. The full report can be requested via the clerk.

**BCKLWN (BC)** - Cllr Moriarty shared a report on email regarding on the following topics: draft list of Highways maintenance schemes 2023-2024, Next CIL application round is opening soon, pressing BC to ensure Serco are disposing of food waste correctly, Serco in talks with BC regarding current contract, the BC’s Regeneration and Development panel is meeting next week forming a task group for tourism in West Norfolk - Cllr Moriarty has been asked to sit on the panel and represent rural communities.

**78. Accounts to be paid:**

ITEM:	Cost to PC Budget:	Grant funded:
NLHF Project manager monthly fee AM13		£780 NLHF Grant
Clerk Salary October 2022	£323.70	
Npower invoice September 2022 IN04854069	£74.44 (£3.54 VAT)	
SPC Printers-The Voice copies Autumn 2022	£164 (£32.80 VAT)	
SPC Printers- CA HP Txt for additional notice Non-conformist Burial Ground		£108 (£18 VAT)
TTSR Grounds Maintenance Services 2022 invoice 2 of 2	£1,142.59 (£190.43 VAT)	
Gary Lake Playing field maintenance 2022 invoice 2 of 2	£1178	

-Clerk circulated CA allotment rent collection notice and has received 18 x £8 out of 29 (1x paid in advance) to date, deadline 11 Nov. Along with 3 new registration fees of £6 for newly assigned plots.

-Cllr Patrick proposed the approval of the accounts, seconded by Cllr Hubbard. All agreed.

**79. Village Maintenance.**

NA.

**80. Public questions.**

- N/A

The meeting closed at 9.31pm.

The next full Parish Council meeting is scheduled for **Thursday 8 December 2022** at 7.30pm at the village hall.