

Castle Acre Parish Council

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Minuted record of Parish Council business conducted at the village hall on 14 October 2021 at 7.30pm.

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

In attendance: Mrs L Firth (Clerk), PC Gilluley and two members of the public.

64. Apologies: Mr J Moriarty (JM) Borough and NCC Councillor, Mrs H Breach (HB)

65. Introduction from PC Paula Gilluley- Community Engagement Officer, King's Lynn & West Norfolk.

With 15 years of experience working in the Norfolk Constabulary (NC) PC Gilluley has now taken over the role of Community Engagement Officer following the retirement of Lee Anderton. PC Gilluley oversees the Breckland and King's Lynn and West Norfolk area and welcomed the PC to contact her on matters regarding community safety. PC Gilluley also stayed to answer questions from members of the public regarding their concerns over traffic in the village. Cllrs thanked Paula for her time and discussed the possibility of a future meeting between CAPC, Highways (HW) and NC to discuss how to improve the villages' ongoing concerns with parking/road safety.

66. Minutes of the 9 September 2021 PC meeting

Following corrections made:

- Date of meeting in the heading of page 1, incorrect month.
- MT to email factual corrections under item. 41 relating to the topic of 'soakaways'.
- item. 38 a word correction from 'wait' to 'waiting for'
- Item 59b. correction to location of hedge row being 'behind' the properties not 'in front'.

MH proposed approval of the minutes which was seconded by SM.

67. Health & Safety

- Cllrs reported a sink hole where the Foxes Meadow footpath joins the pavement on the side of Massingham Road. Clerk has already reported to HW.
- Clerk was asked to report to HW the kerb stones needing attention along the pavement that runs from the Spar shop down to the entrance to Foxes Meadow.
- Clerk to report pothole near no.3 North Street.
- Clerk to chase up HW contact regarding their past discussion on the resurfacing of North Street.
- Clerk to request that Freebridge trim its hedgerow behind the traffic mirror at the Massingham Road and Town Lane junction.

68. Updates on actions required from previous meetings

41. Surface water flooding and drainage issues Jubilee & Newton Bridges.

- Highways has not yet reported any updates regarding the improvements to the land drainage systems surrounding the village bridges, having contacted the relevant landowners asking them to do so to ensure the adjoining ditches are maintained correctly. It appears some recent action has been taking place to clear the land, owned by Narford Estate, adjacent to Newton Road Bridge. This will help alleviate the back-up in road gullies which

are currently not capable of handling all the flood water during heavy rainfall. Clerk to seek update from Mr Griffiths at HW regarding the clearance of the gullies at Newton Road bridge and also Jubilee bridge.

MT to continue to chase HW regarding the maintenance of the drainage system at the Town Lane and Massingham Road junction.

54. PROW and permissive paths on Holkham land.

- MH recently received communication from Holkham Estate Surveyor stating that both she and the General Manager, Estate & Property are in agreement that a contract is not necessary, despite their previous agreement to create one. Instead, they are offering to send a 'covering letter' that states that 'Holkham Estate is committed to the provision of these permissive paths for the benefit and enjoyment of the Castle Acre community for the years to come'. Cllrs consider that the suggested covering letter may not be sufficient but will await to receive it and review at a future PC meeting.

6. Ostrich pub - bottle and paper bank.

No further update received. NP to discuss with The Ostrich management.

18. CA Youth Project

- SM reported that YMCA had been in touch, following the survey on the potential demand for youth projects in the area, to suggest that the PC could look into applying for 'Aviva Community Funding' where Aviva employees vote on which local projects to support such as CA's potential youth projects. SM to investigate the Aviva Community Funding further and Clerk to contact West Acre PC to see if they have made any progress with their youth project.

33. CAPC Bank switch.

Following the PC's permission, the Clerk has taken the initial steps to switch from HSBC to NatWest. Cllrs that are signatories will be contacted by NatWest and asked to follow instructions.

35. Speed reduction on A1065.

The PC has no further updates on any action taken by Cllr Kiddle-Morris on a speed reduction on the A1065 section that runs parallel to CA. LF to contact JM and request his support in maintaining pressure on Cllr Kiddle-Morris.

38. Castle Acre Ford Repairs.

Water Management Alliance (WMA) has agreed to carry out bank repairs at South Acre Road Ford. The PC will await the WMA to supply their design of their proposed scheme before making comment.

44a. Path maintenance of Nar Valley Way from Common Lane to South Acre.

Clerk to chase up the NCC Trails Officer, who had the section of the Nar Valley Way path cleared in the summer, following their suggestion that they would return to the site at the end of the summer and assess if any repair work would still be required.

44e. Invitation to bid for Parish Partnership 2022/23.

The PC has until the end of December 2021 to submit an application to bid for funds under the NCC Parish Partnership scheme. Cllrs were asked to consider any possible items based on Highway improvements for discussion at the December PC meeting. Items already put forward are: matting for the potential overflow car park off Priory Lane and improved protection for the Roadside Reserve on Priory Lane.

57a. Local Plan Review.

The PC's submission was accepted via the BC's website portal and the BC is now going through the process of reviewing the submissions. Feedback may not be received for some time. Cllrs agreed to remove this item from future agendas until feedback has been received.

57b. New fencing at the playing field, update.

Following approval at the last PC meeting, MH confirmed the project with G&G Fencing Ltd would be going ahead with a start date of 15th November, as long as there were no delays in obtaining the required fencing materials.

59b. Bricknel Close - New fence.

MH held a meeting with the Bricknel Close site manager and some of the concerned residents about the potential change in the design for the fencing to be erected between the existing homes on Massingham Road and the new properties being built. The site manager was sympathetic to the residents' concerns and agreed the fencing should stay as per the planning application design at 1.8m height.

57c. National Lottery Heritage Fund (NLHF) application - update.

The launch event of the NLHF project is on Saturday 6 November at 2pm held in CA village hall. Cllrs are invited to come and support the event and where possible to help publicise the project. MH is the project's coordinator on behalf of the PC and expressed his hope that Cllrs may wish to get involved in the project over the next twelve months. A job advertisement had been placed in the EDP 24 website for a Project Manager and only one applicant has applied. MH ask Cllrs for their approval to appoint this applicant now that the deadline for applications had passed. NP proposed and SM seconded, all Cllrs were in agreement for MH to make the appointment. MH went on to explain that the project will be publicized in the next edition of the Nar Valley News, the autumn edition of The CA Voice and a new page on the village website created specifically for the project. MH to circulate information regarding the next three project events to Cllrs who can pass onto those interested. Clerk to inform the school.

The NLHF had approved the project's detailed cashflow and has since paid the first 50%, £17,100, of the total grant into the PC bank account. Both the Clerk and MH will be keeping a detailed record of all expenditure to be charged to this account.

62b. Footbridge adjoining SA road, repair to decking

The Clerk contacted Norfolk Rivers Trust, who originally built the bridge at the PC's request, to see if it could assist with the required repair work to the footbridge. However, the Trust is unable to help because of a lack of funds. The clerk contacted a CA resident who had previously repaired the same bridge. The resident kindly agreed to fix the two damaged slats but also reported back to the PC that some of the bridge's more integral structural posts would need some serious attention in the not too distant future. Cllrs agreed to include some funds in the next budget review for such work and to start looking for someone who may be able to assist the PC with providing a quote for the work required.

62a. Pales Green hedge maintenance.

It has been reported to the PC that the hedging that borders the eastern side of the school garden allotments requires some heavy-duty maintenance work. MH advised that cutting this hedge is part of TTSR's annual contract and that the Clerk should chase them to complete. The resident who has voluntarily maintained the hedging bordering Pales Green can no longer do so. Cllrs agreed this needs to be added as an item to the next budget review and that the Clerk would arrange a site meeting with TTSR to review the work required and get a quote, TH agreed to attend the site meeting.

62c. Dog Fouling - Stocks Green.

The PC is aware of repeat offenders not clearing up after their dogs while on Stocks Green and in some instances even leaving their animals' mess directly in front of people's residences. The clerk has made yet another request for patrols to be made by the BC's enforcement officers who have agreed they will return to the village and also request for anyone with information and evidence regarding the individual culprits to get in touch at Andy.Smith@west-norfolk.gov.uk.

69. Matters requested by Councillors.

Next edition of CA Voice

MH reported on the progress of the next edition of the CA Voice which has had seven articles approved to date. The proof will be ready by the end of October and due for delivery at the beginning of November. MT confirmed that £219 from the NHP funds can be put towards the printing costs to cover publicity for the Neighbourhood Plan. The clerk will organize the distribution and Cllrs will be asked to help, where they can.

Priory toilet signage - to direct village visitors to the facilities.

- Cllrs agreed to a correction on the wording used on the agenda item where the Priory toilets were referred to as 'public toilets' and should only be referred to as 'Priory Toilets'.

JM had received some positive feedback from the BC's Regeneration and Economic Development Support Officer following his feedback via a survey for the Welcome Back Funding which is being delivered by the European Regional Development Fund. The Officer informed JM that his request for funding to help improve the villages signage to the Priory toilets had been accepted and that once further information was gathered regarding the cost for such signage, they would take further action. LF and Clerk to investigate potential sign options with preference to adding to existing signs in the village instead of adding additional signs.

Revision to PC's Standing Orders- under 'Meetings' to include option if meeting duration should exceed 2.5hrs.

Cllrs agreed for the Clerk to amend the current Standing Orders document to incorporate the suggested additional text of:

'Except at the discretion of the Chairman, all meetings of the CAPC shall finish no later than two and a half hours after commencement. Any business not transacted shall be carried over to the next meeting or such other date as the Chairman may decide.'

MH proposed and SM seconded with all Cllrs in agreement.

70. Planning.

- Ref: 21/01782/F 7 Orchard Lane. The installation of an external flue from a wood burner fixed to the north elevation and extending 1.8m above the eaves of the property at 7 Orchard Lane, Castle Acre, Norfolk, PE32 2BE

Cllrs had no additional comments to feedback regarding the property and all were in approval of the application. SA proposed and LM seconded.

71. Correspondence.

a) Queen's Platinum Jubilee Beacons 2022.

Cllrs reviewed information sent by NALC regarding suggestions for how Norfolk parishes could celebrate the Queens Platinum Jubilee 2022. Following discussion Cllrs felt there was no valid need to invest approx. £500 into purchasing a beacon for the village to light (there being several nearby in neighbouring villages) but that the PC would look into marking the occasion supporting a village celebration. Cllrs suggested looking into who in the village would be interested in being involved in arranging the event. Clerk to add a request for participants in the next Nar Valley News publication. Further plans to be discussed at a future PC meeting.

b) Pandemic Memorial Token

The PC are to accept a Pandemic Memorial Token that was offered to all Norfolk parishes by the NALC, in the expectation that it will help to commemorate what the community has been through since the Covid outbreak began. Cllrs discussed who might accept the token and where it might be displayed. It was agreed that the clerk should contact CA School to see if it would do the community the honour of accepting the token which could then eventually be displayed in the village hall (alongside several other memorials), being a more central location accessible to the whole community.

72. Reports.

Highways.

-LM reported:

- A resident, who moved into a property on North Street last year, contacted the PC to report their concerns over the recent increase in the volume of HGV lorries and farm vehicles going up and down North Street. With over 27 HGVs/articulated lorries being counted in a single morning, many from a haulage firm E & SJ Walton. Cllrs invited the resident, who attended the meeting, to speak. TH advised how local farms often hit peak harvesting periods such as this one, when the village sees a rise in farming traffic and HGVs coming through the village in the harvesting run. While the PC wishes to support the Norfolk farming community, it was agreed that the Clerk should attempt to contact the two main Estates, The Wicken and Holkham, to express the PC's concerns over the amount of disruption these peak periods bring to the village residents and to see if they can communicate this directly to their haulage firms and to reduce unnecessary journeys through the village. The PC discussed the possibility of investing in an HGV survey using an 'Automatic Traffic Counter', in February 2022 during a peak harvest season. Any information produced by the survey will add weight to the case for Highways to address the issues. The PC has also been advised to arrange a meeting with representatives from both Highways and the traffic police to discuss the village's concerns and issues relating to its roads.
- Another concerned resident contacted the PC regarding the increased number of vehicles that are now parking along Newton Road by the junction with North Street. With some residents struggling to leave and access their own properties' driveways due to reduced visibility and on occasional fearful for pedestrian safety. PC to seek advice from HW regarding parking restriction options.
- Cllrs received reports of a newly erected HW blue Unsuitable for HGVs advisory sign at the North Street and Newton Road junction. HW confirmed that this advisory sign was not authorized or installed by them. In light of this. Cllrs agreed the sign needed to be removed as it is illegal. Clerk to inform HW of the sign's removal.
- TTSR cut back the overgrown vegetation on both sides of Newton Road Trod However some weeds are now, growing up through the footpath surface, due to the late completion of the chip and tar surfacing by HW. TH to visit the site and apply weed killer to the most affected areas

Village hall.

-N/A

School.

-N/A

CAPFA.

NP reported:

- Once the new bow top fencing is installed in November the recently purchased wheelie bin housings will then be placed over the green wheelie bins outside the play area.
- CAPFA has transferred their £1,000 contribution, towards the cost of the new fencing, to the PC's account.

Neighbourhood Plan.

- MT reported:

1. The 6 week formal consultation regarding our request to challenge the examiner's decision to remove 'Important View G' and the Visitor Car Park from policy has concluded.
2. There were no significant representations made during the period of the consultation so the N.P planning team at BCKLWN will now write their report on the plan which will endorse the removal of those two amendments made by the examiner.
3. Once the report is finalised, (which should take about a week) then it will be forwarded to the Senior Planning Team (Portfolio Holder, Executive Director, etc.) who will review the report and decide if they will proceed towards referendum. (This part of the process should

take another week or so.)

4. Once complete and hopefully with a positive outcome the next stage will be for the BCKLWN to organise our NP Referendum. Castle Acre NP is their current priority and we are top of the 'action list'.

5. If the result is to move to referendum then the plan will be considered as temporarily 'made/in power' until the referendum has taken place, meaning that it can be used in the relevant planning processes.

The referendum team at BCKLWN will liaise with the village hall and the CANPSG regarding a suitable date for the referendum and are aware that a date too close to Christmas may not be suitable. The Borough Council also revises the electoral register in December so a December referendum would cause a lot of logistical problems. As a result of this a referendum early in the new year is more likely.

BCKLWN.

1) Councillor Community Grant Scheme – Policy Document

Every Borough Council of King's Lynn and West Norfolk District Councillor will be given a grant budget of £1,000 to award for projects/initiatives/events that will offer community benefits in their own ward area. Projects/initiatives/events must benefit the community in the councillor's ward area. See emailed report for further details on who can apply and what projects will qualify.

2) Motion passed by Council 9th September

The Council has recognised the scientific and moral need to act decisively on 'climate change' for sometime and has introduced a portfolio, policy and measures to significantly reduce its impact on its carbon emissions and the environment, with an intent to support these going forward with a specific budget. The BC declared a 'climate emergency' to magnify the global message of the need for action to local residents, businesses and partners in West Norfolk and signal our strong commitment to help them make positive changes.“

Norfolk County Council (NCC).

a) Community fund could boost green projects

- A £70,000 online crowd funding scheme, to support environmental and community projects, is set to be launched by the county council. Crowd Fund Norfolk would enable communities to bid for the council to fund half the cost of a local environmental scheme, with the community raising the remainder. The maximum grant would be £15,000.

b) #JustDualIt: A47 sees an accident with an injury every 10 days

Council leaders are today calling for safety improvements along the A47 as concerns grows that the delays in dualing the road is costing lives.

c) Road Safety Community Fund (RSCF)

Full Council has approved the launch of a new £1m Road Safety Community Fund (RSCF), which aims to deliver 100 new safety schemes in local communities over the next four years. These community-focused schemes are of small scale (up to £10,000) and will provide an avenue for Members to apply for funding to deliver highway improvements such as speed limit changes and other signing and lining additions or alterations. Please note that this is in addition to the Local Member Fund, which was recently increased to £10,000 per year, and the successful Parish Partnership scheme.

d) Platinum Jubilee celebrations – organising a street party:

The government has published guidance on organising a street party. The guidance sets out helpful tips, advice and support on preparing for a party.

Vouchers for children to continue for October half term

Vouchers for children eligible for free school meals will continue for October half term after Norfolk County Council received additional Household Support Funding from the Government.

73. Accounts to be paid:

Berrymans Glass Recycling Ltd (URM UK Ltd) September 2021 P117027 Reimbursement to clerk URM no longer accepting cheques	£37.20 (£6.00 VAT)
E.on Energy (electricity) -September	£77.43 (£3.69 VAT)
Gary Lake, Playing field maintenance 2 of 2 annual payment for 2021	£969
NLHF project- Project Manager advert in EDP 24. Reimbursement to Martin Hickey	£118.80 (£19.80 VAT)
Norfolk AL C- Clerk training 'Role of The Clerk'	£96.00 (£16.00 VAT)
Clerk Salary- July- Sept 2021	£636.48
TTSR – Trod clearance of vegetation Aug 2021	£60.00 (£10.00 VAT)

NP proposed and SM seconded approval of the accounts, all Cllrs agreed.

74. Village Maintenance.

a) Portcullis damage

At the beginning of October, the portcullis was hit by a passing HGV and the damage was reported to English Heritage (EH). EH had a contractor inspect the damage who reported that the sacrificial block system had fallen, as it is designed to do so, ensuring more serious damage is avoided to the main structure in the event of a vehicle strike. The contractor will need a very short (approx. 20 minutes) road closure at some point to replace the fallen sacrificial block.

b) Concerns were shared over trees on the eastern end of Stocks Green. TH to review the trees and seek quotes. TH also advised he would assess the chestnut tree on St James Green.

c) Clerk was asked by Cllrs to contact the BC Planning department and report recent earth work being carried out at the Further Pond Close site, contrary to the refused planning application.

75. Public questions.

- The PC was contacted by a concerned resident of Newton Road/Town Lane, who wished to report that HGVs and buses are regularly mounting the pavement outside of their property's front door and causing their property to vibrate with such velocity that items were falling from the property's internal walls and that also the pavement was being damaged. Cllrs will note this complaint and include this as an item for discussion at their future meeting with both Highways and Norfolk Constabulary. Currently the PC are unable to take any action to prevent these vehicles mounting the pavement.

The meeting closed at 21.30pm.

The next full Parish Council meeting is scheduled for **Thursday 11 November 2021** at 7.30pm at the CA village hall. Those wishing to attend are asked to inform the Clerk and adhere to Government Covid safety guidelines.