

# Castle Acre Parish Council

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## **Minuted record of Parish Council business conducted via Zoom video online meeting 10 September 2020.**

**Present:** Mr M Hickey (MH) Chairman, Mr L Fisher (LF) Vice Chairman, Mr S Allen (SA), Mr T Hubbard (TH), Mr L Manson (LM), 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 two members of the public.

**25. Apologies:** None

**Apologies not received:** Cllr G Middleton (NCC)

### **26. MINUTES of online zoom PC meeting held 9 July 2020**

MT proposed approval and SM seconded, following a request to remove JM's name which was incorrectly added to a comment concerning the donation towards the Newton Road trod.

### **27. HEALTH AND SAFETY- reports on any new H&S**

TH reported: trees on Stocks Green – waiting price quotations. Cherry trees at the entrance to the playing field – contractor ready to start once Borough Council approval is received.

SA reported of a tree badly overhanging Orchard Lane on land owned by Holkham Estate, a fact noted by Highways during a recent site visit with MT. Clerk to notify the tree officer at Holkham and request for the tree to be cut back.

### **28. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS**

#### **41. Surface water flooding.**

MT reported on his meeting with Highways earlier that week:

Massingham Road junction with Town Lane - Highways will search for the system outlet which may be at the Castle moat which may then involve English Heritage.

Highways may dig a ditch along the roadside next to the playing field – subject to PC approval - to improve/reduce the volume of water flowing towards the junction and the system inlet point at the corner. They have dug two more grips but these are unlikely to help substantially.

Foxes Meadow - Highways will look for the system outlet. The underground drainage pipework appears to go east to west beneath the properties and towards the school land and the Holkham owned field behind. The gullies and pipework will be jetted; some gullies are not at the lowest point in the road and may need relocating.

Orchard Lane - the final water outlet location is unknown. Highways will establish where during flushing the system. They will also check if the surface water flows into a combined surface and foul system. If so, this will then involve Anglian Water (AW). There is still the problem of excessive water flowing off Holkham's fields at the top of Orchard Lane. There should be a system of ditches to prevent this. Clerk to contact the farm manager.

High Street - MT to follow up with AW on the results of their camera inspection and further jetting.

Drainage ditch at the system outlet on Minns Meadow - still waiting for Holkham to obtain the necessary permissions to proceed.

### **55. Repairing alleyway off Foxes Meadow**

No further progress, still awaiting action from the Borough Council.

### **87. Road sign outside Jokers**

Highways confirmed that this will be dealt with, but low priority.

### **18. Newton Road trod - Parish Partnership bid**

MH led Cllrs in paying tribute to Philip Lines who died on 14 August, emphasizing how hard he fought for the things he believed in and that he will be a loss to the village community. The Newton Road trod will be dedicated to his memory. NCC has confirmed receipt of the Council's Parish Partnership Scheme bid. A decision in favour will be made by mid-March 2021. Graham Middleton, our County Councillor, has confirmed his support and will allocate £2,500 from his NCC members' highways budget towards the cost. Cllrs expressed their gratitude. Net of the 50% grant towards the total £11,700 cost, the £5,850 balance can now be funded by £2,500 (NCC), £2,200 (resident's donation) and £1,180 Cuckstool Lane CIL payment.

### **76. Damaged railing on Newton Road**

Clerk still chasing Highways for a completion date.

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

MH confirmed that the deadline for a response to the NCC TRO consultation is 18 September 2020. Cllrs and residents are encouraged to reply.

## **29. MATTERS REQUESTED BY COUNCILLORS**

### **Junction Back Lane with Massingham Road .- safety concerns/purchase of traffic mirror**

Raised by TH: MH explained that the £6,000 traffic order for yellow lines is unlikely to be sanctioned for a long time, given the current economic circumstances. Painting 'bus stop' on the carriageway outside the shop is programmed and will have the same legal effect as yellow lines in restricting parking in front of the bus stop sign. MH reiterated that the PC had allowed up to £500 for the purchase of a safety mirror in the 2020-2021 budget. Cllrs were asked if they wanted to sanction the purchase of a threeway traffic mirror with pole sited on the opposite eastern corner of the Massingham Road junction . MH proposed, SA seconded, all were in favour. MH and Clerk to investigate the most appropriate mirror and to report back.

## **HSBC - internet banking request and permission to research changing banking to local branch**

Clerk requested Cllrs approval to submit an internet banking registration form to HSBC, duly signed by two Cllrs. This will allow the Clerk online access to Council account statements and to respond to financial queries but not to use it as a platform to make payments. Cllrs agreed the Clerk could proceed. Cllrs also approved the Clerk researching changing the Council's account to a local bank. Clerk to report back.

## **Approval for amendment to Neighbourhood Plan post Reg.14**

MT reported that the Steering Group was unable to reach agreement with Holkham over the scope of housing development on the land north of the G.22 Massingham Road development, named CA.2, and had reluctantly concluded that this land with the proposal for seven new dwellings - including four lower cost houses - should be withdrawn from the Neighbourhood Plan Reg.16 submission. MT asked for Cllrs' support for this change. All agreed. Noted that the 15 dwellings on the Massingham Road site will still include six lower cost houses.

## **Revised PC Standing Orders**

MH had circulated in advance an amended version of Castle Acre Parish Council's revised Standing Orders which incorporate MT's proposal on voting; SM's clause on getting three quotations for PC contracts, including from local companies but not favouring them if not cost effective; and removing the clause requiring the Clerk to make quarterly financial reports to the Council. MH expressed his confidence that the final draft reflects the Council's current operating practices and proposed that Cllrs adopt the revised Standing Orders. LF seconded, all Cllrs in favour. The revised Standing Orders will be published on the Parish Council page of castleacre.info and residents informed in the next edition of the Nar Valley News.

## **28. PLANNING**

### **Planning application 20/01183/F - demolition of existing single-story extension and conservatory and construction of new kitchen/diner extension with internal works at 38 Foxes Meadow.**

\*NP had technical difficulties and left the meeting briefly.

No objections to this application. LF proposed approval and SA seconded. TH, LM, SM, HB, MT, NP voted in favour, MH abstained.

### **Planning Appeal Notification 20/00094/F - The Water Tower.**

Cllrs noted that an appeal has been lodged.

### **Planning notification - restoration of 67 Pales Green and the construction of an extension in the rear garden.**

The contractor stated: this is to inform the PC that the work will begin shortly (24 August) and is expected to finish in January 2021 (subject to weather). It is inevitable that there will be deliveries of materials etc. which might disrupt the traffic flows but we will try to keep this to a minimum.

### **Massingham Road development start date**

MH notified Cllrs that there had been a request for the start date for the Massingham road development to be extended to May 2021. MH is still awaiting confirmation from Holkham of the actual start date.

## **29. CORRESPONDENCE**

### **Vandalism at South Acre ford - call for larger sign to highlight SSSI**

E-mail from resident who witnessed people building a dam across the ford which is prohibited as the site is SSSI and suggested a new, more explanatory sign would be beneficial. Clerk to check with Natural England.

TH reminded Cllrs of the damage to the roadside edge of river bank from off-roaders and the Internal Drainage Board offer to repair it, should there be funds left over from the project to divert the Nar across Castle Acre Common. MH agreed to find out and to report back.

### **Emptying of litter bin at Castle car park- English Heritage (EH)**

English Heritage has confirmed that it will pay for emptying the litter bin on its car park at the Castle as a goodwill gesture, following their controversial decision to charge non-EH members for parking there. MH queried whether the PC should accept this, given the Borough Council doesn't charge for emptying seven of its bins around the village in recognition of the high number of visitors to Castle Acre. However, the PC currently pays for emptying the other litter bins, including those on the playing field. In the light of those charges, Cllrs are still of the view that the PC should accept EH's offer which will help to offset the high cost of emptying the other litter bins. Clerk to arrange invoicing EH.

### **Parking and litter issues associated with the new play area**

MH read out correspondence from a distressed resident who lives adjacent to the playing field, expressing her concerns over selfish parking along Massingham Road and the public using the playing field as a toilet and also leaving their litter. JM stated that he had been contacted several times from upset and concerned residents and urged the PC to consider a solution to alleviate the immediate issues. The opening of the highly awaited and much praised new play area, thanks to Castle Acre Playing Field Association (CAPFA), has inevitably caused a surge of curious visitors to the village. Sadly, some have behaved thoughtlessly by parking on both sides of Massingham Road, causing difficulties for emergency vehicles and in some instances blocking residents' drives. CAPFA undertook swift action in putting 'No parking' signs along the playing field fence and for directing vehicles to the St James' Green entrance of the playing field. While accepting that such demand to use the new play equipment will decline in school time and during the winter, Cllrs agreed that visitor parking will be monitored and further restrictions considered, should these be required. Cllrs asked the Clerk to get quotations for hiring temporary portaloos and to ask CAPFA to look into the feasibility of building a permanent public toilet block onto the side of the pavilion, linked to the drainage there. NP asked the PC to consider allocating funds in the next budget for litter bin casings, should the Borough Council not have any spare ones on hand.

### **RAF Marham – Lightning Force planes night flying notice**

The PC received notice from RAF Marham that from Tuesday 25th August until Friday 9th October RAF Marham will be entering a phase of night flying. The night flying will predominantly take place Mondays to Thursdays and is expected to be completed before 2300 each evening.

### **Closure Nar Valley Way across Newton Heath**

CAPC notes with regret that due to a legal challenge, access to the Nar Valley Way has been blocked by a barrier at the western end of the Restricted Byway No 3 in the Newton-by-Castle Acre parish.

Some complaints have been received from concerned Castle Acre residents. However, this barrier is outside CAPC's parish and is therefore beyond CAPC's remit to make further representations.

### **30. REPORTS**

#### **Highways**

MH summarised the outstanding jobs agreed at a site meeting last January. New directional signs on the A1065 encouraging large vehicles on up to Newton Road – requested but delayed as the area is in Breckland and controlled by a different Highway authority. Replacement road sign at the Massingham Road and Town Lane junction - first agreed in 2018. A new sign will be ordered.

#### **Village hall**

HB reported: the village hall committee had planned to open the hall next week, now put back due the latest government social gathering restrictions coming into force.

#### **CAPFA**

No report given

#### **Neighbourhood Plan**

MT reported: he confirmed that the NP Steering Group expect to submit the Reg.16 version to the Borough Council during September, following Cllrs agreement at this meeting to the removal of CA.2 from the Plan. Cllrs expressed their thanks and recognition to MT and the Group for their continued efforts, patience and hard work in taking the Neighbourhood Plan to this stage.

#### **Borough Council**

JM reported: there has been only one full Council meeting since the last PC meeting. He reported on the success of making the Planning Sifting Panel more accountable. This was reviewed by the Corporate Performance Panel. The portfolio holder guaranteed that if a Parish Council has valid planning reasons and their view differs from that of the planning officer, then that application would automatically go to the full Planning Committee for review. Awaiting for the government's White Paper on local government re-organisation, due in October and confirmed that Parish Councils' structures would not be affected.

JM notified Cllrs of two presentations which he would be emailing, 1. on the election process and 2. On Lilly- Living in later life years, running its Covid response.

JM asked Cllrs to notify him if they knew of anyone they would consider as acting as an unsung hero throughout the pandemic, to be reported to him privately.

### **31. ACCOUNTS to be paid:**

Berrymans Glass Recycling Ltd (URM UK Ltd) July	£37.20 (£6.20 VAT)
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E.on Energy (electricity) July	£68.29 (£3.25 VAT)
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Clerk's expenses- Zoom monthly account for July	£14.39 (£2.40 VAT)
Richard Price Internal Audit fee for 2019-2020 PC accounts	£50.00
Minuteman Press- village map print	£48.00 (£8.00 VAT)
PC contribution to new playing field equipment (Quadraplay) *	£400.00

NP consultant's fee (Heritage Impact Assessment)	£1,650.00
Compass Point, Neighbourhood Plan fee	£840.00
Frank Moister bill for bus shelter repair materials	£130.31
K&M Lighting, street light repair St James Green	£84.00 (£14.00 VAT)
K&M Lighting, street light Orchard lane fitting	£84.00 (£14.00 VAT)

\*MH explained that Cllrs had agreed last January to budget a £400 grant to CAPFA in support of this turf groomer attachment which will help maintain the playing field surface. Since then, the FA has increased its grant to 75% of the £5,600 cost, the balance being met by the cricket and football clubs and CAPFA. CAPFA had submitted a formal request and invoice to the PC. TH asked if the PC had paid out £400 to CAPFA in the last financial year towards verti-draining. MH advised not. (Note: post the meeting, this advice is incorrect. A £400 payment was approved at the PC meeting in October 2019).

LF proposed approval of the accounts and HB seconded.

## **32. VILLAGE MAINTENANCE**

### **Bus shelter repairs**

Cllrs thanked Frank Moister for repairing and painting the bus shelter.

### **Potholes**

Nothing new to report.

### **Damaged highway post on East Green**

Clerk has reported the damaged post on East Green to Highways.

### **Damage to Bailey Gate portcullis**

Clerk has notified EH that the portcullis has been knocked and swung without fully returning to the vertical position and needs resetting. EH has confirmed this will be dealt with.

### **Damage to property's boundary wall on Massingham Road - grass cutter**

Resident reported that a grass cutter along Massingham road verge has damaged their property's boundary flint wall. Clerk to contact Highways and request they get in touch with resident to discuss repairs.

### **BT telephone box on Stocks Green**

BT has finally repainted the box.

### **Sewage works leakage**

Resident reported a smelly thick liquid leaking from the south east corner of the sewage works on Castle Meadow, running into the ditch by the Nar river. MH passed the report onto AW who acted quickly and were on site that same day to clear and repair the leak and checked water samples. MH thanked them for their speedy action and requested weekly onsite checks to ensure no further such incidents.

### **Collapsed bench on St James Green**

The public bench on St James' Green has collapsed and should be removed. Clerk to action. MH asked if a new bench should be put there and would it be used. SA thinks it would be. Clerk to ask in

the NVN if anyone would like to donate a smart wooden bench in its place, perhaps with a plaque in memoriam.

#### **Oak trees overhanging on Bailey Street**

SA advised that the overhanging branches of the oak tree just past Blind Lane junction are now so low that they scrape the roof of his van. Clerk to notify the landowner and request that these be cut back.

#### **South Acre ford footbridge gate - broken latch**

NP reported that the locking mechanism on the footbridge gate is broken and needs repair. Clerk to contact volunteer to see if they are able to help repair it.

#### **Nar Valley Way - path widening required**

TH reported that the Nar Valley Way path at the end of Common Road, going on to West Acre wood, requires attention as the vegetation has become so overgrown that it may soon become unpassable. Clerk to contact Norfolk Trails and the landowner, Holkham.

#### **Village Street Lights**

NP requested the Clerk send him the PC record of the village street lights so that he can annotate several lights in current need of repair.

### **33. PUBLIC QUESTIONS**

JM stated that the path running behind De Warenne will also need widening, if only to allow for social distancing.

Meeting closed at 9.24pm

The next full Parish Council meeting is scheduled for **Thursday 8 October** at 7.30pm via Zoom video communication unless government Covid-19 restrictions permit safe and easy use of the village hall. Cllrs expressed their approval for PC meetings to continue running via Zoom online video until further notice.