



# 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 29 September 2022 at 7.30pm.**

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

**In attendance:** Mrs Libby Firth – Clerk and eight members of the public attended.

**48. Apologies:** The Council accepted apologies from Cllr Helen Breach and Cllr Jim Moriarty - Borough and NCC Councillor.

### **49. Minutes of the 14 July PC meeting and 16 August extraordinary PC meeting**

Items to be corrected in 14 July minutes: Item 41. Clarify that the item is regarding the Old Vicarage planning application. Item.45 remove the typo of the word 'minus'. Cllr Hubbard proposed approval of the Minutes, seconded by Cllr Hickey. Agreed. Cllrs Moister proposed the approval of the August 16 minutes which was seconded by Cllr Manson. Agreed.

### **50. Health & Safety**

**Tree Report** - Cllr Hubbard confirmed that the work required on the ash trees in the walkway that runs from North Street onto the eastern side of the playing field is due to commence on November 9th. Cllr Hubbard confirmed that Holkham's Tree Officer had assessed the ivy-laden elder tree encroaching over the South Acre Road from the east of Priory Precinct field boundary but no feedback has been received.

### **51. Planning**

Ref: 22/00734/F- Application for 14 Orchard Lane: Replacement of 2 nr. single glazed painted timber framed sash windows with identical painted timber framed sash windows having sealed double glazed units. at 14 Orchard Lane Castle Acre Norfolk PE32 2BE

-The council voted all in favour to support this application, with no further comment.

Ref: 22/01464/FM- Application: Construction of 10 glamping pods, installed over two phases for use as holiday accommodation. at Land W of School N of Highfields House And N of 2 To 6 Back Lane Castle Acre Norfolk

-Cllr Hubbard declared a non-pecuniary interest in this application, being a direct neighbour to the site in question and withdrew from the discussion and did not take part in the vote.

-Cllrs discussed numerous factors relating to this application, including: The majority of residents responding to the Neighbourhood Plan questionnaire also made their opinion clear that they believe there are already sufficient visitors to the village and that while the current tourism assets might be improved, there is no call for any expansion at the detriment to any existing parishioner. Due to the site's close proximity to residential properties the development, despite the proposed noise reduction measures, would still create significant noise and disturbance to a quiet and tranquil location. The glamping site can be viewed from West Acre Road, this view is protected under the policy of Castle Acre's Neighbourhood Plan. Due to the site's close proximity to a primary school, and the already busy sole access road, the proposed development would bring major safeguarding concerns for the pupils and a potential significant road safety hazard to school staff and its pupils and families.

Members of the public, including the applicant, addressed the Council. The applicant emphasised that their intention on developing the site was to bring business to the village and create employment opportunities. The applicant also wished for it to be noted for the minutes that they took offense to a phrase used by one councillor, which gave a negative connotation toward all campers.

Following further comments from members of the public both for and against the planning application, the council took a vote on the proposal to object to the application, proposed by Cllr Hickey and seconded by Cllr Moister. 6 voting in favour and 1 opposed, to the proposal to object to the application.

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

**40b. Visitor car park matting grants** -Cllr Hickey informed the Council of the PC's successful CIL funding application for £15,000 and that there may be several more weeks until the results are known of the Awards for All funding application for a further £7000. Cllr Hickey to keep the PC updated on progress and to report on how the currently awarded £15000 could be best spent if the £7000 is not awarded.

\*Cllr Allen had to leave the meeting at 8pm due to other commitments

**42. Status South Acre Rd ford TRO** – The PC had been informed that NP Law advised NCC that to defend the TRO at the High Court would cost over £100,000. The final decision has yet to be made, given NCC's financial constraints. Cllrs Hickey proposed that CAPC presents its case directly to the Leader of the Council and his colleagues and asked Cllrs to review a draft letter designed to do so. Cllr Patrick seconded the proposal. Cllrs approved of the letter being sent once the term 'childish pleasure' had been removed.

**43e. Shared ownership property Bricknel Close publicity.** - BHA Housing Manager marketed the two-bed shared ownership property, sharing the information with the PC in an attempt to advertise to local people first. The Clerk publicised the information on the Nextdoor App and the CA Facebook page.

**44. Electric vehicles charging points-** Cllr Manson updated the Council on installing electric car charging points in villages, recommending that the best option would be to install stand-alone points at the playing field car park. The next step is to review options for and discuss with CAPFA prior to obtaining estimated costs. Cllr Manson requested to research the rules and regulations for individuals who charge their vehicles on a public road across public pavements/rights of way. The Council wishes to publicise these regulations to parishioners in the next edition of the Nar Valley News.

**51a.Village hall acoustics-** please see village hall report.

**46a. Ineffective road surface repair by South Acre ford-** Clerk asked to contact Highways (HW) to report the PC's concerns over effectiveness of the recent road surface repairs at the South Acre Road ford. The clerk had received feedback from HW stating that nothing permanent will be carried out until the results of the current TRO were known.

**46c. Changes to churchyard maintenance** – Following previous concerns over the quality of the church grounds maintenance, the warden at St James Church was able to confirm that there had been no changes to the current maintenance contract and that it would be reviewed in due course.

## **53. Matters requested by Councillors**

### **a. Heritage Lottery project – financial update, burial ground update, display boards on Stocks Green**

- The Heritage projects Open Day on Sept 24 was a great success and the results of the newly refurbished burial ground on Pye's Lane was well received with lots of positive feedback. The project has spent a total of £29,740 with the final vat claim returns still to be spent. The project plans to erect permanent information display boards, which were presented for Cllrs to review. The Council was in favour of the boards being erected on Stocks Green and the information would also be made available on the website to download.

**b. Review CAPC Financial Regulations document-** The clerk circulated a draft copy of CAPC financial Regulations for review. Cllrs requested the following changes: item 1.14 add in wording 'to external organisations', item 3.1 remove '1 yr forecast', item 4.8 amend to 'reports twice a year'. Cllr Hickey

proposed for the PC to adopt the regulations and Cllr Manson seconded. Agreed. Clerk to make requested amendments and publish on the website.

**c. Council's Civility & Respect pledge-** Norfolk Association of Local Councils is requesting that all parish councils consider taking on the 'Civility & Respect Pledge' to replace Bullying and Harassment Policy. The pledge is being launched to encourage discussions about Civility/Respect within Councils and to help support appropriate behaviour. Cllr Moister proposed the PC take up the pledge which was seconded by Cllr Manson. Agreed.

**d. Revised Service Level Agreement – CAPC & CAPFA-** Cllr Hickey confirmed the service level agreement between the CAPFA and CAPC had now been reviewed by the playing field committee. A copy of the new agreement was shared with the Council and the following changes were noted: item 2.1 states that PC is the owner of the field and item 2.3 states the committee must secure proper public liability insurance to share with the PC who can then decide if they will cover the cost of such. Cllr Patrick proposed the PC approve the new agreement which was seconded by Cllr Moister, all were in favour.

#### **54. Correspondence**

**- Mayor's Design Awards 2020/2022– Water Tower** - Congratulations to the owners of the Water Tower who won the Conservation Scheme prize.

**- Residents' concerns over external lighting on Breck View property, Pales Green-** The PC received several complaints in writing from concerned CA residents over the excessively bright outdoor lighting at Breck View, Pale Green. Council decided to write a letter to the owner to see if it would be possible to reduce the lighting. Cllrs noted that no planning restrictions or regulations have been infringed.

**- Meeting with the Police and Crime Commissioner for Norfolk/Impending works on the A47- email from Cllr Moriarty-** Please see JM NCC report

**- Notification from PKF Littlejohn LLP** – Query raised over details provided relating to CAPC fixed assets. Clerk has confirmed that there was a typo error and last year's fixed assets information had been inadvertently copied into the current year. The external auditor content and has now signed off and completed their report.

#### **55. Reports**

**Highways** – Nothing further to report.

**Village hall** – Cllrs Hickey and Breach have been working on addressing the hall's poor acoustics, refurbishment of the kitchen area and installation of solar PV panels. They have made an 'expression of interest' for the sum of approximately £49,000 to Norfolk CC Social Infrastructure fund.

**School** - No new updates.

**CAPFA** – The committee has agreed to form a sub-committee that will look into the association's long-term projects: A MUGA pitch, upgrade the existing car park, and provision of public toilets. The committee will be circulating a questionnaire to all houses in the village to request feedback on the proposed plans.

**Norfolk County Council (NCC)** - Cllr Moriarty circulated a report, via email, that included the topics of: Meeting with Norfolk Police and Crime Commissioner, National Highways. Full report can be seen on request via the clerk.

**BCKLWN (BC)** - Cllr Moriarty shared a report on email regarding the topic of: The 'Beat your Bills' roadshows, Free food sessions to help King's Lynn residents. A request for any residents who find that their food waste is being emptied into their black bin, by the Serco team to please inform the PC clerk. Full report can be seen on request via the clerk.

#### 56. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
NLHF Project manager monthly fee AM11		£780 NLHF Grant
Clerk Salary September 2022	£323.70	
Npower invoice August 2022	£67.28 (£3.20 vat)	
Fee for Tamar IT, Wisbech, support to activate Fling software on Clerk's pc to enable website uploads	£45	
NLHF volunteers travel expenses – Medlar		£30.80 NLHF Grant
NLHF volunteers travel expenses - Hubbard		£94.50 NLHF Grant
NLHF Burial ground – materials £299.68 (VAT £19.78); pier bricks £335.28 (VAT £55.88) – invoices from S Hubbard		£299.68 NLHF Grant £335.28 NLHF Grant
Repairs to gate pillars – AJ Restoration		£1.098 (no VAT) NLHF Grant
Flowers for the funeral of The Queen- reimbursement for S Moister	£29.00	

-Cllr Moister proposed the approval of the accounts, seconded by Cllrs Manson. Agreed.

#### 57. Village Maintenance.

- The Newton road trod has new weeds emerging through the surface, in addition to the previously identified wild horse radish. Clerk to inform the West Norfolk CC Highways Locality Designer of the issue and resolve.

- Clerk asked to chase up the request for a site assessment to be made by HWs for a new grit bin to be placed between the entrance to De Warrenne Place and adjacent to the Castle car park.

- Clerk to request repairs to street light on Town Lane.

#### 58. Public questions.

- N/A

The meeting closed at 9.04pm.

The next full Parish Council meeting is scheduled for **Thursday 13 October 2022** at 7.30pm at the village hall.