

Castle Acre Parish Council

Clerk: Ms Amy Hart, 9 Orchard Lane, Castle Acre, Norfolk, PE32 2BE

Telephone: 07815430777 Email: castleacrepc@gmail.com

NOTICE IS HEREBY GIVEN OF THE CASTLE ACRE PARISH COUNCIL MEETING TO BE HELD AT CA VILLAGE HALL 19:30pm ON THURSDAY 14th December 2023, REGARDING THE FOLLOWING BUSINESS:

- 1. APOLOGIES.**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES** of the PC meeting 9th November.
- 4. HEALTH & SAFETY** reports on any new H&S issues. Defibrillator - (Cllr Ilga Chakrabati, update)
Tree report.
- 5. PLANNING**

23/01006/F – Ranrevir.

Variation of Condition 2 of Planning Permission 17/00341/F – Update.

23/01923/F – Cuckstool Lane 08/11/2023

Erection of a single storey extension to the rear and an enlarged dormer to the rear.

The Last House, Cuckstool Lane, Castle Acre, King's Lynn, PE32 2AH

23/02027/F - Pales Green 13/11/2023

Erection of a single storey rear extension at 5 Pales Green, Castle Acre, King's Lynn, PE32 2AW

6. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS

40c. (2023) Castle Acre Visitor Car Park – update.

42. (2022) South Acre Rd ford, TRO - update.

98. (2023) Queen Elizabeth II Memorial Tree, St James's Green – update.

01. (2023) Non-Conformist Burial Ground – update.

02. (2023) Minns Meadow footpath erosion and footbridge – update.

03. (2023) Village Map: resident offer to refurbish display casing/posts & revised placement - update.

7. MATTERS REQUESTED BY COUNCILLORS

- a) Model biodiversity plan for Castle Acre (Anne Mason to report)
- b) Request received from Borough and County Councillors on 14/11/2023 to give their reports earlier in PC meetings to ease their schedules.
- c) Parish Council meeting dates 2024.
- d) Castle Acre Village Sign, Stocks Green. Decision needed on whether to keep, remove or splice current signpost re: SOS, Save our Sign project - update.
- e) Highways community ranger visit planned for December to check for issues such as potholes, standing water, mud on road, damaged or dirty signs, hedge, and vegetation encroachments etc – Clerk update.
- f1) HSBC banking has moved to 'app only' banking, which is phone or tablet device only. Clerk therefore requests that the PC evaluate (PC purchased) tablet to be held with the Chair or another Signatory – update.
- f2) To evaluate purchase of laptop for Parish Council & Clerk exclusive use - update.
- g) Draft of PC Annual Budget financial year 24/25 for third review – update

- h) Clerk salary rate change / back payment, in line with Government Services Pay Agreement 2023 as published by NALC 6th November 2023 – update.
- i) CAC Bowls Club match funding request – update
- j) Application for deposit point cards, so Clerk/Chair can **deposit** cash into PC business account via a high street HSBC branch or Post Office – update.
- k) Appointment of internal auditors for upcoming May 2024 AGAR review
- l) Training options available for Cllrs, and approval of £30 expenditure for further NALC Zoom course March 14th/21st 2024 - update.
- m) ICO (Information Commissioner's Office) data protection, request for membership – update
- n) Cllr Neil Patrick suggested on 20/11/2023 the personal purchase of an Xmas tree for Stocks Green in lieu of damaged Christmas lights and request for Cllr donations towards cost – update.
- o) SSE UMS electricity supply to be discussed/updated contract received.

8. CORRESPONDANCE

- a) BCKLWN planning committee meeting re: Ranrevir 23/01006/F held on 16/11/2023.
- b) CAPC Biodiversity report request from NALC, deadline 1st January 2024.
- c) Email received on 06/11/23 requesting PC involvement in Hedgehog Highway Project: [Hedgehogs R Us Highway Project - Hedgehogs R Us](#)
- d) Email Received on 08/11/2023 from a relative of CA resident, regarding historical letters & family names relating to Castle Acre – update.
- e) Email from Jordan Hulse (Planning Team Solicitor) NCC 16/11/2023 re: Upcoming Temporary Closure of Newton Road Acre to facilitate Anglian Water new connection works (REF NO. WTRO4430) from 24/11/2023.
- f) Resident emailed on 17/11/2023 wishing to donate £200 and transferred funds on the same day, to SOS Save Our Sign Project.
- g) Resident at the top of allotment waiting list contacted Clerk to request an update on any vacant allotment plots for the year 2023-2024.
- h) Resident of Bricknell close contacted the Clerk on 17/11/2023 requesting a potential site to keep two beehives – update.
- i) EOI Parish Council expressions of interest for fully and partially funded bicycle storage units. Placements to discuss. Re: West Norfolk SPF Programme Team – 22/11/2023
- j) Email: rural infrastructure funding opportunities, West Norfolk SPF 30/11/2023
- k) Resident wishing to be put in touch with Chair of CAPFA regarding potential use of the PF for a starting point and introductions to their 'Nordic Walking' sessions.
- l) Resident wrote on 02/12/2023 citing concern that Pales Green grit bin is yet to be filled - update.

9. REPORTS

- Highways:
- Resident emailed photos of extensive potholes in De Warrenne Place on 07/11/2023, Clerk reported to Highways on 08/11/2023 – however there remains some question as to whether Norfolk Trails has adopted this road as it may not come under the Highways schedule. Clerk to investigate.
- Resident reported concern on 26/11/2023 regarding dangerously parked vehicles, Stock Green, opposite the old Albert Victor and near to Wittles – update.
- Tim Hubbard (Chair) requested that the Clerk re-report flooding on Newton Road to NCC Highways, Clerk reported on 27/11/2023 - update.
- Village Hall, School, CAPFA, BCKLWN & NCC.

10. ACCOUNTS

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (December)	£ 382.20	
Backpay due to £1/hr pay increase, NALC guidance from 1 st May 2023	£192.00	
	Total: £574.20	

SLCC Membership	£5 registration fee £80 per annum Total: £85.00	
ICO membership & data protection 1 st payment ref: ZB629475 & payment ref: ICO:00015027361 . 27/11/2023	£35 (DD) To recur P/A.	
NALC: Role of the Clerk CPD Course for Ms Hart. Invoice 1206 30/11/2023	£90.00 £18.00 (VAT) Total: £108.00	
Village Hall hire fee (meetings Jan 2024 – March 2024. Invoice PC2023/003. 26/11/2023	£25 ea. / 3 x units Total: £75.00	
Tufts invoice 886713 re: reimbursement for resident. Paint, Wood adhesive, plywood, oak sleeper, and PVC for Village Map refurbishment.	£91.57 £18.32 (VAT) Total: £109.89	
SSE: Total collected on 20 th October 2023 (Direct Debit, Invoice: 201906575) SSE: Back payment (account placed under dispute on 16/11/2023, for new charges across 2023) DD 20/11/2023	£48.63 £695.91	
HSBC Banking Charges 22/11/2023 (DD)	£9.50	
K&M invoice no. 8391. 21/11/2023 Orchard Lane streetlight, removal of Ivy from Sensor.	£80 VAT: £16.00 Total: £96.00	
Authorised for online payment by- Date: Signatory 1: Signatory 2:		

11. VILLAGE MAINTENANCE – Resident reported streetlight on Orchard Lane not turning off. Clerk reported to K&M on 16/11/2023 - update.

- Tim Hubbard (Chair) reported that Bailey gate protection post has been taken off on 17/11/2023. Clerk reported to Highways on 17/11/2023 - update.
- Cllr Fisher reported on 09/11/2023 that Little Lane (off Priory Road) was covered in 5" of mud, reported by Clerk to Highways on 17/11/2023 – update.
- Tim Hubbard (Chair) reported that the streetlight on Bailey Street by Cuckstool Lane was out on 27/11/2023. If an SOX, would need replacing with an LED, rather than fix the SOX. Clerk reported to K&M, same day - update.

12. PUBLIC QUESTIONS

Next meeting: Thursday 11th January 2024 19:30 in the CA Village Hall.

Signed.....