

# Castle Acre Parish Council

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

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**NOTICE IS HEREBY GIVEN OF THE CASTLE ACRE PARISH COUNCIL MEETING TO BE HELD AT CA VILLAGE HALL 19:30pm ON THURSDAY 11<sup>th</sup> January 2024, REGARDING THE FOLLOWING BUSINESS:**

**1. APOLOGIES.**

**2. DECLARATIONS OF INTEREST**

**3. MINUTES** of the PC meeting 14<sup>th</sup> December 2023

**4. HEALTH & SAFETY** reports on any new H&S issues. Defibrillator, training opportunities.  
Tree report. Tree surveys for 2024.

**5. PLANNING**

**6. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS**

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

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

**04.** (2023) Model Biodiversity Duty plan, written and reviewed for Castle Acre. Added to CA website by 1<sup>st</sup> Jan 2024 deadline (Cllr Liam Manson to update).

**05.** (2023) Castle Acre Village Sign, Stocks Green. Decision needed on whether to keep / repair or replace current signpost re: SOS, Save our Sign project - update.

**06.** (2023) CAC Bowls Club funding request – update

**07.** (2023) Purchase of Parish Council Laptop (circa £400-£600), quote options to discuss.

**08.** (2023) Funding opportunities (West Norfolk SPF Programme Team) to discuss.

**7. REPORTS**

- Highways:
- Cllr Tim Hubbard (Chair) requested that the Clerk re-report flooding on Newton Road to NCC Highways, Clerk reported on 27/11/2023 - update.
- Cllr Tim Hubbard (Chair) reported another fallen tree on South Acre Road, between the junctions of Blind Lane and Chimney Street. As the road was impassable the Clerk called it through on the same day, to the Highways Depot 21/12/2023 - update.
- Cllr Liam Manson reported potential hazardous pothole underneath flooding by 'grip/dug out' south side Jubilee Bridge on 05/01/2024, Clerk reported same day – update.
- Village Hall, School, CAPFA, BCKLWN & NCC.

## 8. MATTERS REQUESTED BY COUNCILLORS

- a) Final discussion; Castle Acre PC, Annual Budget fiscal year 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 and setting of CA precept figure which must be submitted to Borough by January 31<sup>st</sup> 2024.
- b) Appointment of internal auditor for upcoming May 2024 AGAR review.
- c) TTSR contract 2024 – update and discussion.
- d) Streetlights: New quotations now received from SSE; 12-month contracts for all MPAN's 20/12/2023 and 05/01/2024 with new rates and new DD instructions to bank, to be completed before expiry date – update
- e) Switching of Parish Council May meeting and AGM date from Thursday 9<sup>th</sup> May to Tuesday 7<sup>th</sup> May – update
- f) Review of BHIB insurance for Castle Acre Village Volunteers - (Cllr Laurie Fisher & Cllr Andy Collins to update).
- g) Health and Safety schedule for Parish Council.
- h) Bus Shelter, Massingham Road, repair or try to replace? Funding options for new Bus Shelter – update

## 9. CORRESPONDANCE

- a) Email on 13/12/2023 from CIL funding West Norfolk regarding funding applications / criteria and deadlines.
- b) Email on 14/12/2023 from James Ingham, Community Liaison Manager of UPP announcing his departure from the company following the Virgin Media O2 acquisition of UPP.
- c) Email on 14/12/2023 from Sporle's Parish Clerk to update that shared SAM2 monitor is being taken into Westcotec by their Chair for repair – update.
- d) Motorist contacted Clerk on 27/12/2023 to report fly tipping of gas bottles (Oxyacetylene) on West Acre Road, coming towards Great Massingham Road junction, north of Bricknell Close. Clerk investigated and reported to both Police, and BCKLWN environmental health out of hours number due to volatile nature of gas / dangerous fly tipping – update.
- e) Email received from Treasurer of PCC St James Church, on 01/01/2024 regarding PC contribution to 2023 Churchyard Maintenance - update.
- f) Email received from Local Historian on 02/01/2024 regarding difficulty contacting Holkham Estate regarding water meadows survey – update.

## 10. ACCOUNTS

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (January)	£ 382.20	
Clerk Stationery 23/12/2023. Printer ink for PC printer. Viking Order no GB-012230595W	£46.14 VAT £2.95 Delivery: £8.18 Total: £49.09	

SSE:  Credit to PC acc. of £341.56 on 19/12/2023	None	
HSBC Banking Charges 22/12/2023 (DD)	£10.00	
K&M invoice no. 8442 16/12/2023 Bailey Street, Streetlight – faulty SOX bulb re-replaced with 19W LED bulb.	£80 VAT: £16.00 Total: £96.00	
Authorised for online payment by- Date: Signatory 1:  Signatory 2:		

#### 11. VILLAGE MAINTENANCE –

- Resident reported on 18/12/2023 a streetlight out on North Street, Clerk reported to K&M on 18/12/2023 and to check if this streetlight is still under warranty – update.
- UK Power Networks contacted Tim Hubbard (Chair) on 29/12/2023 to request access to CAPF approx. mid-February to clear tree branches from power lines along the boundary of the playing field and Boundary Cottage, Massingham Road - update.

#### 12. PUBLIC QUESTIONS

Next meeting: Thursday 8th February 2024 19:30 in the CA Village Hall.

Signed.....