

## CASTLE ACRE PARISH COUNCIL

Minutes of the meeting held in the village hall on Thursday 11 December 2014:

**Present:** Mr T Hubbard (TH) Mr M Hickey (MH) Chairman  
Mr L Fisher (LF) Vice-Chairman Mrs H Breach (HB)  
Mr J Moriarty (JM) Mr Sean Allen (SA)

**In attendance:** Ms L Roast (Clerk)

**Apologies:** Ms Charlie Williams (CW), Deborah Pearson PCSO, Mrs G Thorneywork (GT),  
Mr M Dwyer (MD)

Cllrs had expressed their concern that Cllr Toby Coke, the NCC Councillor for Castle Acre, had only attended CAPC meetings twice since his election 18 months ago. MH read out the letter sent to him by the Clerk inviting him to attend either the December or January meeting – no response yet from Cllr Coke.

**92 Police Crime Report - Deborah Pearson PCSO - No report**

**93 Minutes of previous meeting of November 13**  
Amended. Mr Tim Hubbard proposed, Mr Laurie Fisher seconded. Agreed

**94 Actions from previous meeting.**

- 28 Lease for Pales Green grass strip** – Holkham Estate has de-registered their ownership at the Land Registry. The document was received on December 11<sup>th</sup> and must be checked to confirm the Estate has now registered Castle Acre Parish Council as owners, which was the agreed procedure.
- 137 Allotment moat trees** – waiting to hear back from the Heritage Historic Environment for grant/funding to thin out the number of trees.
- 24 Bailey Gate damage** – waiting to hear from English Heritage.
- 35 NRT extension of boardwalk at South Acre Road** – completed. MH to thank Helen Mandley of Norfolk Rivers Trust.
- 45 NAT Work Group** - decision on hold until Holkham Estate grants a lease to NAT
- 58 Rubbish Bin at Ford** - sign saying “ Heritage Site – No Parking. Please take your litter home”. Ordered and to be erected in the new year.
- 59 Stocks Green Trees** – planning application approved, waiting for contractors to set a date.
- 60 Agri-Allotments** – invoice for 2013/14 received from Holkham Estate. Waiting for Holkham to advise the PC on the new lease and the rent for the school garden allotments after 11/10/15.
- 65 Castle Acre Village Sign** - SA, JM, LF, TH and MD agreed to organise a work party and talk to Steve Barnfield. The Clerk has e-mailed the supplier.  
**2 new grit bins.** The site for the school bin to be e-mailed to the Clerk. The Clerk will then apply for a Street Furniture license for the school and for Back Lane.  
**East Green Slap Gates.** Holkham Estate still to replace.  
**Clearing overgrown Permissive Paths.** Completed.
- 85 Ford Road traffic prohibition** – MH has contacted Natural England.
- 86 Christmas tree Stocks Green** – LF asked the church about their tree supply – it was ordered months ago. The Clerk to obtain quotations for a 16ft tree, a risk assessment, solar lighting and other relative costs for 2015 installation.
- 87 Mayors Civic Awards** – deadline 18<sup>th</sup> January. HB and GT to action.

**5 Year Action Plan.**

**CA Notice Board.** Contractor not contactable nor seemingly prepared to complete the job. Actively seeking quotations from other joiners.

**Through Traffic Plan.** MH showed PowerPoint slides from the Parish Partnership Scheme illustrating the various options for Trods, from the basic to the best with grey granite surface dressing and timber edging. The PC agreed to submit a funding bid for the latter. The 100 metre Trod would be placed on the north side of St James' Green, one metre in from the carriageway and between the drives of the houses. Permission required from Holkham Estate.

SAM2 flashing speed sign which displays the speed of the travelling vehicle: Sporle PC has agreed to share the use and net cost of £1,560 including 2 extra brackets. JM stated that East Walton may be also interested in contributing 10-15% for shared use and that SAM2 has reduced speeds in Pentney by 15%. The PC agreed that the funding bid should be for both the Trod and the SAM2.

Wheelie Bin Sticker: Jim Hughes kindly arranged to print 500 stickers at no cost to the PC. Clerk to send him a thank you letter. Four stickers to be given out to all households along Massingham Road, St James Green, North Street, Town Lane and Newton Road, packaged in an A4 envelope along with an A5 explanatory notice from the Council. Delivery may be arranged through a local resident. Suggested launch date – March to April 2015. To be advertised in the February Nar Valley News.

The Community Speedwatch programme: update from SA - all forms in and sent to Constabulary. An instructor should be available in January/February to instruct the volunteers on procedures and to supply the necessary speeding control kit.

96 **Health & Safety** - no issues reported

97 **Matters requested by Councillors** - no matter requested

98 **Planning**

**Local Development Framework.** The planning application for Rose Cottage was turned down by the Borough planning committee seven votes to five on the ground that the Council would like to see a coordinated scheme for the whole preferred LDF option site. The LDF group has made a small change to its written justification for this decision by removing reference to the option site being an extension to Foxes Meadow. The LDF will be subject to a further online consultation, requiring responses between 12<sup>th</sup> January to 23<sup>rd</sup> February. CAPC will consider its response at its PC meeting on 8th January. The final LDF for the County then goes to the Planning Inspectorate. The LDF framework should be adopted by the end of 2015.

**CIL** – JM explained that the Community Infrastructure Levy is a statutory charge on house builders to contribute a fixed £6,000 per property to the local community. CAPC would receive 15% of that sum or 25% if it has a Neighbourhood Plan in place. The LDF preferred option site of 15 dwellings could generate £13,500 for the Parish or £22,500 with a Neighbourhood Plan. Papers explaining the structure and application process will be circulated to councillors.

MH reported on his meeting with James Bracey at Holkham Estate. Patrick Grange still has an option to purchase both Rose and Alberma Cottages. JB supports the approach to develop the whole preferred option site and agrees with the importance of exemplar building designs, as demonstrated at Rose Cottage. JB wishes to work with PG on a unified approach, starting with a Vision Document shared by all parties, including the

Parish Council. Holkham Estate would submit a full planning application for all 15 dwellings and would only release its consent when all parties sign off on design, materials and landscaping. Within the development there would be three affordable homes. JB expects to submit a planning application early in 2015, though it would be sensible to wait until BCKLWN's new CIL is in place

**14/01702/Ran Revir.** The Council agreed to object on the grounds that the overall size, height and mass of the proposed dwelling are not appropriate for this location, on the tourist route into the village. The PC questioned whether the existing building was strong enough to support both an extension and a second storey. No flood assessment was stated as required because the application was being put through as an extension and the applicant intends not to alter the existing ground level, yet still planning for a new basement swimming pool. The design is rather over ambitious and the roof ridge will be higher than those cottages adjacent to it.

## 99 Correspondence

**Newton Heath/Mill Common** - Cllrs noted the contents of a letter received in response to the Council's communication dated 19<sup>th</sup> November.

**Vintage rally cars visit in July** - the organisers are seeking CAPC's advice for a suitable local unmade road to test drive after visiting the village. The PC agreed that it is not in a position to give that advice.

## 100 Reports.

**Martin Hickey - Highways.** Highway Rangers - coming week commencing 8<sup>th</sup> December; their tasks include completing the edging work at East Green.

Bailey Gate – Highways has deemed it unsuitable to have two posts jutting out into the highway, though placing them just before the north side of the Gate may stop wide vehicles attempting to pass through. English Heritage should be informed. Erecting a sign on the A1065 directing HGVs onto the Newton Road entry into the village is only permitted if there is a 7.5 tonne weight restriction on the Bailey Street entry, at a legal cost of £10,000.

West Acre Road – Holkham Estate is now investigating with Manor Farm on whether the height of the hedge can be reduced or even sections taken out to increase visibility and avoid further traffic accidents.

**Mike Dwyer – Castle Acre School.** No report

**Helen Breach – Village Hall.** Nothing to report

**Friends of Castle Acre School** - carol singing on 21<sup>st</sup> December 7pm at Stocks Green

## 101. Accounts.

The following cheques were signed; payments were proposed by Mr Laurie Fisher and seconded by Mr Sean Allen: FCC Recycling (UK) Ltd £34.90, E.on Energy (electricity) £44.87, Castle Acre PCC (Church yard grass cutting) £1,000.00, Holkham Agri Allotments/Greens Payment 2013-14 £1,913.00, TTSR Ltd/Wil Smith Landscapes (Greens cutting) £606.90

Receipts in account - £909.64 for VAT from 2012 to March 2014

## 102. Village Maintenance

**East Green telephone lines.** The clerk reported that a resident had asked BT for the trees to be cut back, worried his telephone connection could be cut, but BT had said that

the owners of the trees (CAPC) were responsible for this. TH & MH to assess the potential work required.

LF mentioned that the bus stop position is not ideal since around 8.00 am there is traffic congestion and blind sight lines when the delivery trucks park outside the shop, the buses arrive, cars come from the school and the Eagles school coach pulls up.

**103. Public Question Time**

No questions.

**104. 2015/16 Budget and Precept**

Draft spreadsheets were issued to all councillors for consideration. Key points:

- £630 tax base funding from BCKLWN, £100 less than 2014/15, is confirmed.
- The Clerk's salary to be increased in line with national local government standards based on 4 hours work per week. MH proposed to back date this increase to September 2014. Agreed.
- Cllrs confirmed they were satisfied with the quality of the village Greens' grass cutting this year. The PC agreed to keep the same contractor on a further one year contract at a cost increase of 2%.
- MH to revise the draft budget to include the cost of the more expensive best quality Trod.
- The draft budget had assumed for 3% increase in the Precept. The PC felt that 3% would be acceptable. This to be confirmed at the January meeting.

**The meeting closed at 9.50pm.**

**The next Parish Council meeting is Thursday 9th January in the village hall at 7.30pm.**