



Castle Acre Parish Council

Clerk: Ms Amy Hart, 9 Orchard Lane, Castle Acre, Norfolk, PE32 2BE
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Minutes of Parish Council Meeting, business conducted at Castle Acre Village Hall on 14th December 2023 at 7.30pm.

Present: Cllr Tim Hubbard - Chairman, Cllr Sean Allen, Cllr Ilga Chakrabarti, Cllr Andy Collins, Cllr Liam Manson, Cllr Laurie Fisher, Borough Cllr Alistair Beales.

In attendance: Two members of the public.

94. Apologies: Cllr Neil Patrick, NCC Cllr Jim Moriarty and Clerk Amy Hart.

95. Declaration of Interests: Cllr Hubbard and Cllr Fisher declared an interest in the agenda item regarding the CA Coronation Bowls Club request for funding, being members of the club themselves they would not comment or vote on the matter.

96. Minutes of PC meeting 9th November

-The minutes were proposed for approval by Cllr Fisher and seconded by Cllr Collins, all were in favour with no further comments.

-Cllr Allen arrived at 19:32

96. Health & Safety

-Defibrillator update.

Cllr Chakrabarti kindly reported on the current state of the Defibrillator located at The Budgens Store, explaining that the battery has been checked and is in power. There has been a contact number left inside the casing which should be removed as the only number to contact should be '999' in the event of any emergency involving use of the Defibrillator. Cllrs agreed the number should be removed. Cllr Chakrabarti agreed to continue to research the maintenance and upkeep needs for the Defibrillator and report back any further findings, such as if it is possible to lock the housing and who to register it with. PC will need to create a schedule for its maintenance records.

-Residents are continuing to contact the PC to report the tree down on the South Acre Road. The tree was reported to both Highways and Holkham 3 weeks ago.

-Cllr Beales joined 19:42

97. Planning

23/01006/F – Ranrevir.

Variation of Condition 2 of Planning Permission 17/00341/F

Cllr Beales informed the PC that he had taken their concerns regarding this property and the recent activity to the BC Planning Department. Cllr. Moriarty as Cabinet Member with responsibility for planning will progress the matter and keep us informed. Cllr Beales agreed with previous observations made by Cllr Moriarty that the application is likely no longer valid. Cllr Moriarty will have further discussions with Cllr Stuart Ashworth.

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

- Cllrs voted, all in favour to support this application with no further comments made.

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

- Cllrs voted, all in favour to support this application with no further comments made.

98. Updates on actions required from previous meetings:

40c. Castle Acre Visitor Car Park – update.

Several options for sites have been submitted to the BCKLWN Planning office and are being evaluated by the planning department. Expecting an update from BC Planning mid-January 2024.

42. (2022) South Acre Rd ford, TRO

No new update

98. Queen Elizabeth II Memorial Tree, St James's Green.

Thanks to Cllrs Hubbard and Patrick who have now added the tree guard. They also added a tree guard to the Platinum Jubilee Tree on the playing field and intend to add the plaques that have been donated for both trees when they have been made.

01. Non-Conformist Burial Ground

No new updates, other than general maintenance will resume in early 2024.

02. Minns Meadow footpath erosion and footbridge

NCC Trails Team have acknowledge that the footpath and the foot bridge are their assets and damage will be inspected, so far there are no plans in place for their repair to be carried out. Cllr Hubbard reported that someone has recently screwed down some board over the broken areas of the footbridge, but it is not known by whom.

03. Village Map: resident offer to refurbish display casing/posts & revised placement.

The resident who volunteered to repair the sign has nearly completed the required work and will reinstall in the New Year when there is an appropriate break in the current poor weather.

99. Matters requested by Councillors:

a) Model biodiversity plan for Castle Acre

-CA resident and local historian kindly presented their report, much information had already been gathered from the volunteer group formed via the villages National Heritage Project, of a plan for CA biodiversity model. Report can be seen on request via the clerk. Cllrs voted all in favour to submit the report to the governing authority for the deadline of Jan 1st. Cllr Manson and CA Resident/Historian to work together to take the next steps on any issues following the reports' submission. Submission proposed by Cllr Collins and seconded by Cllr Manson.

b) Request received from Borough and County Councillors on 14/11/2023 to give their reports earlier in PC meetings to ease their schedules.

-Cllrs were all in favour to move the BC Cllr and NCC Cllr's reports forward to earlier on the PC's monthly agenda to enable them to attend more meetings.

c) Parish Council meeting dates 2024.

-Cllr Hubbard informed the PC he will not be available for the March PC meeting. Cllr Hubbard also advised that he was unable to make the May 9th AGM and PC meeting and asked if Cllrs were happy for it to be moved forward to Tuesday 7th May to allow him to attend. Village Hall availability dates to be checked.

d) Castle Acre Village Sign, Stocks Green. Decision needed on whether to keep, remove or splice current signpost re: SOS, Save our Sign project.

-- Cllrs discussed that the best solution would be to remove the current post and replace with a new one.

- 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.

f1) HSBC banking has moved to 'app only' authentication for online banking, which is by phone or tablet device only. Clerk therefore requests that the PC evaluate (PC purchased) tablet to be held with the Chair or another Signatory.

f2) To evaluate purchase of laptop for Parish Council & Clerk exclusive use.

-Cllrs were all in favour to purchase a laptop only to be used for CAPC business. Proposed by Cllr Hubbard and seconded by Cllr Chakrabarti.

- g) Draft of PC Annual Budget financial year 24/25 for third review.

-Cllr Hubbard presented the updated draft budget which had already been circulated to Cllr's via email. Due to ever increasing costs Cllrs agreed to consider whether to spread the cost of a potential 33% precept increase over more than one year. This increase would amount to approx. £15 per annum on a Band D property in Castle Acre. Cllrs agreed to decide on this at January's meeting along with a decision regarding TTSR's Greens cutting quote for 2024.

- h) Clerk salary rate change / back payment, in line with Government Services Pay Agreement 2023 as published by NALC 6th November 2023

-Cllr Fisher proposed approval of the Clerks salary increase and back payment, seconded by Cllr Collins and Cllrs were all in favour.

- i) CAC Bowls Club match funding request

-Cllr Hubbard and Cllr Fisher did not vote, having already declared an interest by being members of the bowls club. The Club has asked the PC to contribute match funding of £200 in support of their grant application to improve the club's onsite toilet facilities following their application award / approval. Cllr Collins proposed approval and Cllr Manson seconded, with all voting Cllrs voting in favour. The item will be added to the PC's February agenda for payment.

- 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

-The PC application for a deposit card has been processed and the PC now has a deposit card.

- k) Appointment of internal auditors for upcoming May 2024 AGAR review

-Cllrs agreed to push this back to January's agenda.

- l) Training options available for Cllrs, and approval of £30 expenditure for further NALC Zoom course March 14th/21st 2024.

-Cllr Fisher proposed approval for Cllr Collins to attend the training and Cllr Chakrabarti seconded, all were in favour.

- m) ICO (Information Commissioner's Office) data protection, request for membership by Chair and Clerk

-Cllr Fisher proposed to approve the membership and Cllr Collins seconded, all in favour.

- 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.

-The Tree cost Cllr Patrick £45 and Cllrs were asked to contact Cllr Patrick regarding their own wishes to contribute.
- o) SSE UMS electricity supply to be discussed, updated contract has been received.
-Cllr Tim Hubbard (Chair) informed the PC that the account contract is in dispute and is expecting further rebate. Revised contract is expected in time for January agenda review.

100. Correspondence

- a) BCKLWN planning committee meeting re: Ranrevir 23/01006/F held on 16/11/2023.
-All Cllrs aware.
- b) CAPC Biodiversity Duty report request from NALC, deadline 1st January 2024.
-All Cllrs aware, as per report shared by Anne Mason.
- c) Email received on 06/11/23 requesting PC involvement in Hedgehog Highway Project: [Hedgehogs R Us Highway Project - Hedgehogs R Us](#)
-Cllrs discussed if this could be incorporated within the biodiversity model plans.
- d) Email Received on 08/11/2023 from a relative of CA resident, regarding historical letters & family names relating to Castle Acre.
-PC thanks to a local historian who kindly agreed to be contacted by a member of the public who is looking for potential family history in Castle Acre.
- 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.
-Cllrs all aware
- f) Resident emailed on 17/11/2023 wishing to donate £200 towards our SOS Save Our Sign Project. And transferred funds on the same day, -Cllrs expressed sincere thanks for the generous donation.
- 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.
-Vacant plot now assigned to new tenant
- h) Resident of Bricknel Close contacted the Clerk on 17/11/2023 requesting a potential site to keep two beehives.
-PC advised resident to contact local landowners Holkham Estate & The Wicken.
- 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
-Information shared with CAPFA and PC to review again on January's agenda. Cllr Beales advised he'd be happy to advise further on funding opportunities like this one if PC can email him reminder.
- j) Email: rural infrastructure funding opportunities, West Norfolk SPF 30/11/2023
-Cllrs Beales advised there would be another round in May 2024 and if PC emailed him a reminder, he'd be happy to share helpful information. Cllrs discussed possible option to repair / rebuild Bus Shelter, to be discussed again in January. Will be an agenda item.

- 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.
-Details passed on to Chair of CAPFA.
- l) Resident wrote on 02/12/2023 citing concern that Pales Green grit bin is yet to be filled.
-Highways had already been chased regarding this matter and PC had already added it as a matter of priority on their email list of requests to the Highway Rangers during their winter rounds.

101. Reports

Highways-

- 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.

-Cllrs to revisit issue as to whether Highways is responsible to repair potholes on entrance junction into De Warrenne Place. In the past Cllr Moriarty had helped to ascertain that the access road into De Warrenne Place was on Highways asset list.

Resident reported concern on 26/11/2023 regarding dangerously parked vehicles, at junction Stocks Green, opposite the old Albert Victor and near to Wittles.

-PC has no powers as this is a Highways issue. PC advises residents to contact either the Borough Council or the Police directly to report dangerous or illegal parking.

Tim Hubbard (Chair) asked the Clerk report again, flooding on Newton Road to NCC Highways, Clerk reported to Highways on 27/11/2023.

Village Hall – None

School – None

CAPFA – None

BCKLWN (BC) –Cllr Beales reported:

-A reminder of the BC Cllr Community fund of £1000 which Parishes can request funds from to support community projects.

- Cllr Beales is a Cabinet Member for Business, with up to £250,000 of delegated authority, mainly in a budgetary role.

-3.7million hole in the BC budget

-£170million capital programme including the 226 home development at Florence Fields.

-The BC has 2 property development companies.

Norfolk County Council (NCC) –None.

102. Accounts to be paid:

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: 14/12/2023 Signatory 1: Cllr Liam Manson Signatory 2: Tim Hubbard (Chair)		

- Cllr Laurie Fisher proposed the approval of accounts to be paid, seconded Cllr Liam Manson. All agreed.

103. Village Maintenance

Resident reported streetlight on Orchard Lane not turning off. Clerk reported to K&M on 16/11/2023 and the issues was rectified within 48 hours.

- a- Cllr Hubbard reported that Bailey gate protection post has been taken off on 17/11/2023. Clerk reported to Highways on 17/11/2023.
- b- 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.

- c- Cllr Hubbard reported that the streetlight on Bailey Street by Cuckstool Lane was out on 27/11/2023. If it is a SOX, would need replacing with LED, rather than fix the SOX. Clerk reported to K&M, same day.
- d- Cllr Hubbard shared report of a stray bag of hardcore on Stocks Green, PC land, near the old school gates. After enquiries, if no one claims the bag or removes it, the company it was supplied by has agreed to collect and move or take back.

104. Public questions.

- a- A member of the public asked if the Parishes Biodiversity model could include the Church grounds. Cllrs did not feel it was something they would consider at this early stage.
- b- A question was raised about whether the group of volunteers formed during the villages Heritage Project were still covered by the PC's insurance. Cllrs Fisher and Collins agreed to review the PC's insurance documentation to establish if this is the case as well as the team of village volunteer litter pickers. To be reviewed again on January agenda.
- c- The PC were informed that a property in the village potentially has significant historical items within its grounds and the resident that shared the concerns was worried about what may come of them. Cllr Hubbard advised the resident that he may have appropriate contact details to make enquiries about the property and the discussed items.

The meeting closed at 9:30pm

The next full Parish Council meeting is scheduled for **Thursday 11th January 2024** at 7:30pm, at the village hall.