



Castle Acre Parish Council

Clerk: Ms Amy Hart, 9 Orchard Lane, Castle Acre, Norfolk, PE32 2BE
Telephone: 07815430777 Email: castleacrepc@gmail.com

Minutes of Parish Council Meeting business conducted at Castle Acre village hall on 8th June 2023 at 7.30pm.

Present: Cllr Laurie Fisher- Chairman, Cllr Neil Patrick- Vice Chairman, Cllr Tim Hubbard, Cllr Liam Manson. Cllr Jim Moriarty (attended from 7:48 pm), Cllr Alistair Beales (attended from 8:06 pm)

In attendance: No members of the public

27. Apologies: The Council accepted apologies from Cllr Sheila Moister & Cllr Sean Allen.

28. Minutes of the PC meeting 11th May 2023.

Items to be corrected:

- Item 13 remove 'and'
- Item 14 replace 'their' for 'his' & remove 'meeting'.
- Item 16 replace 'could' with 'should' and 'required' with 'checked', 'for' to 'on' and 'on' to 'at'.
- Cllr Patrick requested 'newsletters' removed from his responsibilities. Cllr Patrick proposed, Cllr Hubbard seconded; all Cllrs approved the minutes following the corrections.
- Item 29 insert 'with' the resident

Cllr Moister proposed approval of the minutes, Cllr Manson seconded, all in agreement.

29. Health & Safety

Tree Report Cllr Hubbard reported:

- Tree bands should be checked on the trees located in the playing field alleyway to North Street.
- He will request planning permission to lift the canopy of the trees on Stocks Green & East Green as the lower branches are currently too low.
- Cllr Hubbard reported that the donation for a memorial tree to the late Queen Elizabeth II is in CAPC bank account and he will discuss further progress with the resident who kindly made the donation.
- The broken 30 MPH roadside sign on the western end of Back Lane has been 'marked-up' by Highways .

30. Declarations of Interest

N/A.

31. Planning

TPO Ref: 2/TPO - Minns Farm Barns, Priory Road, Castle Acre.

Re: Tree Works application numbered 23/00083/TREECCA resident proposed treeworks.

- CAPC were not required to comment on the application.
- Cllrs Hubbard & Fisher expressed concern that all tree work applications from Castle Acre have been automatically served with TPO's since a new contractor has been placed in charge of the arboriculture process at BCKLWN (including those covered by conservation area protection).

32. Updates on actions required from previous meetings:

40b 2023. Visitor Car Park - Planning application for visitor car park off Priory Road.

- Planning application submitted for approval. NCC has requested an accurate scale plan of the site. To minimise cost, the new plan is due to be created via specialist map web service UK Planning Maps. Clerk has received confirmation that the lease is now being finalised by Holkham's Solicitors.

42 2023. South Acre Rd ford TRO-update

- The Clerk has contacted Police liaison and NCC TRO Engineers regarding recent damage to the Ford. The 'Beat Manager' in charge of Castle Acre has also been informed.
- The Clerk contacted WLMA to ascertain if further repair work to the damaged area would be made. The Operations Manager will be visiting the site and producing a public H&S report, but indicated that they are not planning any further repairs until the NCC makes a decision on the TRO.
- Cllr Moriarty will discuss the issue with Highways in due course.

97 2023. Resident request remove/reduce streetlight on Pales Green - update

- Clerk contacted K&M, TT Jones and Westcotec for quotes. Westcotec have quoted £120 (exc VAT) to black out a section of the lamp or £350 (exc VAT) to replace the whole lantern with new LED light and shields. Cllrs felt that these quotes were higher than anticipated and requested Clerk to continue to chase our usual contractor K&M and TT Jones for a quote.

103 2023. Local Plan – examination update

- Martin Tate has an upcoming meeting regarding the re-examination. Cllr Moriarty stated that the plan will not be finalised till next year following elections and a change of inspectors.

8a. Ran Revir- update

- The Clerk passed concerns raised at the last meeting to the BKLWN planning team. The issues raised have been examined and closed. Item 8A closed until a further planning application regarding the property is submitted.

11a. CA church grounds- update

- It was reported that the Parochial Church Council (PCC) discussed the current condition of St James Church yard at their last meeting, the grass, and grass cutting, constant rabbit damage and general condition. The deterioration of the grass is believed to be due to last year's drought and continuing rabbit damage. Cllr Hubbard was invited to meet with a PCC representative and the current churchyard contractors. He reported the grass cutting schedule is being reviewed by the PCC and contractor, and that the PCC are investigating ways in which they can improve on the current condition of the Church yard. Castle Acre PC will be kept informed of progress.

33. Matters requested by Councillors:

- a. CAPC reviewed the internal audit and approved the end of year accounts. The Clerk circulated the internal audit report and end-of-year accounts report to all Cllr's ahead of the meeting. The council had no questions and the Chairman proposed the approval of the reports, Cllr Manson seconded and all Cllrs were in support. Clerk to submit the relevant AGAR documentation for the external auditor, PKF Little John, by 1 July 2023 and publish all relevant documentation on the village website. Full report available on request to the Clerk.
- b. Following the retirement of Cllr's Breach, Hickey & Tate, the Clerk has stated a need for additional signatories to oversee finance matters at further CAPC meetings. Cllr's Manson & Patrick agreed to act in this capacity. The Chairman proposed, Cllr Hubbard seconded - all in agreement. Clerk to make the arrangements and complete the set-up of new signatories.
- c. Clerk presented the PC with the Annual CIL income and Expenditure report from 1 April 2022 to 31 March 2023, the Parish Council Chairman acts as signatory. Chairman proposed, Cllr Hubbard seconded – all in agreement. Clerk to return to NCC prior to 30 June deadline.
- e. The large potholes on Great Massingham Road have been filled and those on Back Lane have been marked-up. Cllr Hubbard raised the issue of inconsistencies in response regarding road defects reported to Highways with Cllr Beales. Cllr Beales offered to investigate the process.

34. Correspondence

- a.** Temporary event notice for licence variation for a music festival at Ostrich 5 Aug 2023
- no comments from Cllrs.
- b.** Damage to Ford Bank repair was discussed and any further reports will be forwarded to NCC.
- c.** Wittles West Acre trial email. The Chairman has discussed the issue face-to face. CAPC are fully supportive of all businesses in the village, but also feel it is important to balance any extra tourism with suitable measures to address negative impacts such as dog fouling, car parking and litter. CAPC will strive to improve the infrastructure but will undoubtedly need funding from external sources including Borough or County Councils.
- d.** A resident request to locate temporary mobile toilets on the CAPF for a wedding event on 16 Sept was agreed by CAPC. The agreement was made with the proviso that the toilets are removed by 18 Sept and that suitable insurance cover is put in place by the resident.
- e.** An e-mail from a resident informing CAPC that permission from Holkham had been granted for the use of the Holkham field by the Priory for an event on 30 July was discussed. CAPC thanked the resident for the information and wished to remind the resident that parking will be at their own risk.

35. Reports

Highways

- Tall vegetation (Cow Parsley) causing a danger to sightlines at Newton Road and 1065 Junction (looking south) has been reported by the Clerk. Confirmed as defect ref: ENQ900234232 on 05/06/2023.
- Clerk has chased all open tickets, emphasising the risk to drivers. Deep potholes on Great Massingham Road have been filled. Marking-up of further defects in Back Lane, Archer Lane & Newton Road has taken place.
- Cllr Hubbard had requested tickets are raised for the removal of loose chipping signs on Newton Road and cleaning of all road signs in the village, as required.

Village hall – No new updates. Chairman to request a report for the July meeting.

School - No new updates. Clerk to ask Mrs Neary for an update for the July meeting.

CAPFA – Cllr Patrick discussed the following items: CAPFA is currently appointing a contractor for the new MUGA court and has shortlisted two from the five initial contenders. It is planned to start work in September. The matter of improving car parking, EV charging points and public toilets will be addressed as separate projects as part of the ongoing regeneration work.

BCKLWN (BC) – Cllr Beales introduced himself to the PC. He has several years prior experience as a Parish Councillor with a background in agriculture and property development. Cllr Beales reported that whilst waiting for a new Tree Officer to be appointed at the Council, a private company was covering arboricultural planning applications. This new contractor was responsible for the current increase in the issue of TPO's that CAPC had noted. Upon appointment of a new Tree Officer, these issues should be resolved.

Norfolk County Council (NCC) – Cllr Moriarty discussed the following items: Cllr Moriarty has been appointed the Deputy Leader. He has a meeting with the managers of Highways in which he will raise the current inconsistencies in reporting and repair work of potholes and other highways defects. He has been working to make the planning application and approval process at the Council operate with greater transparency in regard planning sifting meetings. Cllr Moriarty is concerned that the Local Examination report has been reduced in priority, during changes following elections and will report back on the issue.

36. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
SSE March 2023 street lighting invoice 201906575 0001 (not full month's supply, account started mid month)	£25.53 (£1.12 VAT) direct debit end of April	
Clerk Salary May 2023	£328.80	
Clerk Stationery printer ink	£30.78 (£5.13 VAT)	

-Cllr Patrick proposed the approval of the accounts, seconded by Cllr Manson. All agreed.

37. Village Maintenance.

- Reminder: Cllr Allen had previously agreed to erect the new parking bay sign on St James Green.

38. Public questions.

- N/A

The meeting closed at 8:42pm

The next full Parish Council meeting is scheduled for **Thursday 13th July 2023** at 7:30pm at the village hall.