



**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 9<sup>th</sup> November 2023 at 7.30pm.**

**Present:** Cllr Tim Hubbard - Chairman, Cllr Neil Patrick, Cllr Liam Manson, Cllr Sean Allen, Cllr Laurie Fisher, Cllr Andy Collins, Borough Cllr Alistair Beales & NCC Cllr Jim Moriarty.

**In attendance:** One member of the public

**82. Apologies:** Cllr Sheila Moister tendered her resignation from Council on 24/10/2023, BCKLWN electoral services have been informed and have confirmed a notice of casual vacancy, which ends on 14<sup>th</sup> November 2023. In addition to this, a resident who previously requested to stand as councillor at the October CAPC meeting has decided to go no further with the process. Castle Acre Parish Council would like to thank Sheila for all her work whilst she served on the Council.

**83. Declaration of Interests:** None.

**84. CO-OPTION:** There are currently three vacant seats on the Parish Council. One eligible village resident was interviewed prior to the meeting having offered to join the Council. Dr Ilga Chakrabarti attended and was invited by the Chair to join the Parish Council as of the date of this meeting.

Proposer – Cllr Laurie Fisher Seconder – Cllr Liam Manson, all in agreement.

**85. Health & Safety**

**Tree report:**

The Chairman reported -

- a) The overhanging epicormic growth and basal trunk growth on the five Lime trees on Stocks Green has been removed and the canopy lifted as this was restricting parking on the highway. Planning permission was gained, and work carried out by the contractor 'The Norfolk Arborist'.
- b) Trees on East Green, St James Green and South Acre Road are going to be surveyed by Holkham as part of their duty of care around the village. Any work required, we hope will address any unsafe rotten trees / branches and the lifting of canopies as required on the Greens.
- c) Holkham have agreed to carry out regeneration work on the eastern side of East Green, previously highlighted as part of the NL Heritage Project. This work to include removing the dead Elms, coppicing the hedgerow and lifting canopies of the remaining trees in that area. Once complete, the plan is to re-plant the coppiced hedge and plant some new trees to replace those removed.
- d) Cllr Sean Allen requested that trees outside the playing field on St James Green be cut back as they are becoming overgrown. The Chair has added this job to the inspection list for Holkham.

**86. Planning**

VARIATION OF CONDITION 2 OF PLANNING PERMISSION 17/00341/F: Proposed rear extension, various internal and external alterations, including garage conversion to bedroom, reconfiguration of existing fenestration

and replacement roof covering. Erection of new detached double open fronted carport at Ranrevir Bailey Street, Castle Acre, King's Lynn Norfolk.

The PC **objected** to the re-consultation and awaits a decision from BCKLWN planning committee meeting on 16<sup>th</sup> November at King's Lynn town hall.

## **87. Updates on actions required from previous meetings:**

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

As the above application was rejected by BCKLWN, CAPC has been exploring alternative locations. The Chairman has met with Lynette Fawkes of BCKLWN planning department, who has agreed to provide pre-planning advice on any potential car park locations submitted by CAPC without charge.

Several options for sites have now been submitted to the BCKLWN Planning office and are being evaluated by the planning department. Any *viable options*, and any further proposals, to be discussed at future meetings prior to progressing.

### **45 (2022) South Acre Rd ford TRO-update**

The PC awaits a decision from Norfolk County Council.

### **103 (2022) Local Plan – examination update**

CAPC F47 representation submission, was submitted by Martin Tate on behalf of CAPC on Friday 20<sup>th</sup> October 2023 (*for full report contact Clerk*).

### **11a. CA Church grounds- update**

It has been reported that the PCC will continue to investigate ways in which they can improve on the current condition of the Churchyard.

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

The memorial 'Field Maple' was planted on 29/10/2023 on St James Green. Cllrs Collins, Fisher, Hubbard and Manson and three residents kindly helped plant the tree. Protective fencing is on loan from CAPFA until 'tree guards' are delivered.

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

Reconstruction of the left-hand pillar has been completed. The original missing capping stone has not been found in the burial ground. The repair team is still trying to source a matching pair of capping stones to complete the works.

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

There is footpath erosion and damage to the wooden bridge near South Acre Road ford. The footpath is on Holkham land with Norfolk Trails being responsible for it. The Chair confirmed that the footbridge is also the responsibility of the NCC trials team. Cllr Liam Manson reported that a further slat is missing from the footbridge. Cllr Jim Moriarty has raised the issue with the new Protected Landscape Manager Ms Katy Owen, and she looks forward to working with the CAPC on the project to repair.

## **88 Matters requested by Councillors:**

### **a) Castle Acre Village Sign, Stocks Green, replace – SOS, Save our Sign project - update.**

Work on carving the new village sign is going on apace. The sign post is thought to be at least 60 years old and also has areas of significant rot. CAPC is investigating whether to completely remove and

replace the post or to replace the rotted section only. The PC will continue to investigate options. £650.00 is currently set-aside for costs towards this project, to date £150 has been spent.

**b) Village map display case, Stocks Green (outside the Old School Building)**

A village resident has volunteered to refurbish the map casing and remount on either oak or metal posts. The resident has requested material expenses be covered by the PC. The PC also discussed the re-locating of the village map approx. 1 metre further away from the wall, to increase visibility.

Cllr Laurie Fisher Proposed (expenses, oak posts and placement), Cllr Andy Collins seconded, all in agreement.

**c) Feedback from BCKLWN planning meeting 18/10/2023.**

Cllr Laurie Fisher reported that the meeting was very informative. The BCKLWN slide pack circulated by email on 19<sup>th</sup> October is well worth reviewing by all.

**d) EV Charging units for Castle Acre inc. CAPF / Priory & Village Hall – update.**

The St James Green playing field location, selected by CAPFA and agreed by CAPC has been rejected by NCC due to a lack of tourists potentially visiting the site. NCC have confirmed that should CAPC secure a visitor car park in future, this decision could be re-evaluated. NCC's current 7-year funding initiative runs until March 2024.

**e) Highways (Street scene), community ranger visit planned for December – update.**

Further tasks to add to 'open tickets' on the NCC portal: Large quantities of mud on Little Lane. Vegetation & Buddleia growth on Drury Lane. Clerk to send updated tickets by end of November deadline.

**f) HSBC Banking / 'app only' device – update**

The Clerk has followed HSBC's new T&C's and moved CAPC banking to app only. The Clerk has raised her concern that should her device not be available (lost, stolen, broken or in event of illness) that there would be no quick suitable back-up. The PC discussed potential back-up options, such as a Tablet, Laptop or Smartphone for PC use only. Cllr Beales was asked to comment and felt that CAPC should be following Government and Borough protocols, the separation of devices for personal and business use. The Clerk is to investigate the potential costs of a PC-owned device and report back at December's meeting.

**g) Councillor Training – update**

Training for CAPC Cllrs to cover Cllr roles, responsibilities and the legal framework under which Council operates is to commence on 5<sup>th</sup> December 2023 being delivered by Norfolk ALC CllCA trained / qualified Clerk and trainer, Jimmy Miller. Cllr Hubbard will kindly host the event.

**h) RBL Cllr Donation for poppy wreath – update**

Cllr Laurie Fisher has been advised by CA RBL that the Remembrance Sunday service is to be held entirely on Church grounds and not Stocks Green. Cllr Fisher has purchased a wreath for the ceremony and requested a donation of £4 from each Cllr towards its cost.

**i) SAM2 Monitor – update**

The Sporle and Palgrave PC Clerk emailed on 25/10/2023, informing CAPC that the SAM2 traffic monitor (jointly owned by the two parishes) requires new batteries. The Clerk proposed a 50/50 split as per the previous arrangement for new battery costs. It will have to be returned to the manufacturer for fitting.

Proposer (for the battery/works to be split 50/50) Cllr Neil Patrick, Seconder Cllr Sean Allen, all in agreement.

**j) Draft of PC Annual Budget for second review, 2024/2025 – update**

The Chairman submitted a second draft-budget. The precept application deadline is January 31<sup>st</sup>. The budget covers all areas of PC finances for FY 24/25 and takes account of any known cost increases and estimated inflation. All Cllrs have been sent email and given paper copies to review prior to finalising the budget for the precept request.

**k) Castle Acre Voice, future editions to be discussed.**

The Council felt that there was value in continuing the CA Voice leaflet, CAPC wishes to progress an edition for Spring 2024.

## **89. Correspondence**

**a) Ranrevir: Resident e-mail 23/24 October 2023 – update.**

A resident has submitted concerns to the PC and to BCKLWN planning portal regarding anomalies in the planning application 23/01006/F.

**b) Potential buyer of the Old School Building, Stocks Green – update**

A holidaymaker sent an email to the Clerk on 24/10/2023 expressing interest in the potential purchase and development of the 'Old School Building' on Stocks Green. The Clerk contacted the owner who agreed to exchanging contact details with the interested party.

**c) Ranrevir BCKLWN planning committee meeting ref: 23/01006/F – update.**

The recent variation application submitted on 22/09/2023 was Objected to by the CAPC. This variation of the application has been 'called in' by our BCKLWN Cllr for further scrutiny by the planning committee, meeting at 9:30am, November 16<sup>th</sup>, 2023, at King's Lynn Town Hall.

**d) Bailey Gate Cottages, car parking area and Hornbeam trees.**

The Clerk received an email from residents on 26/10/2023 who sought permission from the PC to refresh the gravel car parking area on Stocks Green. They propose to organise and pay for any work and new gravel to refresh the area. They also requested that the 3 x Hornbeam trees on that site be trimmed back. Cllr Hubbard has added the trees to the maintenance list. CAPC wish to thank the residents for their contribution.

Proposer (of the works) Cllr Laurie Fisher, Seconder Cllr Liam Manson, all in agreement.

**e) TTSR December hours & quote – update**

TTSR provided CAPC with a quote for the greens cutting season 2024 which will be the final year of their three-year contract with CAPC. They also updated the Clerk with their working hours over the Christmas period. It was agreed to consider the quote at the December PC meeting.

**f) West Norfolk Disability Information Service (WNDIS) – donation request.**

Clerk received an email on 26/10/2023 from WNDIS. This charity recently lost NHS funding and are investigating alternative funding sources. CAPC does not use public money to fund donations to charities. The Clerk has therefore circulated the information to Cllrs and the Parish should anyone wish to make a personal donation.

**g) Community Hotspots Fund – update**

NCC contacted the Clerk on 02/11/2023 to inform the PC of a 'Community Hotspots fund', which provides grants of up to 2K to Parishes able to provide a warm community space for residents struggling with cost of living / energy bills. The email was passed to the Village Hall Committee for consideration; however, it was noted that the application deadline was under one week away, on 07/11/2023.

#### h) NALC request CAPC Biodiversity Report - update

NALC circulated an email on 01/11/2023 detailing the need for CAPC to have a biodiversity report to protect wildlife and green spaces within the parish; the deadline for this report is 01/01/2024. The Chair has contacted our local historical & wildlife volunteer group for assistance. They already have extensive information gathered from wildlife walks, bioblitz, and bird spotting events with further information on native wildflower species from surveys within the parish. A report is currently being drafted by the group and will be circulated by the Clerk when published.

## 90. Reports

### Highways

#### St James Green, resident reported a pothole outside Moat House and Tower House – update.

The clerk has reported this issue to Highways, who have marked up the area.

#### Wooden protection post, hit by lorry, north end of South Acre Road, junction with Priory Road - update.

The Clerk has reported, and Highways are due to replace the post.

Village Hall – None

School – None

CAPFA – None

**BCKLWN (BC)** – Cllr Alistair Beales confirmed that he has ‘called in’ the latest Ran Revir application to BCKLWN planning committee for further discussion / scrutiny on 16<sup>th</sup> November 2023 at King’s Lynn Town Hall. Cllr Beales will address the committee directly on behalf of CAPC.

**Norfolk County Council (NCC)** – Cllr Jim Moriarty submitted a written report including changes to DIY waste at recycling centres <http://www.gov.uk/government/news/council-diy-waste-charges-abolished>  
A consultation on the ‘**Norfolk walking, wheeling and cycling scheme**’ which is available online at [www.norfolk.gov.uk/walking-wheeling-cycling](http://www.norfolk.gov.uk/walking-wheeling-cycling) and open for public opinion.

**The Household Support Fund** – offering Winter support from the council receiving 13.4m from central government and adding £400,00 from the DWP to take the fund to £13.8m. This fund aims to support vulnerable households with food support, white goods and winter essentials, food vouchers for eligible school children and library ‘grab and go bags’ (which will be offered by all 47 of Norfolk’s Libraries until the end of March 2024).

**NCC Budget Consultation running from 20<sup>th</sup> October to 1<sup>st</sup> December 2023** – encouraging members of the public to have their say on 2024-2025 budgeted increases to council tax. [www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget) and email [HaveYourSay@norfolk.gov.uk](mailto:HaveYourSay@norfolk.gov.uk)

## 91. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary November £356.63 Additional 10 hours for NALC training in November ref FRXRT.	£356.20 £137.00 Total: <b>£493.20</b>	
NALC Clerk training invoice 4 x sessions	£90.00	
Clerk Expenses: unclaimed delivery charge for printer ink, Viking. Order no: GB011364078W. 09/06/202.	£5.94	
Clerk Expenses: 1 box, 5 reams of Eco printer paper, order 203-6679653-7926744	£19.98	

Holkham Land Rent Invoices 01/10/2023		
S1432 – Castle Acre Common	£1.00	
S1433 – Castle Acre allotments	£100.00 (allotments)	
S1434 – Castle Acre Village Green	£10.00	
S1435 – Land at Castle Acre	£2.00	
SSE Electricity Total collected on 20 <sup>th</sup> October 2023 (DD, Invoice 201906575 008)	£48.63	
HSBC Banking Charges 22/10/2023 (DD)	£8.00	
BCKWLN – uncontested election fee (May 2023) 16/10/2023 Invoice BC110219832	£45.50 (VAT £9.10) Total: £54.60	
The Norfolk Arborist – Invoice 1692. 29/10/23. Work on Lime Trees, Stocks Green.	£220.00 (VAT £44) Total: £264.00	
TTSR invoice 8497 – 2/2 on 31/10/2023 Village Greens, Priory Road Verge & Newton Road Trod (revision 2)	£1, 001.75 (VAT £200.35) Minus: £211.92 (VAT overpayment re: 15/05/2023 invoice: 7824) Total: £990.18	
Designer Metal Ltd Invoice 5544 2 x full painted tree guards 1 x delivery cost	£160 x 2 = £320  £90 + (VAT £82) Total: £492.00	

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

## 92. Village Maintenance

Clerk requested K&M repair a loose timer shield on the streetlight in Pyes Lane (near Village Hall) on 24/10/2023. This was fixed the next day.

Cllr Neil Patrick raised concerns regarding the potential for flooding in Foxes Meadow over Winter. The Chair said that this issue was initially raised 2-3 years ago with Anglian Water and that a full investigation was due to take place this year. Clerk to follow up with Anglian Water.

The Chair expressed concern again regarding flooding on the Newton Road, where a drainage plan was provided by Breckland in 2019/2020 but is yet to be undertaken. It has been noticed Newton Road signage is deteriorating, (lettering is peeling off).

Cllr Neil Patrick confirmed that he would check the Stocks Green Christmas lights, to see if any were salvageable from last year as two out of the three sets had been damaged.

## 93. Public questions.

Nil.

The meeting closed at 8:59pm

The next full Parish Council meeting is scheduled for **Thursday 14<sup>th</sup> December 2023** at 7:30pm, at the village hall.