



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 14th September 2023 at 7.30pm.

Present: Cllr Laurie Fisher- Chairman, Cllr Tim Hubbard, Cllr Liam Manson, Cllr Sheila Moister.

In attendance: 6 members of the public

54. Apologies: The Council accepted apologies from Cllr Neil Patrick- Vice Chairman, Cllr Jim Moriarty & Cllr Alistair Beales.

55. Declaration of Interests: DOI forms have been completed by the PC and submitted to the electoral department at BCKLWN.

56. Nomination and election of Chairperson. Cllr Fisher tendered his formal resignation from the position of Chairman and asked for nominations to fill the position. Cllr Tim Hubbard put himself forward for the position of Chairman. Cllr Manson proposed, Cllr Moister seconded and all were in agreement. Cllr Hubbard then took the Chair.

57. Minutes of the PC meeting 13th July 2023

Items to be corrected:

- Para 43 replace 'Chairman felt insupportable' with 'Chairman felt unsupportable'.
- Point 11a 'Church yard', to replace 'Churchyard'.
- Item F under 'Matters Requested by Councillors', replace 'had' with 'has' delaminated.
- Current quote from Fiona Davies 'are' greater than'.
- 'Correspondence' replace 'Non-Conformist Graveyard' with Non-Conformist Burial Ground.
- Accounts to be paid replace 'Non-Conformist Graveyard' with Non-Conformist Burial Ground'.
- Cllr Moister proposed, Cllr Manson seconded, all Cllrs approved the minutes following the corrections.

58. Minutes of the Extraordinary PC meeting 20th July 2023

Items to be corrected:

- NALC to change to 'National Association of Local Councils'

Cllr Moister proposed and Cllr Fisher seconded, all in agreement.

59. Minutes of PC meeting 14th September 2023

Items to be corrected:

Item 60 – Tree report, Replace 'Elm' with 'Ash'
Insert 'for' 'the winter weather.'
40b – replace 'Forrester', with 'Forester'.

Cllr Fisher proposed and Cllr Manson seconded, all in agreement.

60. Health & Safety

Cllr Manson reported:

- The wooden bridge at South Acre Ford has a missing slat.

Tree report:

- Cllr Fisher reported:

The ancient Ash tree in the Holkham-owned field adjacent to the Priory has fallen and needs clearing.

- The Chairman reported:

The Ash Trees in the walkway from North Street to the Playing Field had strapping applied late 2022 to the V-shaped trunks to protect them from splitting this strapping has now been re-tensioned / tightened in preparation for the winter weather.

There are ongoing discussions with Holkham regarding the trees on East Green and their low hanging branches. Holkham's Head Forester has queried who has responsibility for the maintenance of the trees and if the trees fall under the terms of the current lease with the Estate. The PC is currently checking the leases for the Village Greens to clarify.

Lime trees, Stocks Green: 'The Norfolk Arborist' applied for planning permission on behalf of the PC five weeks ago to reduce low hanging branches. These branches and basal epicormic growth are hopefully going to be reduced / removed ahead of Winter.

61. Declarations of Interest

The Clerk has checked with NALC and confirmed that no members of the PC have non-pecuniary interests pertaining to the Priory Road Seasonal Car Park planning application.

62. Planning

Ref 23/00756/F – Seasonal car park, (Holkham Land) Priory Road, Castle Acre – 26/06/2023

Update: Application rejected by BCKLWN.

63. 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 has been rejected by BCKLWN, the PC are to explore the re-appraisal of this project to see if it is possible to re-allocate the previously laid out CIL grant for the grid tile matting. Cllr Moister questioned whether the PPC or any other bodies within the village would need to be formally notified of the H&S issues raised by Highways in the rejected application. Cllr Tim Hubbard confirmed that the PC would appraise in due course.

45 2022. South Acre Rd ford TRO-update

- The PC awaits a decision from Norfolk County Council.

103 2022. Local Plan – examination update

- The plan has been re prioritised by the examiner following a few contradictory issues including 'the promotion of the growth corridor on the A10 could be supported by the local infrastructure'.
- Castle Acre scored 10 points in the settlement hierarchy but is still classified as a Key Rural Service Centre. The PC still believes that CA is not a KRSS and could not support the associated development.

- BCKLWN have since made significant changes to the plan, and it is due to go back for further consultation. deadline of 20th October 2023.

8b. Ran Revir- update.

- The Clerk passed a number of concerns and its rejection of the latest application to the planning team at BCKLWN. The issues raised are in the process of being examined.

11a. CA church grounds- update

The grass cutting schedule is being reviewed by the PCC and contractor. The PCC will continue to investigate ways in which they can improve on the current condition of the Churchyard.

64. Matters requested by Councillors:

- a) Signatories and Primary User for the CAPC business account updated to reflect the Clerk as Primary User with Cllrs Hubbard, Manson and Patrick added as Signatories.
- b) Declaration of interest forms have been successfully submitted to BCKLWN (one outstanding).
- c) New email address for Chair has been created to stop personal email address being used for Parish Council matters. This will allow CAPC information and correspondence to be retained and stored more easily in future.
- d) The PC is working to Co-opt Cllrs to fill vacant seats and is currently in the process of interviewing candidates in line with procedures from the National Association of Local Clerks.
- e) Castle Acre website has had significant updates. The update removed out of date information regarding local businesses and changes to Cllrs and Clerk details.
- f) The PC reviewed the allotment fees which in turn fund the Holkham land rental fee. It decided that for the 2023-24 period that it would not raise the tenant fees and take any potential increase from Holkham 'at risk'. Rent collection and renewal letters will go out as planned, with no changes on 11th October with payment due by 11th November 2023.
Cllr Moister proposed, Cllr Manson seconded with all in agreement.
- g) Castle Acre Village sign has been repaired twice in the past twenty years and is now beyond repair. The Chairman said that a local craftsman has offered to work on the project donating their own time if the PC can supply the wood and materials. Repair work to the post and painting of the metal seating at the base are to be included as part of the project. The PC currently has £400 set-aside for the Village Sign and a £250 donation from a resident. PC to address detailed project funding at the October meeting. The existing sign is to be removed in the coming weeks. Cllr Moister proposed and Cllr Manson seconded, all in agreement.
- h) The planting of a memorial tree to the late Queen Elizabeth II is being progressed. A Field Maple has been selected, tree guards and support bands have all been financed by generous donations from residents involved in the project.
- i) An incident involving livestock at the West Acre rewilding site has prompted the Estate, NCC and Trail Managers to ensure that they make people using the trail more aware of the risks.
- j) Non-conformist burial ground, Pyes Lane: update –
The Ash Tree which had grown over the foundation of the left-hand gate pillar has been removed. The rebuilding of the gate pillar is now almost complete, awaiting capping stone and re-hanging of the gate.

65. Correspondence

- a) Following resident reports of sewage smells emanating from the pumping station at Bricknell Close, the Clerk contacted James Bracey, Property and Land Manager at Holkham. He confirmed that the situation was being addressed. The PC will continue to monitor the issue.
- b) A resident raised concerns about 3 large metal posts that have been installed on the roadside on Pales Green. CAPC to ascertain if posts are on the 'highways curtilage' and has reported the issue to Highways who are investigating.

- c) The Chairman reported that following protracted discussions with the BCKLWN waste management team, issues regarding public waste collection from the village have been resolved. A new bin and housing, situated at the entrance of the playing field, has been installed free of charge by BCKLWN. This bin is one of the seven bins in the village funded by BCKLWN to address tourist waste. The PC would like to express thanks to the litter picking team for their patience whilst dealing with this issue.
- d) The NCC EV charging 'Plug in Norfolk' scheme is trying to identify potential EV charging locations around the village. Kurt Booth the Project Engineer from NCC has been in contact with EH regarding the Priory & the Ostrich Pub. The Clerk has both T&C's and Premises Information forms, should there be any further interest.
- e) A transport priorities form was sent to CAPC, the Neighbourhood Plan has been referred to regarding funding and developments across Castle Acre. Contact the Clerk for the full report.
- f) Grass cutting price increase for CAPF season 2024 to be reviewed at the October meeting.
- g) Norfolk's 'Net Zero Campaign' form returned to BCKLWN with climate change concerns that could benefit from funding including: works to streets in CA that are susceptible to flash flooding, residential solar units / EV charging units' schemes, summer cooling payments to low-income individuals and families and a more comprehensive system of public transport. BCKLWN has £300K of funding allocated for initiatives to tackle climate change.
- h) A Resident raised concerns regarding BCKLWN planning process and decisions in Castle Acre and in particular decisions related to the Ran Revir planning application. The resident highlighted a number of inconsistencies and apparent errors in the process.

66. Reports

Highways

Archer Lane: Tree limb reported obstructing vehicular access, limb and brush removed and currently awaiting collection from the verge. North Street: Large pothole and further road surface damage has been marked up for repair. Back Lane: Service ducting exposed by large pothole, Highways and BCKLWN informed, issue ongoing for over a year. Pyes Lane: A large tree limb obstructing the village hall car park has been moved and awaits collection. East Green Fingerboard Sign: Sign has rotted off at base and fallen, highways have collected and are due to reinstate. Breckview / Tulina: Three metal posts have been installed in the street and could constitute a potential obstruction. Reported to Highways to investigate.

Village Hall – The PV panels are fully operational, and the new kitchen is complete. The Committee is planning to replace the current heaters with more efficient units and to improve the hall acoustics. The hall is also due to be redecorated.

School - None

CAPFA – None

BCKLWN (BC) – None

Norfolk County Council (NCC) – Cllr Moriarty reported the following items: On Sunday 18 June Government set out its plans on how DIY waste at recycling centres is going to be addressed via '*changes that will be brought in to force this year*' (details here <https://www.gov.uk/government/news/council-diy-waste-charges-abolished> and here [Summary of responses and government response - GOV.UK \(www.gov.uk\)](#))

Norfolk County Council has launched a new website to help residents and visitors get around the county more easily with all travel information and a useful journey planner in one place.

www.travelnorfolk.co.uk is the next step in the creation of the 'Travel Norfolk' brand which launched last year to provide the county with a consistent strong identity to highlight what options are available and to show travel as a convenient single system.

The Travel Norfolk website has a number of unique benefits making it the place to go when you're planning a journey from A to B or a day out in the county.

67. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Bin Liners for Litter Picking Team (cheque 200148)	£23.01	
Clerk Salary August & September 2023	£657.60	
Clerk Training - NALC	£90.00	
Greenman Woodlands - Ash tree & stump removal (fyi revised amount)	£335 (inc VAT) Payment confirmation	£335
Alistair Chadwick – Pillar at NC Burial ground (fyi revised amount).	£952 (inc VAT) Payment confirmation	£952
SSE Electricity (August)	£45.87	
201906575 0006 & 5619048490006	£49.83	
Total to be collected by 21 st September 2023		
Gary Lake Grass Cutting (Invoice 69)	£1325	
HSBC Banking Charges 22/08/2023	£9.00	
22/07/2023	£10.00	

-Cllr Moister proposed the approval of the accounts, seconded by Cllr Fisher. All agreed.

68. Village Maintenance.

- Cllr Manson reported that the path on Minns Meadow has areas of significant erosion and expressed concern that this narrowing of the path made it difficult for wheel and pushchairs to use it. He also noted a slat missing from the wooden bridge at South Acre Ford.

69. Public questions.

- A resident asked about the PC 'Dark Skies' policy, which the PC refers to in planning applications. The Chairman explained that this policy was formed on the basis of guidance from the Institute of Lightning Professionals 'Reduction of Obtrusive Light' paper (contact the Clerk for this report) and in line with NALC guidance. There was a further question regarding the Castle Acre School external lights. The Chairman believed that these lights operated on timers and were used for security purposes.

- A resident asked what a 'TPO' discussed at the meeting was. The Chairman said that the acronym stood for 'Tree Protection Order'. Castle Acre has a large Conservation Area and all trees within the area are effectively covered by a TPO although not always individually, some trees are subject to an individual TPO. A TPO means that planning permission is required prior to any tree work.

The meeting closed at 9:07pm

The next full Parish Council meeting is scheduled for **Thursday 12th October 2023** at 7:30pm, at the village hall.