

# Castle Acre Parish Council

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## **Minuted record of Parish Council business conducted at the village hall on 10 February 2022 at 7.30pm.**

Present: Mr L Fisher (LF) Chairman, Mr N Patrick (NP) Vice Chairman, Mr T Hubbard (TH), Mrs S Moister (SM), Mr M Tate (MT), Mr L Manson (LM)

In attendance: Mrs L Firth (Clerk), Mr J Moriarty (JM) Borough and NCC Councillor

**108. Apologies:** Mrs H Breach (HB), Mr S Allen (SA), Mr M Hickey (MH)

### **109. Minutes of the 13 January 2022 PC meeting**

-Under Matters Requested, Budget review item- sentence should read 'to review the clerk's current salary'.

- Under Matters Requested, Burial Ground item- sixth bullet point, sentence should read- ....'given the PC makes a donation towards the upkeep'.

-Under Village Maintenance, spelling corrections of 'installs' and 'housings'.

LM proposed approval of the Minutes which was seconded by SM.

### **110. Health & Safety**

a. Cllrs requested the clerk organise a defibrillator training course, for any interested parishioners. The last attempt to organise such training had been postponed because of the pandemic outbreak.

b. Cllrs had received reports of a 'bubbling' drain at the bottom of Bailey Street, following heavy rainfall. JM agreed to chase this issue up with the relevant local authorities.

c. Tree Report:

- TH has received two quotes for the work required on the 3x Hornbeams on Stocks Green. The most cost-effective quote of £95 (ex vat) was received from Greenman Woodlands (GW) and TH proposed the PC appoint this company for the work. All Cllrs were in agreement. TH confirmed that permission had been received from the benefactor of the village's tree fund to use donated funds to cover the cost of the work on the Hornbeams.

-TH reported that GW had also looked at the work required on Trees at the Pyes Lane Burial Ground, GW have very kindly offered to volunteer their time to the CA Heritage Fund project to complete the work that is required in this area. The PC wished to thank and accept GW's generous offer and asked TH to liaise with the Heritage Project manager to organise for the work to be scheduled.

-TH has been in contact with a surveyor to assess the 7 x Ash trees on the eastern access alleyway from North Street to the playing field and will request a quote to share with Cllrs.

-TH is yet to hear back from the Holkham Estate Head Forrester at Holkham, regarding advice on where the responsibility falls for the trees on St James Green. Both the Cherry Trees and the large Chestnut Tree need some work as well as some smaller trees on the northern side of the Green. TH has approached two companies about the work required.

-The Holkham Estate conservation officer has confirmed that the land on the eastern side of East Green is suitable for regeneration work as part of the CA Heritage Project and Cllrs gave approval for the work to commence.

## **111. Updates on actions required from previous meetings**

### **41(2019) Surface water flooding and drainage issues.**

Since the last meeting there has been contact from Highways with regard to flushing the lower end of the Massingham Road surface water drainage system which should be scheduled within the next two months or so. The flooding in Bailey Street on the village side of the Jubilee Bridge has been reported to the highways maintenance crew who will schedule the clearance of the grip on the verge bounding Ran Revir. There has been no further clearance of the grips or drainage channel on the east side of the Newton Road Bridge, the clerk has contacted Highways to follow up on this issue. CAPC is awaiting an update from Holkham/Natural England in relation to the Anglian Water surface water outlet into the drainage ditch on Minns Meadow.

### **54. (2019) Permissive paths on Holkham land and Visitor car park**

-LF shared the latest communication from Holkham Estate's Land and Property General Manager, regarding the PC chasing for a draft of their proposed definitive statement confirming that the remaining permissive paths on Holkham land around Castle Acre would not be withdrawn for 50 years:

*'The Estate continues to work positively with CAPC and many other local bodies on many issues. We don't feel it necessary, or indeed appropriate, to enter into rigid long term arrangements regarding permissive access arrangements.*

*Given Holkham's vision to be the most pioneering and sustainable rural estate, I don't see a risk to long term local access arrangements. However, as custodians of wonderful natural capital, it's important that we are able to manage our landscape, farmland, habitats and wildlife as appropriate. It would be frustrating to limit our ambition at this stage.*

*We will always share ideas and work with the community where possible. Equally, we would hope all users of public and permissive footpaths respect the environment around them.*

*If we can improve signage that may be a good start.'*

Following discussion Cllrs agreed it would be most appropriate for MH to respond to the latest communication and continue to be the lead on this matter due to it's complex nature. MH to follow up once return from holiday in late March 2022.

### **6. Ostrich pub - bottle and paper bank.**

The PC will request for a paper bank to be installed beside the entrance gates to the playing field on St James Green.

### **67. South Acre Road TRO.**

No further progress has been made regarding a consultation date for the S Acre rd TRO. MH/clerk to await communications from Highways.

### **Castle Acre ford - bank repairs**

Cllrs discussed recent plans, that had been shared with the PC from Norfolk Rivers Drainage Board (NRDB), for 'routine maintenance and restoration works at the South Acre road ford. The plan depicted trees to be felled in various locations along the river bed to replicate a natural process, to provide habitat and cover for aquatic organisms. The plan also outlined the area of the existing silt trap to be desilted. Plan can be seen on request via the clerk. Cllrs happy for MH to respond to the consultation, once returned from leave. Cllrs raised issue of potential impact of children climbing on the felled tree would have.

#### **69b. Priory Toilets signage.**

Clerk has received the new directional signs for the Priory toilets and has invoiced the BC's Regeneration and Economic Development Support Officer who has agreed that the cost will be covered by their 'Welcome Back Fund'. Clerk to ask Cllr SA for assistance installing the new signage.

#### **71a. Queen's Platinum Jubilee Celebration June 2022 - update.**

SM and the clerk attended a meeting with other volunteers within the village, to discuss plans for an afternoon tea style celebration on Stocks Green from 2pm on Sunday 5<sup>th</sup> June 2022. SM to apply for funding from the Borough Council and clerk to submit an application for Traffic Restriction Order for Stocks Green at cost of £22. Clerk also to request the use of the overflow carpark on the day of the event. PC plan to use their funds to purchase soft drinks for the event and will ask people attending to bring and share other refreshments and food. The PC wishes to thank the owners of Wittles, The Ostrich and The Spar who are all supportive of the event.

#### **80d. Visitor car park off Priory Lane- update**

Holkham are considering lease terms of the Priory Road field for the PC to use as a car parking facility for the village to alleviate 'on street' parking issues. The estate managers will need to present any plans for the leasing of the field to be considered by the Trustees of Holkham at their summer meeting. Prior to the trustees meeting in the summer the PC will liaise with Holkham to discuss terms of the Lease. Cllrs MH and MT have had onsite meetings with two suppliers and installation contractors of environmentally friendly surface matting products to provide a parking surface on the grass surface. The cost of the eco-friendly matting, matting installation, access surfacing to support vehicles entering and exiting the site and any necessary fencing is estimated at between £25,000 and £30,000 and will require grant support.

#### **101d. Review signage on Pales Green and St James Green**

-Cllrs reviewed designs for new signage on Pales Green (for public access) and St James Green (for residents parking) received from local signage company Uncle Luke's Sign and Sticker Shop. Cllrs requested the clerk go back and request alterations to the proposed size of each sign. Cllrs to then review at March PC meeting along with another design and quote from Limelight signs Ltd.

#### **112. Matters requested by Councillors.**

##### **a. Clarification on the funding source for the NLHF Project and decision required on where to store archaeological equipment after the project ends**

The PC wishes to clarify that it is the PC that is the recipient of the NLHF grant and that the application for funding was made in the name of the PC. The role of the project manager is to manage the project on behalf of the PC. A PC Cllr has been nominated for the project and oversees the management. The grant is to enable people to discover more about the heritage and wildlife of Castle Acre and learn new skills which can be used to improve and enhance the village and support the PC in its work (The work being done at the non-conformist burial ground is an example).

-Clerk to ask if the village hall committee would be willing to allow the storage of the PC new archaeological equipment within the hall once the PC has purchased an appropriate storage container/box.

##### **b. Request for Grit bin at De Warrenne Place.**

The clerk has processed an application for a new grit bin at De Warren Place, with the Borough Council and is awaiting a response.

##### **c. PC's engagement with BCKLWN regarding Castle Acre's conservation and Key Rural Service Status**

Cllr MT addressed the meeting to request approval from the PC to further engage with BCKLWN in relation to the status of the Village as a Key Rural Service Centre (KRSC) and its Conservation status. These issues have emerged through the development of the Castle

Acre Neighbourhood Plan and the consultation and the submission version of the BCKLWN Local Plan. The main concerns are that the allocation of the village as a KRSC does not consider the impact of that categorisation on the character of the Conservation Area and the Scheduled Monuments. There is also considerable concern that potential future development of the scale commensurate with KRSC status cannot be supported by the road infrastructure without introducing even further risk and hazard. Cllr MT will, with PC agreement, liaise further with the Local Plan Task Group and the Conservation Team at BCKLWN. Initial engagement with the Conservation Team will seek the following information;

- planning applications and the role of the Conservation Officers in respect of upholding Policies within the Castle Acre Neighbourhood Plan
- the Conservation Area Character Appraisal and the plans for a review to ensure that the document is both current and accurate
- how the conservation and protection objectives/aspects of our Neighbourhood Plan sit alongside the status of the village as a Key Rural Service Centre within the Emerging Local Plan and the Conservation Character of the village.

### **113. Planning.**

N.A.

### **114. Correspondence.**

#### **a. Summer ball event on Holkham field- email notification from resident.**

Clerk has been informed by Holkham Estate of permission having been given for a summer ball event to take place on their field off Priory road from 11<sup>th</sup> – 21<sup>st</sup> June 2022.

#### **b. Stocks Green carpark leaf clearance- notification from resident**

Cllrs wish to express their gratitude to the residents who kindly cleared the leaf debris from the Stocks Green carpark.

#### **c. The Old School building-email from resident**

A resident has been in contact with the PC to see if anything further can be done with the conservation of the Old School building on Stocks Green. The PC has informed the resident of the work done previously on this matter, as reported in the minutes in 2019. Cllr MT has offered to raise this topic with the borough conservation officer when communicating with them on other PC related issues. MT to report back to PC.

#### **d. English Heritage requesting the use of Holkham field off Priory Road from 26<sup>th</sup>-30<sup>th</sup> June.**

Clerk informed Cllrs of notification received from English Heritage. No further comments made.

#### **e. Litter picking-report from team leader**

Clerk shared report from litter picking team that in the last two weeks the litter team has collected nearly thirty bags of rubbish from South Acre Rd, West Acre Rd and Massingham Rd up to the Wicken. Cllrs expressed sincere admiration and thanks to the team for their efforts and dedication to the Parish.

### **115. Reports.**

#### **Highways**

The damaged bollard at the Baileygate has been replaced.

#### **Village hall**

The next AGM meeting is happening on the 23<sup>rd</sup> February at 5.30pm and any interest parties wishing to join the committee are encourage to attend the meeting and express their interest.

#### **School**

The Friends of Castle Acre School (FOCAS) have organised a Valentines Quiz on the 11<sup>th</sup> February from 7pm all proceeds to go to FOCAS, who provide funds to the school.

## CAPFA

A parishioner has offered to become the new Chair of the Committee. The date of the next committee meeting is to be confirmed.

## Neighbourhood Plan - MT reported:

- Cllr MT reported Castle Acre's Neighbourhood Plan has now been formally adopted/made (10/02/22) by the BCKLWN following a majority vote of 88.2% in the referendum on January 27th 2022. This means that the plan will now be used as a reference document in the process of determining the outcome of planning applications within the village.
- Final factual amendments now need to be made to the submission version of the plan for it to be posted/published as the 'made'/adopted version on the BCKLWN website with a link on the village website.
- Cllrs thanks and congratulated MT and the steering group for all of their hard work and for everything that they have achieved on behalf of the parish.

## BCKLWN - JM reported:

- £200 funding has been awarded to the CA Bowls Club from his BC Councillor Community Grant Scheme.
- There will be a full council within the next two weeks where the budget review is due to take place.
- JM will share slides with the clerk to be circulated with Cllrs following a County Lines briefing.

## Norfolk County Council (NCC) - JM reported:

- A report on a positive outcome following N.P being put into place at North Runction which will have a significant influence on deterring the speed limit on the new refined road
- Discussions continue over the possibility of a 'Mayor of NCC' to govern nine areas of Norfolk.
- Slides to be circulated, from a recent presentation by 'Prevent' - *who are* a part of the UK's counter-terrorism strategy. It aims to challenge all forms of terrorism.
- Latest updates on Covid are showing that the 'trend' is heading in the right direction.
- Information shared regarding the recent application for the Road Safety Community Fund (RSCF) indicates that the requested 'Not Suitable For Heavy Goods' at the junction of Newton Road and North street may now be considered.

## 116. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Npower Energy (electricity) Jan 2022	£tbc (£ VAT)	
NLHF Project- 9x kneeler pads – reimburse MH		£20.00 (£3.49)
NLHF Project- British Trust Ornithology training event invoice PROTRA21001		£640.80 (£106.80.00 VAT)
NLHF Project- manager monthly fee- invoice AM3  -project manager Jan-March expenses claim-		£780   £89.18
TTSR invoice 5883 - missing cheque no.200090 issuing again.  -Outstanding invoice 5374 from 2021 for 1 <sup>st</sup> instalment of annual contract	£60   £965.42 (£160.90VAT)	

NK Patrick Electrical invoice for Christmas lights	£209.98 (£35.00VAT)	
CA St James Church- invoice for annual grounds maintenance	£1000	
Clerk expenses:		
Fling file transfer software for website-clerk to install on laptop	£25.86 exc vat, tbc	
-2xbooks of first-class stamps	£20.40	
-2xkeys cut for village hall	£9.90	
-Cost of Road Closure application for Jubilee street party	£22	
-Land registry fee- pyes lane burial ground	£35.94 (£5.99VAT)	
Spray paint (paint code is RAL 6005 Green in a semi-gloss) purchase for playing field entrance ways	£67.04 (£11.20VAT) (8 cans @ £8.38inc vat, per can)	

SM proposed and NP seconded approval of the accounts, all Cllrs were in agreement.

**117. Village Maintenance.**

- Faulty streetlight Foxes Meadow no.41 has reported for repair.
- Clerk notified Cllrs of contact received from a journalist at the EDP who wished to follow up on a previous positive article about Castle Acre and wished to contact the Heritage Project manager.

**118. Public questions.**

- None.

The meeting closed at 21:32.

The next full Parish Council meeting is scheduled for **Thursday 10th March 2022** at 7.30 pm at the CA village hall.