

Castle Acre Parish Council

Clerk: Mrs Libby Firth, 7 Sandles Court, Back Lane, Castle Acre, Norfolk PE32 2XF

Telephone: 07825229345

Email: libbyofirth@gmail.com

Minuted record of Parish Council business conducted at the village hall on July 8 2021 at 7.30pm.

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

In attendance: Mrs L Firth (Clerk), Mr J Moriarty (JM) Borough and NCC Councillor and one member of the public.

40. Apologies: Mr S Allen (SA) and Paula Gilluley.

41. Minutes of the 10 June 2021 PC meeting

The following corrections were amended:

- Item 21, reporting on English Heritage (EH) requested to be recorded as item 8.
- Typo correction from EN to EH under item 21.
- Report on CA public toilets to be moved from Item 35 to Item 36 under the BC report.
- MT reported various typing errors: item 32. Spelling correction for 'Jubilee'; 'cllrs' to 'Cllrs'; request for more detailed description of PROW's path from Ford to Common Lane; item 33. Under Stocks Green Parking, corrected to: 'Where the road has a solid, unbroken white line running along the side, parking is considered legal. In some cases, the single white line is there to indicate that there's no pavement – if this is the case, then it's illegal to park there.'; Item 36 sentence altered to 'Grant secured for costs of consultancy and ongoing expenditure on leafleting and plan printing'.

Approval proposed by LM seconded by MH.

42. Health & Safety.

- No new H&S issues reported.

Review quotations for work to be carried out on the playing field, Field Maple trees.

-The PC previously gave consent for Greenman Woodlands to carry out work requested on two trees north of the skate park on the playing field. The owners of Boundary Cottage had requested and agreed to pay for this work. Following the assessment of two adjacent Maple Trees it was apparent they also required some maintenance work. TH obtained a quotation from Greenman Woodland of £350 for the work required and proposed that CAPC should instruct Greenman Woodland to proceed. NP seconded and Cllrs agreed. Clerk to contact Greenman Woodlands to request for the work to be carried out and an invoice sent to the PC.

Phone cables running through chestnut tree on St James' Green.

-A resident had contacted the clerk over their worries about the potential damage to their phone cables which run through a large chestnut tree on St James' Green. The resident said they had been informed by their internet provider that it was the PC's responsibility to ensure trees are trimmed to prevent such damage. Cllrs asked the clerk to respond to the resident advising that it is the phone and internet providers responsibility to ensure their supply is maintained. Cllrs discussed occasions in the past when phone companies had not taken the appropriate care and attention when cutting back trees in the village. TH and clerk to seek advice from Holkham's Tree Manager about who is best placed to have work carried out on the chestnut tree on St James' Green, if required.

43. Updates on actions required from previous meetings

41. Surface water flooding and drainage issues Jubilee & Newton Bridges.

-Clerk to share the annotated map of the village bridges depicting land ownership information to BCKLWN Highway (HW) contacts. There were no further updates on village surface water flooding issues however, MT still awaiting a site meeting to discuss the outstanding matters (Castle moat outlet and surface water drainage blockage in Foxes Meadow).

54. PROW and permissive paths on Holkham land.

- MH met with James Bracey and Holkham surveyor Caitlin Steadman on June 23rd to review the footpath that CAPC wish to make PROW. Both Holkham representatives were content with the suggested additional footpath, and as Holkham Estate has yet to sign their NCC Deposit 31C (6), it has the flexibility to add this additional PROW. The PC is still waiting for Holkham to issue a form of contract which would guarantee continued public access all year round to all current permissive paths across Holkham land around the village (including the path along Emanuel's Common) for the next fifty years. A draft contract is overdue.

6. CIL grant - new fencing playing field.

Following the success of the Lottery 'Awards For All' bid for £2,000, the PC is now waiting for the results of their BC bid for £5,100 (confirmation is due later this week). JM reported that the BC Task Group is to meet later this month so the decision may arrive later than advertised. If successful, the remaining balance of £1,500 will come from the Holkham CIL funds and PC reserves (£500).

6. Ostrich pub - bottle and paper bank.

LF, SM and NP met with the new licensee of The Ostrich pub who is content for the recycling banks to remain in their current location. The pub car park needs to remain secured with barriers due to ongoing building work. NP offered to place temporary collection boxes outside of the barriers for residents to deposit their paper and glass. The new licensee kindly agreed to help empty the containers into the recycling containers, as required. Clerk to contact the new licensee and to publicise this information in the next edition of the Nar Valley News.

21. Play area - parking signs on Massingham Road.

Clerk has placed an order for seven A3 parking directional signs (posts to be provided by Cllrs to reduce costs) at a cost of £12 each exc. VAT, with Luke's Uncles Stickers and Signs Ltd. Clerk to collect signs when completed and deliver them to LM who has agreed to erect them along Massingham Road. CAPC content to continue to lend out traffic cones to residents on Massingham Road wishing to deter inappropriate parking.

18. CA Youth Project.

SM is awaiting funding proposals from YMCA in order to allow the PC to progress the youth project. SM has been in contact with a West Acre resident to discuss their intentions to run a youth group in West Acre. SM will continue these discussions to see how best to move forward. Cllrs are happy for the PC to investigate the possibility of the parishes working together.

20. Overgrown hedge at Newton Rd at the A1065 junction.

NP has spoken to the local resident who owns the hedge at the junction. This resident is no longer able to maintain the hedge and NP has kindly offered to help cut it back (TH also kindly offered to assist).

33. CAPC Bank switch.

The PC is continuing to assess possible bank options, following the clerk's research on moving accounts from HSBC to Unity Trust Bank (UTB). The clerk confirmed that UTB's

monthly fee is £6 per account. MH advised that should the PC wish to move to the UTB, then the three current accounts could be merged into one, saving the PC the three separate charges. Cllrs have concerns that by merging the donation account with the main account, this could lead to possible confusion and earmarked funds potentially being inadvertently spent on other projects. MH has commenced work on an additional spreadsheet, to be maintained by the Clerk and Financial Officer, to assist with tracking separate earmarked funds and to reinforce current record keeping. The Clerk would also produce quarterly reports to keep all Cllrs informed of the account balances. TH requested that the clerk seek the opinion of the PC's internal auditor (Price & Co) on the proposed switch and merging of accounts and to give feedback to PC at the September meeting.

35. Bridge at The Mill, Newton-By-Castle-Acre.

The owners of The Mill property in Newton-By-Castle Acre provided an update on their discussions with NCC and highways regarding the bridge that adjoins their property. Their wish is for the bridge to be 'access only' and to limit the bridge's current weight limit to protect the bridge and their property. Clerk to invite the owners to the September PC meeting.

35. Speed reduction on A1065.

At the June 2021 meeting PC Cllrs fully supported a speed reduction on the section of the A1065 which runs past Newton-by-Castle Acre and Castle Acre. Reducing the speed of traffic on the A1065 will help to reduce the risk to residents utilising junctions along this stretch of road. The Clerk has sent CAPC's proposals and concerns to Norfolk County Councillor Ed Colman and Breckland Councillor Mark Kiddle Morris and is awaiting a response. LF confirmed PC would continue to move forward with the initiative. LM offered to seek further advice from HW contacts.

38. Castle Acre Ford Repairs.

Water Management Alliance (WMA) agreed that any underspend on the Nar Valley Restoration project could be allocated towards bank repairs at South Acre Rd Ford. WMA were intending to wait until the process of consulting and introduction of the TRO at the Ford was complete, however due to the very slow progress of the TRO, MH has advised WMA to move forward with the repair work.

44. Matters requested by Councillors.

Path maintenance of Nar Valley Way from Common Lane to South Acre.

TH reported that a section of the Nar Valley Way, between Common Lane in Castle Acre and South Acre, requires repair and maintenance. The PC has also received verbal reports of walkers tripping due to the poor condition of the path. At some points the path is impassable due to undergrowth and diversions have been made. The Clerk has reported the issue to the NCC Trails Officer and is awaiting a response.

Use of weedkillers on verges in Castle Acre.

Cllrs raised concerns about BCKLWN using weedkillers (probably glyphosate) along verges in Castle Acre. JM advised Cllrs to email any further questions about the use of glyphosate within the village on to him, confirming that he would forward to the relevant party at the BC on the PC's behalf.

BC Emerging Local Plan.

MT discussed the issues arising from the village being designated the status of a 'Key Rural Service Centre' (KRSC). During work on the Neighbourhood Plan, it became apparent that the current BC's classification of Castle Acre as a KRSC is at odds with some of the development aims of the NP, about levels of development. This issue has been aired with residents in the first issue of CA Voice. MT attended the BC's online meeting on the Emerging Local Plan and raised various questions on the classifications of villages within the hierarchy. Following a discussion, Cllrs agreed that Castle Acre's current classification as KRSC is inappropriate and that 'Rural Village' would be the correct status. This conclusion is based on using both the existing and the proposed revised criteria that is emerging from the Local Plan Review. Using the existing criteria scoring system, MT believes CA scores 5

points and the classification for the status of a 'Key Rural Service Centre' requires 7 points. MT highlighted that the definition descriptions from some of the criteria lacked clarity, such as the 'Employment provision' and 'Library'. He also pointed out that the final set of criteria and scoring system is yet to be fixed. Cllrs are to send all feedback and additional points to MT on the classification of Castle Acre as a KRSC. MT and MH agreed to collate CAPCs key areas of concern before raising the issue with the Local Authority via the BC online portal. JM offered to arrange a meeting with Richard Blunt, a BCKLWN Cabinet Member for Development and Regeneration, ahead of the deadline for submitting the response.

Massingham Road development - renting and sale priority to residents.

-MH reported on the Holkham Estate manager's discussions with a Housing Association to take on three properties in the development which are to be offered as social housing or shared equity purchase. A 'show house' is due to be ready for viewing in October. Holkham has agreed with their agents to provide a 'road show' in CA village hall around this time in order to allow residents to express their interest in any of the new properties.

Invitation to bid for Parish Partnership 2022/23.

The PC has until the end of December 2021 to submit an application to bid for funds under the NCC Parish Partnership scheme. Cllrs were asked to start considering items for discussion at a later PC meeting.

45. Planning.

ref: 21/01266/LB- single story, flat roofed, rear elevation extension in traditional construction to form a 'garden room' at Willow Cottage, Stocks Green, Castle Acre, King's Lynn, Norfolk PE32 2AE.

-SM declared an interest in the application and abstained from the discussion.

-After discussion, Cllrs content to support the planning application. Proposed by TH and seconded by NP, all Cllrs supported.

The Chairman informed Cllrs that additional planning application consultations had been received. However, as they were received after the July PC meeting agenda had been published, they will require an Extraordinary PC planning meeting.

46. Correspondence.

Armed Forces Covenant and pledge NALC.

Norfolk Association of Local Councils has invited all Parishes to sign and publish a pledge to support the Armed Forces Covenant. Cllrs agreed to discuss this topic at a later date, currently Cllrs have mixed opinions on the relevance of the pledge at the Parish Council level and whether to move forward on the initiative

Parish Council support for the QEH Campaign.

Clerk requested Cllrs' permission to write to James Wild MP asking him to support the Queen Elizabeth Hospital Campaign and reminded Cllrs they had been emailed a link to sign the petition to support the cause, should they wish to. Cllrs agreed to the Clerk writing to MP.

47. Reports.

Highways.

-LM reported: Awaiting response from Holkham Estate regarding their request to lease the field off of Priory Road as an overflow car park, following discussion of the requirements.

-The Newton Road trod is under construction and making good progress, completion date aimed for August 2021.

Village hall.

-NA

School.

-NA

CAPFA.

-The committee is currently looking to confirm a date for a small-scale village fete (12 September currently proposed).

Neighbourhood Plan.

-MT reported: The Examiner has confirmed that the Plan submitted is acceptable. The Steering Group is making minor amendments such as word alterations, map and plan insertions. The group will also review any data that may now be out of date. Once completed, the document will go back to the local authority who will check the amendments made, following the Examiner's feedback. One of the key issues that needs exploring is an agreement between the Church's Glebe land and a potential housing association on the site. An agreement is required for inclusion in the NP document. MT to send the draft to the local authority and ask for a referendum date.

BCKLWN.

-A full Council was held today at the BC. There was a unanimous vote to support the QEH's campaign to build a new hospital.

-Waste food collection will begin again from 19 July 2021. There are replacement containers on offer from the BC on request, although there is likely to be a charge.

- Although slow to declare a Climate Change Emergency, the BC is now working to have a strategy in place by the end of the year.

- There is a consultation in West Norfolk at the end of July for the proposed incinerator at Wisbech. JM to share dates and information with Clerk to pass to Cllrs.

-JM confirmed that the glamping planning application was refused, information on the decision can be seen on the BCKLWN planning portal.

Norfolk County Council (NCC).

-JM attended a site meeting, with a Senior Engineer from NCC Highways, at Foxes Meadow to review the surface water flooding issues. There is now a clearer understanding of the significant problems that HW are dealing with in order to resolve the ongoing issues at the site. HW gave assurance that the issue had not been forgotten.

-NCC are proposing to triple the number of roadside nature reserves in Norfolk. Additionally, fewer cuts for rural roadsides and a 'pollinator action plan' are all green measures being proposed to NCC Cllrs for consideration.

-The transport policy for the next 15 years is also to be discussed. A carbon cutting commitment will be at the heart of the new transport plan.

- To support 'Norfolk Day 2021' the NCC Waste Team are highlighting activities to promote sustainable and reusable options and a 'Swap 2 Save' campaign.

48. Accounts to be paid:

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| Berrymans Glass Recycling Ltd (URM UK Ltd) | £36.00 (£6.00 VAT) |
| E.on Energy (electricity) | £80.01 (£3.81 VAT) |
| Clerk's Salary April-June 2021 | £636.48 |
| Internal Auditors fee Price & Co | £60.00 (£10.00 VAT) |

TH proposed and LM seconded approval of the accounts, all agreed.

49. Village Maintenance.

-Clerk to chase up reported potholes on Newton Road and report new potholes on Massingham Road at the junction with Town Lane and on Back Lane outside Meadow House.

-TH advised by a resident that the hedgerow at Pales Green opposite houses 4,5,6 and 7 had been severely cut back. After reviewing, TH felt that despite the inappropriate pruning,

that the hedge should be able to regrow. Clerk shared a letter from the PC to residents on Pales Green, who live in proximity to the hedgerow, reminding them that the hedgerow is the responsibility of the PC and it should not be trimmed without the PC's approval.

-SM wished to inform CAPFA that the weeds in the paved area in the young children's section of the play area have started to become a potential trip hazard and requested for the area to be cleared. NP and TH volunteered to clear the weeds.

-Cllrs wished to remind residents to be considerate and to maintain any private hedges that protrude onto public paths and walkways. Clerks to include in the next Nar Valley News submission.

-Cllrs reported trees located near The Mill property on St James' Road that were now overhanging the road at vehicle height and required cutting back. Clerk to report to relevant authority.

50. Public questions.

- A member of the public proposed that CAPFA provide public toilets for patrons of the new play area, which at peak times has attracted large numbers of the public to the village. He observed that other attractions in the village - EH, pub and Café offer the use of toilets to their patrons. Cllrs outlined that this issue had already been raised at previous meetings and the PC had investigated the options of providing public toilets however, these were found to be unaffordable. CAPFA's committee are considering a possible extension onto the pavilion to provide public toilets. PC will continue to liaise with and encourage CAPFA to move forward with this initiative. The PC are reviewing the popularity of the new play area over the summer of 2021 to assess if the large influx of visitors compared to previous summers was a result of lockdown restrictions.

-A member of the public wished to raise the issue of a recurring offender not cleaning up their dog's mess whilst walking their dog on a loop around the village. Clerk to request the BC's Enforcement Officer to come to the village within the most popular dog walking hours to patrol areas where dog fouling is prevalent with the aim to catch and fine those not clearing up after their dogs.

The meeting closed at 9.48pm.

The next full Parish Council meeting is scheduled for **Thursday 9th September 2021** at 7.30pm at the CA village hall. Those wishing to attend are asked to inform the Clerk and wear a face mask and adhere to Government Covid safety guidelines.