

# Castle Acre Parish Council

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## Minuted record of Parish Council business conducted via Zoom video online meeting 11 June 2020.

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

**In attendance:** Mrs L Firth (Clerk, hosting Zoom call), Mr J Moriarty (JM) (Borough Councillor)

1. **Apologies:** S Allen (SA)

**Apologies not received:** Cllr G Middleton (NCC)

### 2. **Election of Chairman and Vice-Chairman**

MH advised Cllrs by e-mail last month that with lockdown restrictions delaying so many outstanding projects, he feels he should continue to support the village and the Council by offering to stay on as Chairman for just one more year, if that is the wish of Cllrs. MH asked if any other Cllr wished to stand as Chairman. MH was then nominated as Chairman by SM and seconded by TH. All in favour. LF agreed to stay on as Vice-Chairman for another year, nominated by MH and seconded by NP. All in favour.

### 3. **Co-Opting of new Councillor**

MH explained that Cllrs had decided to wait until a public meeting to vote for one of the two candidates who submitted their applications last February. However, Cllrs agreed at the last PC meeting not to wait for a public meeting but to vote for their preferred candidate by e-mail and to confirm their selection at the June PC meeting. MH apologised to Cllrs for not taking action last February to disqualify the other candidate as the person has lived in the village for less than one year and is not on the electoral register. Accordingly, Liam Manson is duly co-opted onto the Council. MH welcomed Cllr Liam Manson, noting that he will be a valued member of the PC.

### 4. **Minutes of the Zoom online PC meeting 21 May 2020**

Approval of May 2020 Minutes: proposed by LF and seconded by MT.

### 5. **Health and Safety**

No new matters to report. TH reminded Cllrs that the trees **on Stocks Green** would need attention either this winter or next year to thin out the substantial re-growth. TH to seek quotes for the work.

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

#### **62. Newton Road speed checks**

Clerk to contact the police to request more speeds checks in August/September 2020. The SAM2 unit returns to the village at the end of June. Due to ill health, Philip Lines can't deal further with managing the unit. MH is seeking a new volunteer to take over responsibility for SAM2. Cllrs asked to pass on names to MH.

## **28. Re-installing Bailey Gate portcullis and Bailey Street warning sign**

English Heritage has re-installed the portcullis, fixing it on hinges to preserve the stone work and positioning it slightly higher beneath the arch to minimise contact with high vehicles. With Covid-19 restrictions easing, MH and SA can now erect the new warning sign at the bottom of Bailey Street next week. However, Highways (HW) have not yet changed the directional sign on the A1065, as agreed approximately six months ago, to deter drivers from using the Lower Lane/Bailey Street route into the village.

## **20. Playing field – fencing for extra litter bin**

Castle Acre Playing Field Association (CAPFA) has placed an order for the new play area. Work starts in July which will entail removing the bin fencing and litter bin. NP to restore both and add more picket fencing to house the second litter bin, possibly by end of August when the play area works are finished.

## **41. Surface water flooding**

MT reported Anglia Water (AW) is due to send a report following a camera inspection of the High Street/Bailey Street drains. Holkham and AW are liaising to get the blocked drainage ditch in Minns Meadow cleared. HW has submitted a list of planned works such as clearing and enlarging several existing grips along the east side of Massingham Road, cutting two new grips and flushing through the gullies and pipework at the corner of Town Lane

## **55. Repairing alleyway surface off Foxes Meadow**

JM to follow up with the Borough Council.

## **61. Damaged gate East Green**

Holkham repaired the gate on 9 June. No further action required.

## **66. Pot holes Foxes Meadow and other locations**

HW have been slowly repairing the reported pot holes. Clerk to follow up and check if any that have been reported still remain.

## **67. South Acre ford TRO – Council’s official response**

No date is yet set for the postponed TRO consultation. MH sent Cllrs the draft official response from the PC to the consultation, for review. After incorporating some amendments suggested by HB, Cllrs all agreed for the document to be submitted. LF proposed approval and HB seconded.

## **83. Out-buildings at the water tower**

Following an enquiry by a member of the public at last February’s PC meeting, JM was asked to report to the BC’s enforcement team that the water tower owner has yet to plant hedging to cover the container outbuildings, as required in the planning application conditions. JM agreed to chase up a response. MH enquired whether PCs should not always be notified of any enforcement action being taken in their Parish. JM to look into this and report back.

## **87. Massingham Road housing development**

Holkham management has confirmed that it will retain its policy of controlling all new builds on their land. Still no start date for the Massingham Road site. However, pre-commencing work on the planning conditions has started.

## **Garden outbuilding, No.5 Chimney Street**

The question of whether the large, highly visible brick outbuilding at No.5 Chimney Street, in the back garden directly abutting the churchyard border, had received planning permission was raised by Cllrs back in April 2020 and subsequently directed to JM. JM reported the original dilapidated shed was destroyed by a falling tree in the churchyard. The Church and the property owners are in

conversation. Given its visual over prominence in the churchyard setting and being within the Conservation Area, MH proposed asking the Church to plant a native hedge on the church land side of the garden shed, eventually to hide it from view. TH and MT agreed this was be a low cost improvement.

### **Road sign outside Jokers**

Highways have erected a new 'Not suitable for HGVs' sign directly in front of The Jokers house sign. This has since been reported to HW but the sign is yet to be repositioned. Clerk to chase up request with HW.

## **7. Matters requested by Councillors**

### **Approval of new HSBC mandate - signatories and signing numbers**

Clerk asked Cllrs for approval to complete a new mandate for the PC's HSBC bank accounts to ensure the listed signatories are up to date. Cllrs all approved. Clerk to complete.

### **Council to consider internal audit report**

Clerk had published the Notice of Public Rights form on the PC noticeboard and circulated the annual accounting documents for 2019 - 2020 to Cllrs ahead of the meeting, for review. MH asked that Cllrs approve the following: Certificate of Exemption, Annual Internal Audit Report (amended to remove tick from Section F), Annual Governance Statement, Accounting Statements, Bank Reconciliation, Fixed Assets list and Variables list. LF proposed approval, seconded by SM. Clerk to arrange for these documents to be posted on the PC website archives and to send the relevant documents to the external audit body to register exemption from external audit in the 2019/20 financial year.

### **Stocks Green notice board map**

HB e-mailed her design of the proposed coloured village map to Cllrs which was warmly received. Cllrs agreed to produce a laminated version at a cost of £40+VAT and to display it on the notice board on Stocks Green. Agreed the notice board wood frame should be repainted in an attractive light grey.

### **Visitor numbers – social distancing controls**

A number of complaints have been received from residents regarding visitors to the village, in particular to the ford, mainly because people were not following social distancing guidelines and being inconsiderate to others walking the Nar Valley Way river path or who are also attempting to spend time at the river. Several reports from the litter team who are having to go above and beyond to keep on top of the extra litter and mess created by these careless visitors. The added pressure on village traffic and parking issues was highlighted. Cllrs discussed options including asking the local police beat officer to patrol the ford area on warm weekends and to remind local residents in the Parish News to call the police 101 service, should anyone feels at risk or in any danger. Clerk to contact the local beat officer to seek his advice on what action might be taken.

### **CA Parish News**

With the incidents of Covid-19 slowly declining and the government gradually lifting restrictions, Cllrs feel the format of the past newsletters and the information contained have served their purpose. In its place the PC will issue online updates of Parish Council decisions and on-going actions. The regular monthly Parish News will re-emerge in the Nar Valley News but probably not until September as the editor hasn't yet set a date for its renewed publication.

### **Unregistered tractor driving in village.**

MT spotted an tractor and trailer with no license plate driving along High Street and Stocks Green on more than one occasion. Cllrs asked to advise the Clerk if this particular tractor is seen again.

## 8. **Planning**

**20/00726/F** - insertion of roof lights and porch canopy - The Coach House, Stocks Green. Cllrs were all in agreement to support this application, being happy that it fits within the Conservation Area, complementing its surroundings and neighbouring dwellings.

**19/01394/NMA\_1** - non-material amendment to planning permission 19/01394/F - extension to rear of dwelling and extension above garage Jokers, Bailey Street. The PC did not receive a Parish Consultation form for this application.

**20/00749/LDP** - lawful development certificate: single storey rear extension at 43, Foxes Meadow. The PC did not receive a Parish Consultation form for this application.

## 9. **Correspondence**

### **Bowls Club request to shape the Rowan tree on playing field -**

The Bowls Club had contacted CAPFA requesting permission and financial support for shaping the Rowan tree where a number of lower branches are just overhanging the eastern hedge of the bowling green. A local tree surgeon quoted £175. MH confirmed that the tree is the responsibility of the PC and not CAPFA. TH, the PC's tree officer, concluded that the £175 of PC public funds could not be justified and that the branches could be removed by using a bow saw. TH kindly offered to undertake this work himself. MH has informed the Bowls Club.

### **Heavy Goods Vehicles using Newton Road/Town Lane**

Residents have complained that both their property and vehicles have been damaged by HGVs ignoring or not seeing the advisory road sign to use North Street as a through road. One resident, currently working from home during the lockdown period has kindly agreed, where possible, to note down company names, times and registration numbers and to report instances to the Clerk. Clerk to contact the relevant companies to complain and request that their drivers follow the North Street through route in future. Clerk to monitor the situation and report back to PC.

### **Parking in Pyes Lane and at South Acre ford**

The PC received reports from concerned residents over parking issues at both the ford and in Pyes Lane. On one day twenty seven cars were parked on Pyes Lane during the first heat wave weekend, including cars in the passing place pull-in. One of the posts was knocked over. The Clerk will make English Heritage aware of what had and will occur in Pyes Lane, should they continue with their plan to turn the Castle car park into pay only parking. JM suggested EH should be asked to pay the annual £102 cost for emptying the litter bin on the edge of their car park.

### **Disposable BBQs**

It was brought to the litter team's attention that recently a couple of residents have either fished disposable BBQs out of the river or collected them from the long grass by the river walk which could be a potential fire risk. The team suggests that the PC requests the Spa shop to desist from selling disposable BBQ's as although people can buy them elsewhere in Swaffham, for example, it does cut off one handy source of supply. Cllrs felt the PC is not in a position to dictate what products the shop can or can't sell.

Cllrs reconfirmed how highly it values the litter team as a precious asset to the village working tirelessly to keep our village clean. The PC wish to make its thanks as a public record for all their increased efforts of the past few months,

### **Noise complaint re low flying aircraft in early hours**

A resident sent an e-mail complaint about deafening noise from two F35 jets coming to land over the village at 1.45am on 5 June 2020. Cllrs were informed that RAF Marham had attempted to pre-notify locals via local news, although the reported date was not in fact correct, and that the Base had subsequently issued an apology, again via local news. MH remains of the view that flying in at that time of night was both unacceptable and unnecessary. Cllrs did not wish to send a letter of complaint to our MP.

## 10. Reports

**Highways** - MH reported: no new updates

**Village Hall** - HB reported: the hall remains closed for June but might be opening in July subject to Covid-19 restrictions at the time. The committee is looking into preparations for any required PPE measures.

**CAPFA** - NP reported: the order for the new play areas for both under seven years and seven years and up has now been placed with the chosen contractors, Leisure and Play. It hopes to start construction work in early July with an approximately six week turn around. There is also an over estimated water bill to be dealt with by the committee.

**Neighbourhood Plan** - MT reported: the Regulation 14 consultation is now complete and the team is now finalising the response table and amending the draft Plan to reflect these responses. Following its completion next week, the draft will be sent to the local authorities. Ratification is required from the PC and MT will email the document to Cllrs for review ahead of the July meeting.

**BCKLWN** – JM reported: confirmed that he did call in the recent planning application for glamping pods at Further Pond Close to the attention of the Borough Council, as requested by the PC; informed the PC of a breakdown in communications with the Borough Council following information sharing restrictions being imposed by the Council leader between JM and the Cabinet; expressed concern over the recent Lynn News publicity to 'Rediscover West Norfolk Tourism' when CA residents generally believe that tourism levels are already intrusive and perhaps not to be encouraged; reported on availability of assistance grants for any village organisation that is registered for business rates; that the BC AGM will not be held until next May.

## 11. Accounts to be paid

Berrymans Glass Recycling Ltd (URM UK Ltd)	£37.20 (£6.20 VAT)
E.on Energy (electricity)	£68.29 (£11.38 VAT)
Clerk's expenses - stamps	£8.40
Clerk's expenses - Zoom monthly account	£14.39 (£2.40 VAT)
Clerk training- AGAR with NALC	£24.00 (£4.00 VAT)
Neighbourhood Plan Reg14 consultation fee	£80.00

TH proposed approval of accounts to be paid, TH seconded

Cllrs thanked Neil Patrick for covering the cost of printing two Parish Newsletters..

## 12. Village Maintenance

### **Damaged footbridge at the bottom of South Acre Road**

Cllrs thanked the PC volunteer resident who kindly fixed the broken slat on the footbridge at the bottom of South Acre Road.

### **Broken highway posts along edge of East Green**

Clerk has reported the two broken posts along East Green to HW who have confirmed they will be reinstalled.

### **Community bins- misuse**

The village litter team has alerted the PC to the misuse of some community litter bins which are being filled up with home delivery parcel wrapping or cardboard boxes. The Clerk will remind residents in the next Parish News that these are community bins for general litter and household only.

### **Broken highways post along Pyes Lane**

Clerk has reported a broken post to HW who has confirmed it will be repaired, within the usual six week period.

### **Hornets' nest – Pyes Lane**

HB reported a hornet's nest on Pyes Lane which was checked out and deemed not to be a hazard to passers-by.

### **Trees at playing field entrance (east)**

These are becoming overgrown. TH has inspected and will obtain quotations for remedial work in time for the July PC meeting.

## **13. Public Question Time**

A resident enquired whether the South Acre ford TRO will relieve parking congestion down there. MH explained that there are eight parking spaces before the 'Heritage site – no parking beyond this point' sign and that Highways has accepted the need for lockable bollards at each side of the ford to prevent abuse of the TRO.

The PC was warned to review its email retention database under the GDPR regulations.

In light of recent negative news on HSBC's apparent acquiescence to the changes to Hong Kong's legal status, a resident asked whether the PC should review its banking arrangement with HSBC.

The PC was alerted to litter in the river, close to the ford, with the suggestion that the Fishing Club might have the right nets to reach in and clear it. Being a member, NP stated that this would be done at the weekend.

The meeting closed at 9.14pm.

The next full Parish Council meeting is scheduled for **Thursday 9 July** at 7.30pm via Zoom video communication unless government Covid-19 restrictions allow safe use of the village hall.