

CASTLE ACRE PARISH COUNCIL

Minutes of the Parish Council meeting held in the village hall on Thursday 12 March 2020

Present: Mr L Fisher (LF) Vice-Chairman, S Allen (SA),
Mr T Hubbard (TH), Mrs H Breach (HB)
Mrs S Moister (SM) Mr M Tate (MT)

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

Apologies: Mr M Hickey (MH) Chairman, Mr N Patrick (NP)

Apologies not received: Cllr G Middleton (NCC)

84. Minutes of PC meeting on Thursday 13 February 2020

Request for confirmation on the number of Cllrs' votes counted for the planning application submission ref: 20/00094/F, as six were present at the meeting but only five votes were recorded. By tradition, the Chairman is neutral on planning applications and does not vote unless there is a tied number of votes.

SM proposed approval of the Minutes, MT seconded.

85. Actions from previous meetings

62. Newton Road speed checks

PC Barnes confirmed that the police have been carrying out speed checks on Newton Road during week commencing 9 March. He reported the issue of not being able to pull drivers over safely on that stretch of road to speak to them but hoped the police presence would encourage motorists to consider their speed. Cllrs discussed the suggestion that Officers could contact speeding drivers at a later date, having recorded their registration details during the speed checks. Clerk to thank PC Barnes and pass on the suggestion. The SAM2 monitor is to be stationed next week on Massingham Road, near the bus shelter, and data to be passed to the parish. Thanks to Philip Lines for his continued dedication and work on this.

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

No new update. MH to contact the landowner and agree a convenient time to install the sign, SA to assist. Once Highways (HW) has completed the previously agreed changes to the traffic signs on the A1065, the Clerk will contact English Heritage to advise that the portcullis can be safely reinstalled.

20. Extra litter bin on playing field

No new update. NP to enlarge the picket housing to accommodate the new bin.

41. Drainage in High Street - update

MT reported: having shared concerns, on behalf of CAPC, with BT over their plans to schedule repair work over the Easter weekend, in such a busy tourist attraction village, BT has not responded and PC can therefore assume the schedule is set for between 6 to 14 April which will mean closing the High Street to traffic. Concurrently, on the 7 or 8 April, Anglian Water (AW) plan to repair the pipe outside No.18 High Street which was damaged when BT installed its broadband cable. AW and HW can't agree that there are further drainage issues on the stretch of road between No.19 High Street up to Bailey Street. MT to remain in contact with AW and BT.

55. Repair surface of alleyway off Foxes Meadow

Clerk obtained the title deeds from the Land Registry that confirm the alleyway is owned by the Borough Council. JM asked to follow up with the Borough Council regarding their ownership of the alleyway and the repair work required. JM to feed back to Clerk.

55. Pales Green memorial bench and signage on Green.

Clerk to place an order for the public access sign with Limelight Signs Ltd. A local family would like to place a memorial bench on the Green. JM offered to get in contact with the family to progress the issue. Cllrs requested wording in the Nar Valley News reminding villagers that the Green is open to the public, no dogs allowed.

56. Emergency Response Coordinator - volunteer

No new update. Clerk and MH to continue encouraging a volunteer to come forward.

61. Damaged gate East Green.

No new update. Holkham has confirmed their fencing contractor is scheduled in Castle Acre soon and will add repairing the gate to his list. Clerk to follow up.

Damaged footpath sign Back Lane

The footpath sign post has been repaired by HW.

66. Pot holes Foxes Meadow

No new update. Clerk confirmed that the pot holes on Foxes Meadow outside no.36 and 84, on Massingham Road outside no.91, plus several potholes on Archers and Orchard Lanes, were reported to HW and are scheduled to be repaired in the next six weeks. Clerk to chase up if not done by the end of April.

69. Remaining debris from external hedge trimming at The Grove

No new update, although debris seems to have cleared, no follow up required.

72. Tree in river behind Ranrevir,

Fallen tree remains in the river. No response received from property owner following Clerk's letter. Clerk to chase.

Overgrown hedge at A1065 and Newton Road junction

Farmer has cleared hedge as requested. No follow up required.

73 . Property's bright external light on Massingham Road.

Property owner appears to have turned external light off at night, although no official response received. No follow up required.

76. Bush protruding into the road from the garden of Lower House on St James Green.

On further investigation, it appears that the overgrowing vegetation is on the property next door to Lower House at The Coach House. Clerk contacted property owners who have confirmed it will be cut back.

Debris remaining from a traffic incident near Jubilee Bridge

Item correction: The incident and debris in question is on Newton Road, near the bridge, not by Jubilee Bridge, following a traffic incident from hedge/tree debris blown onto the road after HW cleared the verges by the bridge. The Clerk to contact HW requesting the carriageway is cleared up quickly.

Local van obstructing pavement when parking on North Street.

Since the issue was last raised, the van in question has not been seen obstructing the pavement and therefore Clerk has not issued a notice. Clerk to monitor to see if van returns.

Ground level out-buildings at The Water Tower

Following an enquiry from local resident who questioned when the unsightly out-buildings will be hidden by planted hedges, as outlined in the first approved variation to the planning application conditions. JM asked to follow up on this matter.

86. Health & Safety matters

Broken 30mph repeater sign on North Street

Cllrs reported a broken 30mph repeater sign, with exposed stump on North Street, outside Herbs Cottage. Clerk to report to HW.

Tree Report

TH reported there is some tidy up work required on some local trees. TH to seek quotes for work required to be reviewed at a later PC meeting.

87. Matters requested by Councillors

77. British Legion 8 May VE day celebrations

Report from SM: a positive response has been received from locals, as well as offers for entertainment and equipment, following February's Nar Valley News article and the delivery of an individual flyer to all houses in the village. JM confirmed the Borough has awarded £100 grant to the committee and that PC has confirmed its contribution of £100. However the committee is hesitant to make any purchases, given the development of the Covid-19 virus and pending government updates on social gatherings, as the future of the event is unknown. Clerk to request that an invitation be inserted to April's Nar Valley News. The SPAR shop has offered to run a pop up bar during the event on Stocks Green. Cllrs suggested The Ostrich should be contacted and the matter discussed before responding to the SPAR. JM offered to follow up with The Ostrich staff.

Defibrillator & CPR training evening.

Clerk to advertise the opportunity for further Defibrillator & CPR training in the Nar Valley News asking for those interested to contact the Clerk. It is a two hour training course for the total cost of £200. Once numbers are known, a cost per head can be calculated, with location, time and venue to be arranged

Free trees for Schools and Communities - Woodland Trust

HB reported that The Woodland Trust are offering free packs of tree saplings to those who apply now, for delivery in November. CA school is already aware. Cllrs suggested the information should be shared in the PC's Nar Valley News report.

Neighbourhood Plan– MT reported: making final tweaks to the text and images before the draft Neighbourhood Plan can be sent out for consultation with stakeholders and village residents. After making any adjustments in response to those observations, the Plan undergoes a formal six week independent examination. Once passed, the Plan will be ready to go through the referendum process when resident parishioners will be able to vote on putting the Plan into force, probably by the late summer of 2020.

MT asked for this summary on the Neighbourhood Plan consultation process to be minuted.

Pre-submission consultation and publicity

Reg. 14.

Before submitting a plan proposal to the local planning authority, a qualifying body must—

A) Publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area:

1. details of the proposals for a Neighbourhood Development Plan;
2. details of where and when the proposals for a Neighbourhood Development Plan may be inspected;
3. details of how to make representations;
4. the date by which those representations must be received, being not less than six weeks from the date on which the draft proposal is first publicised.

B). Consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a Neighbourhood Development Plan; and

C). Send a copy of the proposals for a Neighbourhood Development Plan to the local planning authority.

Plan proposals

Reg. 15.

1). Where a qualifying body submits a plan proposal to the local planning authority, it must include:

A. a map or statement which identifies the area to which the proposed neighbourhood development plan relates;

B. a consultation statement;

C. the proposed Neighbourhood Development Plan;

D. a statement explaining how the proposed Neighbourhood Development Plan meets the requirements of paragraph 8 of Schedule 4B to the 1990 Act.

(2) In this regulation “consultation statement” means a document which:

A. contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;

B. explains how they were consulted;

C. summarises the main issues and concerns raised by the persons consulted;

D. describes how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Development Plan.

Publicising a plan proposal

Reg. 16.

As soon as possible after receiving a plan proposal which includes each of the documents referred to in regulation 15(1), a local planning authority must:

A. publicise the following on their website and in such other manner as they consider is likely to bring the proposal to the attention of people who live, work or carry on business in the neighbourhood area:

I. details of the plan proposal;

2. details of where and when the Plan proposal may be inspected;

3. details of how to make representations;

4. a statement that any representations may include a request to be notified of the local planning authority’s decision under regulation 19 in relation to the Neighbourhood Development Plan;

5. the date by which those representations must be received, being not less than six weeks from the date on which the plan proposal is first publicised.

B. Notify any consultation body which is referred to in the consultation statement submitted in accordance with regulation 15, that the Plan proposal has been received.

Cllrs invited interested members of the public to comment on the consultation process. Concerns were aired over the questionnaire format and that is too easy for locals to complete the questionnaire, not having read the draft Plan. MT agreed their point was valid and reported that the Steering Group was already aware of this issue and that great lengths had been taken to try to encourage reading the draft Plan.

88. Planning –

20/00212/F – Conversion of brick studio into granny annexe at Norfolk House, Newton Road

Cllrs expressed their support for this application. The PC consider that the conversion of the studio will enhance the immediate surroundings and complement the neighbouring buildings.

89. Correspondence

Ambulance delayed at Bailey Gate.

A local resident contacted the Clerk to report their distress when an ambulance which they had called for arrived eight minutes later than scheduled. The call handler reported this was because the ambulance was unable to drive through the bollards at Bailey Gate. The Clerk reported the distressing incident to West Norfolk Ambulance Services, requesting that in the first instance their drivers take note of the early warning road signs on exiting the A1065 and on Lower Lane. In their response the Clerk was requested to advise which roads were best used for accessing properties to the south of the Bailey Gate. The Clerk suggested that their crews access the village via Newton Road and that Lower Road should only be used when navigating to addresses on Bailey Street, Pales Green and Cuckstool Lane.

Cricket Club

The Cricket Club requested the use of Stocks Green on 18 April 2020 from 10.30am until 12.30pm for a cake stall to raise money for the club. Cllrs approved the request. Clerk to respond.

Bowls Club

The Bowls Club has requested PC approval for an application to Anglian Water to connect its existing toilet and kitchen waste water to the mains sewerage. Cllrs agreed approval could be given.

90. Reports

Highways – No new update

School – No new update

Village hall – HB reported: the floor has been successfully cleaned.

CAPFA– no reported submitted. Cllrs noted that the committee had passed on the news that their funding application had been successful and that further steps need to be taken. A positive response to date.

Borough Council – JM reported: a contract has now been signed with the new waste disposal company for April 2021. It is a collaboration with North Norfolk and Breckland Councils. Hopefully, collection days will remain the same and it's probable that old batteries and print cartridges can also be left out for collection next to the bins. They also hope to provide some collections on Bank Holidays instead of a day later. The new waste vehicles will also have video cameras to monitor collections.

County Council – no report.

91. Accounts to be paid

Berrymans Glass Recycling Ltd (URM UK Ltd)	£34.80 (£5.80 VAT)
E.on Energy (electricity)	£63.89 (£3.04 VAT)
Gary Lake 1st invoice, 2020 playing field maintenance	£969.00
Clerk expense- land registry fee for Foxes Meadow alleyway	£35.94 (£5.99 VAT)
SPC Printers Ltd, Neighbourhood Plan documentation printing	£591.38 (£17.16 VAT)
Paul Slocombe, bin bags for litter picking team	£12.80
Frank Moister - materials for bus shelter repair work	£100.92 (£18.50 VAT)

Approval of accounts to be paid proposed by TH and seconded by MT.

92. Village Maintenance

Clearance work on Further Pond Close

Concerns were raised by Cllrs over the clearance work on Further Pond Close and an unauthorised container placed onsite.

Stocks Green Village Sign rot repair

Following a recent clean of the village sign, it was reported that the wood rot is severe and needs addressing urgently. Clerk to seek quotes for a new sign or repair work. Also to research the television show 'Repair Shop' BBC2 which may be interested in such a project, in the expectation that this might subsidise the cost of a new sign.

Bus Shelter repair

Further work will be needed on the bus shelter, following the storm damage. On closer inspection, water damage has set in on the skirting and will need replacing at an additional cost. The paint work will also need some touch up, this will need to be assessed in the Autumn.

93. Public Question Time

Village signs

A member of the public wished to air his concern over the number of signs being installed in the village and his dislike of the bollards by Bailey Gate, given the issue they impose for emergency vehicles access.

The meeting closed at 8.57pm. The next full Parish Council meeting is on **Thursday 16 April** at 7.30pm