



Castle Acre Parish Council

Clerk: Ms Amy Hart, 9 Orchard Lane, Castle Acre, Norfolk, PE32 2BE
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Minutes of Parish Council Meeting, business conducted at Castle Acre Village Hall on 19th March 2024 at 7.30pm.

Present: Cllr Tim Hubbard - Chairman, Cllr Neil Patrick – Vice Chair, Cllr Ilga Chakrabarti, Cllr Liam Manson, Cllr Andy Collins, Cllr Laurie Fisher, NCC Cllr Jim Moriarty, BCKLWN Cllr Alistair Beales.

In attendance: Two members of the public.

129. Apologies: None.

130. Declaration of Interests: None.

131. Minutes of PC meeting 08th February

-The minutes were proposed for approval by Cllr Collins and seconded by Cllr Fisher, all were in favour with no further comments.

132. Health & Safety

-Defibrillator update.

Cllr Chakrabarti reported the Defibrillator has been checked and updated by the manufacturer. The manufacturer's guidance states that batteries are to be replaced as needed. The fully operational Defibrillator is now back in its casing situated on the Wall of Budgens, Massingham Road. A regular schedule of inspection will continue to be conducted on a bi-weekly basis by Cllr Collins.

Cllr Fisher reported a large branch had fallen on over permissive path damaging the stock fence, southern side of Priory Barn Field. Chairman to report to Holkham's head forester.

Cllr Manson reported nails sticking out of the footbridge at South Acre. The Chairman had written to Norfolk Trails on 04/03/2024 to request a re-assessment of the works and awaits a response.

Trees update. The Chairman awaits a response after writing to Holkham's head forester regarding tree surveys (due to be conducted in November 2023) and the restoration work on East Green.

BCKLWN Cllr Alistair Beales (arrived at 20:00)

133. Planning

Ref: 24/00256/F - SUPPORT with comments:

Erection of replacement dwelling (part retrospective) at Ran Revir, Bailey Street.

The PC agrees with the decision to remove the dominating electric gate from the new plans and the reduction in height of the associated wall at the access point to 1m. The PC is hoping the access will now be more in keeping with the Conservation Area and nearby 'Listed Buildings'. However, the PC is still concerned about driver visibility and safety by the lack of entrance splay especially when exiting the site. The PC recommends that this new plan is again referred to Highways for their consideration.

CAPC also continue to have concerns with the expanse of decking and its proximity to the river frontage SSSI and know protected species therein. Following the recent development of Castle Acre and Borough Council biodiversity policy and guidelines (2024), any new development should look to protect and increase

Biodiversity, as set out by the Borough. The PC advises that any potential environmental impacts should be addressed. BCKLWN Conservation Officers should also consider whether the amount of glazing on the southern and eastern aspects of the building are in keeping with the view of Bailey Street & the Castle beyond.

Ref: 24/00333/F + 24/00334/LB: SUPPORT

- Proposed oak frame rear extension & internal alterations at 16 St James Green.
- Listed building application for proposed oak frame rear extension & internal alterations at 16 St James Green.

The PC is happy to support this application. It is thought the improvements will have no effect on the street scene and will indeed enhance the look of the building from the north.

Proposer (of the two planning proposals) Cllr Manson, seconded by Cllr Fisher, all in agreement.

134. Updates on actions required from previous meetings:

40c. Castle Acre Visitor Car Park – update.

Several options for sites in Castle Acre have been evaluated by BCKLWN Planning & Conservation Officers during a pre-application consultation. CAPC were referred to Highways for further discussion. CAPC has now received a written response from Highways regarding the viability of a selection of submitted sites. The criteria highlighted by Highways include 1) the ability for two cars to be able to pass on the road network at any access point, 2) the site should be on the periphery of the village to capture cars prior to reaching the village centre and, 3) the car park have a full width footpath link from the site to the village. As such, Highways have suggested that two areas have potential, these are northern end *Massingham Road*, before the new estate with the addition of a footpath link and *Newton Road* which would require consultation on highway rights to provide a footpath link. The Chairman is to write to Holkham Estates to request feedback on the two potential areas.

42. (2022) South Acre Rd ford, TRO.

No further updates

01. Non-Conformist Burial Ground.

General upkeep & maintenance has resumed and the hunt for pillar capping stones continues.

02. Minns Meadow to South Acre Road footpath erosion and footbridge repair.

No further updates.

03. Village Map.

Replacement of the map is scheduled for Spring 2024 and for better visibility, it will be moved to stand 1-1.5m in front of its previous location on Stocks Green.

04. Biodiversity Duty plan for Castle Acre.

Cllr Manson will use April's NALC Biodiversity training to bring forward any further suggestions.

05. Castle Acre Village Sign, Stocks Green.

The Chairman reported that a local Artist is currently in the process of painting the new sign. He has received two of three quotes requested regarding works to remove and replace the old signpost and renovate the metal seating. The two quote options were:

Option 1: £1480.00 to dig into existing plinth, remove the old oak post, replace with new and make good (does not include sign fitting or bench respraying). Total cost £1480.00.

Option 2: £1845.00 to leave the plinth generally intact and dig out the post, place a steel socket which would be bolted and resin-fixed into place to hold the new oak post. To include a new machined oak post (with top fixing) and the fitting / placement of the new sign on top. Socket corners to be left open for the water to drain away.

Additional £992.00 to remove the metal seats, sandblast / respray off site, return and re-fit.

Total cost: £2,837.00

Both options were discussed and 'option 2' was selected as a comprehensive solution.

Funding: There is £850 in personal restricted donations for the project and a further £850 donated by two film companies who used the village as a shoot-location in recent years. Warner Productions have donated a further £500.00 as a goodwill gesture for the filming of 'Essex 2' on 18/03/2024. Swaffham Vets have kindly offered funds toward any shortfall in the project.

Proposer for the contract approval (Option 2) Cllr Patrick, seconder Cllr Collins, all in agreement.

08. Funding opportunities (West Norfolk SPF Programme Team).

The Clerk has completed and sent the 'expression of Interest form' regarding a fully funded 'Sheffield' Bicycle stand on behalf of the Village Hall Committee. If the funding is approved, the stand will be situated at the front of the Hall. The Clerk awaits a 'second round' response from the team.

09. EV charging units (Electric Vehicles NCC).

The Clerk has prepared the final application & site map for St James Green site proposal, requesting two freestanding EV charging units at the entrance to the Cricket Pavilion gates with one allocated space for residents and an additional space. A 7-year funding solution from NCC is now open (extended beyond March 2024) at a current repayment rate of £0.34 per K/W. Cllr Manson approved the NCC application.

The Clerk requested that Cllr Patrick confirm if CAPF currently uses SSE's (30 minute) SMART metering which meets the NCC installation Criteria.

11. TTSR Contract 2024 updated and confirmation.

The Chairman confirmed Holkham Estates have kindly agreed to cut the Newton Road Trod / Verge from East Green to the Sandy Lane footpath in Feb and June each year along with the Priory Barn Field permissive path (S/W/N) both items have been removed from the TTSR contract at a saving of £255 to the Village. CAPC have thanked Holkham Estates for their kind offer to conduct this work on its behalf.

12. Health and Safety schedule/risk assessment for Parish Council.

To revert to April.

13. Bus Shelter, Massingham Road, options for new Bus Shelter.

To revert to April to catch BCKLWN funding stream for July applications.

135. REPORTS

- Highways: Clerk reported that potholes at Archer Lane, Back Lane, North Street and Pyes Lane have been filled. The pothole around the manhole cover on North Street (by Tower House) is marked up for repair.
- Village Hall – None
- School – Executive Headteacher Mrs Neary has re-requested a slot to give a presentation to the PC, alongside two children from Castle Acre School. Clerk to confirm.
- CAPFA – Cllr Alistair Beales attended the opening of Castle Acre's Multi-Use-Games-Area (MUGA) on 08/03/2024 alongside representatives of CAPFA including Mark Brenner and Chairman Nigel Chambers. A successful opening ceremony was held, with press in attendance and Mrs Neary

(Executive Headteacher of Castle Acre School) officially opening the court for use. Thanks go to CAPFA and all attending the event.

- BCKLWN – Cllr Beales (Cabinet Member for Business) reported that Kings Lynn had recently been awarded a ten-year grant from central government of two million pounds each year for the ten years (between 2024-2034). This is in addition to the current twenty-five-million-pound funding package. The additional twenty million pounds of funding will be used flexibly, within active travel, skills funds, and culture. Investment could also assist current projects at the Guildhall and the Customs House.
- NCC – Cllr Moriarty emailed a report on the following:

Climate Change Strategy – action plan update:

A pilot to develop a sustainable and viable seaweed industry in Norfolk - the project to collaborate with partners in the Netherlands, already implementing sea farms. Supporting the development of nature-based solutions to help secure Norfolk's long term water resilience. Further walking and cycling improvements in places including King's Lynn, Norwich, Great Yarmouth, and Dereham.

Norfolk Fire and Rescue Service – His majesty's inspectorate report:

Improvements at Norfolk Fire and Rescue Service (NFRS) are evident with positive progress in many areas, according to an inspection report published 8 March 2024.

NHS Blood pressure campaign

The NHS has launched a new national campaign to find the 'missing millions' who have undiagnosed high blood pressure. The campaign is supported by the British Heart Foundation, Stroke Association, Heart Research UK, Blood Pressure UK, May Measurement Month, British Society for Heart Failure, and more. The Government's campaign is encouraging individuals to get a blood pressure test, which is easy you can be tested at participating pharmacies.

Ofsted Consultation – the Big Listen launched.

The Big Listen consultation survey is available here (consultation closes on 31 May 2024).

<https://www.gov.uk/government/consultations/ofsted-big-listen> Ofsted will launch a strand of the consultation specifically aimed at children, including those in the care system, later this month.

Council tax premium for empty homes

A strengthened 100% council tax premium on long term empty homes comes into force on 1 April 2024, with local councils able to spend the money from April 2025.

For a full report, contact the Clerk.

136. Matters requested by Councillors:

- a) Biodiversity training for the PC on April 24th 12:30-1:30pm
Tim Hubbard (Chair), Cllr Liam Manson & The Clerk will be attending Biodiversity training provided by NALC.
- b) Clerk submitted website updates 26/02/2024 regarding changes to Cllrs sitting on the PC.
Cllrs Collins and Chakrabarti approved changes to include their details on the website.
- c) PAT testing of Village Hall PA / Mic, sound equipment
The CAPC purchased speaker & PA system housed at the Village Hall will be included in the regular annual PAT testing of electrical equipment.
- d) Mayor's Design Awards, deadline 30/04/2024. For an application contact the Clerk.
- e) Castle Acre Village War Memorial fund & ownership query

The Treasurer of the Ex-Serviceman's Club, (present at the meeting) referenced the 1923 War Memorial act to request assistance in confirming whether CAPC or BCKLWN were the owners of the village war memorial and so responsible for its future maintenance. The memorial situated in St James the Great churchyard, northeastern corner.

Cllr Chakrabarti to discuss with local historian, Clerk to gather information, National Archives.

f) Quote for work to Hornbeam Trees, Stocks Green

Quote received of £120.00 to trim / tidy and lift canopy of Hornbeam Trees in the gravelled area of Stocks Green to allow for easier parking. Quotation accepted.

Proposer (of the works) Cllr Manson, Seconder Cllr Collins All agreed.

g) EV charging units (St James Green) final questionnaire received 14/03/2024.

Clerk has completed the form/site map and, Cllr Manson reviewed for return to NCC.

137. Correspondence

- a) Email received on 08/02/2024 from NCC regarding the temporary closure of Newton Road, due to laying fibre & cable from 19th to 23rd February. Ref: WTRO4573.
All Cllrs aware.
- b) Email received on 08/02/2024 from local historian regarding dates for wildlife walks and text for Biodiversity report to be sent to Horticultural Society.
All Cllrs aware.
- c) Email received on 09/02/2024 from Warner Productions/Gate 4 films regarding filming at the Priory from 11/02/2024 to 13/08/2024.
The PC is pleased to hear that Warner Productions had a successful shoot at CA Priory. Thanks go to Warner Productions for the £500 donation to CAPC and to the team for managing the process in the village.
- d) Email received on 13/2/2024 from BCKLWN planning regarding local examination review hearings and forthcoming dates.
Mr Martin Tate, and Cllr Fisher compiled a full response to the BCKLWN local examination review regarding Castle Acre's status in the settlement hierarchy. Cllr Fisher will attend the upcoming hearings. Continued thanks go to Martin Tate. For a full report, contact the Clerk.
- e) Email received on 13/02/2024 from 'Well Medical' regarding CAPC Defibrillator (Budgens)
Cllr Chakrabarti updated the PC. All Cllrs aware.
- f) Email received on 15/02/2024 from 'Electric Vehicles' regarding price per K/W repayments on any future prospective EV Charging Units.
All Cllrs aware.
- g) Email from CAPFA outlining MUGA March 8th opening ceremony at 3:30pm.
All Cllrs aware.
- h) Email received on 17/02/2024 from local resident requesting family history information.
Clerk sent useful links and information with help from a local historian.
- i) Email from BCKLWN received on 19/02/2024 regarding free HM the King portrait for Parish Councils.
Clerk has ordered a portrait on behalf of the VH committee.
- j) Email from NCC Highways received on 20/02/2024 regarding potential car park locations and Highways requirements.
All Cllrs aware.
- k) Email from BCKLWN received on 23/02/2024 regarding washing/sanitary facilities to use in event of heavy rainfall / flooding.
The PC notes that 'Alive' facilities have been offered to residents in need of facilities due to any household flooding.
- l) Email received on 28/02/2024 from NCC Electric Vehicles regarding Pavilion assessment suitability and 'half hourly readings' request.
All Cllrs aware. Cllr Patrick to check and confirm.
- m) Email received on 01/03/2024 from a resident interested in a PC Cllr vacancy.

The resident has been invited to April's PC meeting.

- n) Email received on 02/03/2024 from resident wishing to donate to SOS village sign project and wishing for a project cost breakdown.
Clerk to confirm once replacement signpost contract has been placed.
- o) Email received on 09/03/2024 from a resident concerned about a blue car speeding through the village at 7am.
Clerk reported to the Police Liaison on 09/03/2024, who informed the village 'Beat Manager'. CAPC requests that any witnesses come forward with any further information (number plate, car make and dates/times) to forward to the police.
- p) Email received on 11/03/2024 from resident wishing to enquire as to Stocks Green Hornbeam trees cutting schedule.
Quote received and accepted, work due to commence following BCKLWN planning permission.

138. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (March) Backpay 1 x hour p/w from February 2024.	£ 447.17 £64.97 Total: £512.14	
NALC Cllr training on 5/12/23. Invoice 1334 Trainers travel expenses	£180.00 VAT: £36.00 Trainer travel expenses: £43.20 Total: £259.20	
SSE (DD) 19/02/2024 Invoice: IV00349995. DD on 04/03/2024. <i>(Invoice under query as only 3 x MPANs charged, account still needs updating to 4 x MPANs).</i>	£72.83 VAT: £4.46 Total: £77.33	
BCKLWN Dog Bin Empties invoice BC110232271 01/03/2024	£0.00 (BCKLWN invoiced in error)	
HSBC Banking Charges (DD)	£8.00	
Authorised for online payment by- Date: 19/03/2024 Signatory 1: Cllr Liam Manson Signatory 2: Cllr Neil Patrick		

- Cllr Fisher proposed the approval of accounts to be paid, seconded Cllr Manson, all agreed.

139. Village Maintenance

- Clerk reported two deep potholes on Pyes Lane near the nonconformist burial ground and the Castle entrance. Highways have repaired these potholes.
- Cllr Patrick expressed concern about the noise from BT Engineers working from 6am-11pm on Town Lane and Newton Road. He was also concerned about the disruption to vehicular access and the poor standard of road-repair following the works. Clerk to follow up with Cllr Jim Moriarty.
- The Chairman requested the Clerk follow up with Highways the status of the bollard repair at the Bailey Gate.
- Cllr Patrick requested an update on the De-Warrene potholes – Clerk to follow up again with Highways. There is some confusion as to whether Norfolk Trials, Highways or the Borough are responsible for the schedule of maintenance.

140. Public questions

- None.

The meeting closed at 9:15pm

The next full Parish Council meeting is scheduled for **Thursday 11th April 2024** at 7:30pm, at Castle Acre village hall.