

CASTLE ACRE PARISH COUNCIL

The minutes of the meeting held in the Tower Room of the Church of St James the Great on Thursday 12th May 2011

Present: Mrs G Thorneywork (GT) Mrs H Breach (HB)
Mr S Barnfield (SB) Mr M Dwyer (MD)
Mr L Fisher (LF) Mr M Hickey (MH)
Mr T Hubbard (TH) Mr J Moriarty (JM)

In attendance: The Clerk, Cllr. Janet Murphy (NCC)

Apologies: Ms C. Williams

10. Election of Chairman

Having delivered his report for the year, Mr. Clarke left the chair. The Clerk called for nominations for the position of Chairman. Mr. Moriarty proposed and Mrs. Breach seconded that Mrs. Thorneywork be elected. Mrs. Thorneywork said that she was prepared to accept the nomination and, as there were no further nominations, she took the chair and signed the Declaration of Acceptance of Office.

11. Election of Vice Chairman

The Clerk then called for nominations for the position of Vice Chairman. Mr. Hubbard proposed and Mr. Hickey seconded that Mr. Barnfield be elected. Mr. Barnfield agreed to accept the nomination and, as there were no further nominations, he was elected Vice Chairman and signed the Declaration of Acceptance of Office. At this point, both Mrs. Thorneywork and Mr. Barnfield said that they were prepared to hold the positions for twelve months.

12. Appointments for Councillor Responsibilities

Ms. Williams has intimated that she would be happy to continue taking responsibility for the allotments and was so appointed in her absence. She would also be reporting on the activities of FOCAS.

Mr. Moriarty proposed and Mr. Hickey seconded that Mr. Barnfield take the position of Financial Officer in an overseeing role. Mr. Barnfield accepted the responsibility and Council agreed.

Mrs. Thorneywork will report on the Playing Field.

Mr. Fisher agreed to liaise with the school (MD may take over this task).

Mr. Hubbard will continue his role in the management of trees in the village.

Mrs. Breach will continue to report on the Village Hall.

Mr. Hickey agreed to take on responsibility for Highways issues.

Planning Sub-Committee: Mrs. Thorneywork, Mrs. Breach, Mr. Fisher, Mr. Dwyer and Mr. Hickey will serve on this body.

13. Minutes of the meeting on 14th April 2011

The minutes are to be amended to include additional text in Minute 1 submitted by Mrs. Joice. Mr. Fisher proposed and Mr. Barnfield seconded that the amendment be made and the amended minutes be signed by the Chairman. Agreed.

14. Actions required from previous meetings

(a) Village trees – TH asked if there was any further information on the management of trees in the Conservation Area. The Clerk explained that the laid down procedure is to make an application to BCKLWN which would be considered by the Arboreal Management Officer who would then make a site visit. The outcome of the application would be dependent on his decision. MH asked if it were possible to obtain a map showing any TPOs in the Village. **The Clerk will follow this up.**

(b) Highways matters – The Clerk informed Council that there was now a new engineer in the Western Area, Andy Wallace, who has taken over from Jon Barnard, **and that he would be making contact. Cllr. Murphy asked to be copied in on any relevant correspondence.**

(c) Bollards, Priory Road – **the concrete bollards have not as yet been replaced by wooden ones.**

(d) The Clerk reported on his attendance at a PAYE training session. The Parish Council has been registered as an employer with HMRC and software for use in calculating PAYE and making the relevant reports and returns will be received in the near future.

15. Matters requested by Councillors

(a) Precept calculation – JM had raised this point in order to clarify a discrepancy in previous calculations. His comments were linked to the appointment of a Financial Officer as mentioned in Minute 12 above.

(b) Incinerator - Cllr. Murphy told Council that the contract between NCC and Cory Wheelabrator had not yet been signed. This may happen in June, but she will keep us informed of developments.

16. Correspondence

From Norfolk Public Law: notification of legal services available

From NCC: Invitation to Health and Biodiversity walks in Swaffham

From NALC: Copies of Norfolk Link plus info on training for Clerks & Councillors

17. Reports

FOCAS (GT): The cake stall raised £260 and the duck race almost £1,000. There will be a Castle Acre Weekend of Dance on 2nd and 3rd July.

Playing Field (GT): The High Sheriff of Norfolk has kindly agreed to open the Fete on 12th June. The Committee has a new Chairman in Joanne Stock, while Sarah Brown will act as Secretary and GT temporarily as Treasurer until a new one is appointed.

Castle Acre School (MD): he is currently Acting Chairman of the school governors. A temporary head teacher is in post in place of Mr. Kay who is on sick leave. Due to funding reductions the school has been forced to publish an unbalanced budget.

Horticultural Society (HB): There will be a rhododendron walk on 27th May.

Cllr Murphy reported that NCC is seeking funding with the aim of providing quality broadband for the county. She also told Council that the Tour of Britain will pass through Litcham and Gayton on 17th September – this could be an ideal opportunity for linked events involving Castle Acre.

18. Planning

(a) Application for development of the Albert Victor PH to offices and dwelling plus new dwellings to side and rear – Full and Listed Building applications.

Mr. Barnfield declared an interest and left the table.

Discussion ensued as to the basis of the Council's response to these applications – should the site remain a pub or be the subject of bad development? JM suggested, and Councillors agreed, that a special meeting of the Planning Sub-Committee should be held to formulate our response. This meeting was set for Thursday 19th May. **The Clerk is to prepare the agenda and public notice.**

Mr. Barnfield then returned to the table.

(b) Application for erection of a dwelling at The Old Foundry, Newton Road. Mrs. Breach expressed some concern about access, but it was generally felt that the application should be approved.

19. Accounts

Mr. Hubbard proposed and Mrs. Breach seconded that the following accounts be paid:

E.on Energy (Electricity April)	£ 45.49
Mr. A. Ellis (Greens Grass Cutting)	£210.00
NCTP (PAYE Training Session)	£ 20.00

The Clerk presented the draft budget for 2011-2012 which was accepted by Council.

Pre-School funds in trust – the Clerk informed Council that the two-year fixed interest account would mature on 24th June. MD suggested that we should ascertain the viability of any new pre-school group before disbursing this money, and Council agreed. **This will be an agenda item for the next meeting.**

20. Village Maintenance

(a) Village sign - SB stated that the village sign was in need of refurbishment and

Council agreed that **quotes should be obtained for the work.**

(b) Highway Rangers – the Clerk will put in a request to NCC Highways for this group to clear the surface and tend the verges of Little Lane, to reduce the growth on verges near the Jubilee Bridge, and to check the ivy on the Priory wall in Priory Road. He will also repeat earlier requests for repair of the numerous potholes in the village, especially in Bailey Street.

21. Questions from the public

There were no questions from the public.

With no further business, the meeting closed at 9.31pm.

The next Parish Council meeting will be on Thursday 9th June 2011 at 7.30pm in the Tower Room of the Church of St James The Great.