

CASTLE ACRE PARISH COUNCIL

Minutes of the Parish Council meeting held in the village hall on Thursday 9 May 2019

Present: Mr M Hickey (MH) Chairman Mr L Fisher (LF) Vice–Chairman
Mr T Hubbard (TH) Mrs S Moister (SM)
Mr M Tate (MT) Mr S Allen (SA)
Ms C Williams (CW) Mr N Patrick (NP)

In attendance: Ms L Roast (Clerk) and 3 members of the public, Mr James Moriarty (Borough Councillor)

Apologies: Mrs H Breach (HB). **Apologies not received:** Cllr G Middleton.

11. New Parish Council term 2019 to 2023

MH welcomed Cllrs to the new four year term and expressed his regret that no new residents had put themselves forward for election. MH welcomed Jim Moriarty as our Borough Councillor and congratulated him for his election win.

Election of Chairman

MH stated that after six years as Chairman, he is prepared to stand as Chairman for one more year only. Mr Tim Hubbard proposed Mr Martin Hickey, Ms Charlie Williams seconded.

Election of Vice Chairman

Mr Martin Hickey proposed Mr Laurie Fisher, Mrs Sheila Moister seconded.

Election of Officers

Mr Martin Hickey - Finance.

Mr Martin Hickey - Highways.

Mr Neil Patrick – Health and Safety.

Mr Tim Hubbard – Tree Officer.

No Allotment Officer elected (The Clerk to deal with this).

Liaison with Castle Acre Playing Field Association – Mr Neil Patrick and Ms Charlie Williams

Liaison with Castle Acre School – Mr Neil Patrick

Liaison with Castle Acre Village Hall – Ms Helen Breach

Noted that Cllrs should renew their Code of Conduct forms which are available from NALC. The deadline to return Cllrs' Election Expenses is 31 May. The Clerk must retain these forms for one year.

MH handed out a list of Parish Council meeting dates in 2019 and 2020 and stressed how important it is for Cllrs to attend most meetings to operate effectively as a Council.

Appointment of Parish Clerk – MH explained that the current Clerk is retiring because she is moving out of the area but has generously offered to continue until her successor is found and is trained. Cllrs praised Linda for seven years of selfless and dedicated service to the village. Job vacancy notices will be posted on village notice boards and in the Nar Valley News. MH insisted that while Linda is assisting the new Clerk that she should be paid for any overlapping months. All agreed.

12. Minutes of PC Extra Planning meeting on Thursday 29 March 2019

Mr Laurie Fisher proposed, Mrs Sheila Moister seconded.

Minutes of PC meeting on Thursday 11 April 2019

Mr Martin Tate proposed, Mr Sean Allen seconded.

13. Actions from previous meetings

28. Bailey Gate – English Heritage is still obtaining quotations to repair and then re-instate the portcullis on Bailey Gate. Clerk has chased - no further update.

51. Newton Road bridge flooding – remedial work on the south side is identified and the landowner has been contacted by Highways to dig out the ditches and unblock the gully.

28. Directional sign on Stocks Green to the Ostrich car park – MH confirmed that Highways is reducing their original quote of £304 to £204 as they will absorb the installation cost due their delays in designing and contracting this sign. Now ordered, though the PC would still like to see the final design.

Design work on the Massingham Road/Town Lane island signage (with two directional signs to the Ostrich car park) is still being processed.

56 South Acre ford road closure consultation in September 2016 – no response received from County Councillor Graham Middleton to MH e-mail dated 16 March. MH to contact NCC's Monitoring Officer to instigate a judicial review into both the original consultation and the current lack of cooperation and action from officers and our representative.

60. Hedges along the south side of Newton Road at A1065 - the Clerk contacted Highway Rangers who declined to remove the brambles as they felt they didn't constitute an obstruction to drivers, plus there was concern about nesting birds in the hedge. TH and MH to cut back the brambles.

66. Rights of way and open access land –Holkham's senior management meeting is set for 13 May to review the PC's open access proposals. A further Mass Walk (two different routes) is planned for Sunday 26 May at 11.30am, starting at the village hall. Posters are being put up and flyers delivered. Costs should be between £40/£50 and include cakes and drinks. Approved. New enthusiasts will be encouraged to fill in evidence forms.

80. Grass footway along Newton Road – this needs establishing. NP to contact TTSR to make the first cut of the path.

94. Cutting back Orchard & Archer Lane hedges – Highways Rangers were requested but declined because of nesting birds.

113. Replacing bus stop sign and outstanding Highways requests – bus stop flag ordered by Norfolk County Council (NCC); redressing North Street/St James Green road surface – planned for this summer; replacement 30mph repeater sign on St James Green - waiting replacement; 'Deep Water' signs placed as close as possible to each side of the ford – waiting installation; extra grips at the top of Orchard Lane and along Rougham Road – work ordered.

120 Report on North Street alley, behind 109 North Street - TH will cut back the overhanging bushes.

121 Sam2 calibration – the manufacturer has been contacted for advice on adjusting the calibration.

123 Handrail on gate from church to South Acre Road – two contractors have quoted - the first at £380 or £420, the other £585. Cllrs favour the first quote at £380 (with concrete supports). The preferred contractor must assess the ground beneath the current handrail before

proceeding with either met posts (£420) or concrete (£380). The Clerk to get final approval from the Parochial Parish Church (PCC) who are sharing the cost with the PC.

6 Pales Green lorries – large delivery lorries trying to access Pales Green are an ongoing problem. Highways and the local police have scheduled an on-site meeting in June to consider what could be done. An option could be “Unsuitable for HGV’s” signs at both ends although heating oil lorries etc will still need access. Cllrs are reluctant to add signage in the Conservation Area.

14. **Health & Safety matters (including Tree Report)**

Updates to the Tree Report are in progress.

Playing Field – some equipment was reported as being left in an unsafe condition/place. This has been removed and the resident has been informed.

15. **Matters requested by Councillors**

Castle Acre Fete location 2019 – CAPFA would like to hold the fete again in Pyes Lane after the successful relocation last year from the playing field. CW asked the PC to request English Heritage’s agreement to close the Castle car park on Sunday 21 July. Cllrs agreed. All households affected by the closure have been contacted.

16. **PLANNING**

19/00148/F - 4 small dwellings and associated landscaping at land adjacent Rose Cottage Massingham Road

Cllrs reviewed the amendments to the site plan, in response to Highways objections to the eight parking spaces behind the two semi-detached blocks. It was unanimously agreed to object and the PC’s response to the Borough Council is as follows:

‘Castle Acre Parish Council notes with interest Highways Authority’s posted comments objecting to the positioning of the eight parking spaces behind the four small dwellings as it mirrors our concerns, first expressed in December 2017 to the applicant’s architect. CAPC then called for this pair of semi-detached dwellings to be placed at a different angle to the other houses - see attached site plan for CAPC’s preferred positioning – which will contribute to an historic village feel and leave the north-west corner more open, in direct contrast to the submitted site plan which is too linear and cramped. CAPC calls for the car parking spaces to be adjacent or close to the properties. Also in both the submitted and revised site plans, there appears to be an excess of brick paving to the back and rear of both pairs of semis that could exacerbate flooding.

CAPC reluctantly voted in February 2019 to support application 19/00148/F and to accept the submitted site plan with its rear parking allocation so not to delay the whole development. However, we must now **‘Object’** to the cavalier inclusion by the architect of four extra parking spaces, two by plot 12 and two on the service road close to the site entrance **without** removing any of the eight spaces that both Highways and the Community Safety and Neighbourhood Nuisance Team objected to!’

Cllrs then considered the submitted Landscaping Scheme for the whole site. Cllrs unanimously agreed to object and the PC’s response to the Borough Council is as follows:

‘CAPC objects to the scheme in a number of aspects, some of which concur with those already posted on the Borough website and are repeated here.

1. CAPC calls for no fence between the back of the gardens of all the new dwellings and the existing hedge as it will inhibit its growth and be detrimental to its long term health.
2. The landscaping on the northern boundary is unclear. We call for an artist impression to be submitted.
3. The SUDS (soakaways) shown for Plot 8 are right against the shared boundary with 1 & 2 The Bungalows (adjacent properties on Massingham Road). The rear gardens of these two bungalows are over 2.4m below the ground level of the proposed development, therefore the potential for groundwater flooding of these rear gardens needs to be considered/addressed.
4. As the boundary hedgerow behind Plots 3-9 is subject to a Protection Condition within the original planning application (15/00942/OM), the placement of the Plot 8 SUDS at the base of this hedgerow and other mature trees (within the hedgerow) may adversely affect the health of the existing hedgerow and trees and therefore not meet the requirements of the existing Planning Condition.
5. The established natural hedging existing in front of the proposed Plots 1 and 2 should **not** be removed and replaced with a brick and flint wall.
6. A number of additional trees (of suitable species) should be included along the rear boundary area behind Plots 4-7 to reduce overlooking of the private amenity space behind these plots and the bordering properties on Massingham Road. Indications of such tree planting is shown on the proposed Site Plan (1344.110), however these have been omitted on Drawing 20028/901 whilst the majority of the other indicated trees are detailed on this Landscaping Plan.

**19/00615/F – variation of condition 2 of planning permission 18/01831/F:
Construction of dwelling and detached cartshed, following demolition of existing dwelling and retention of annexe at Fiddlers Hill Cottage, St James Road.**

Cllrs reviewed the variation and considered that this is still in keeping with the approved planning application. Cllrs agreed to support.

19/00684/FM - installation of ground source heat pumps and associated works including below ground pipe work at Managers House, Wicken Farm, Old Wicken

Cllrs reviewed the retrospective planning application to install ground source heat pumps which were put in last year, following incorrect planning advice that no application was necessary. Cllrs are concerned that the site should have gone through an archeological investigation before work started. The site is thought to be of historical importance with a Roman mosaic floor being found in the vicinity? MT felt it was important to object to reinforce the PC's stance on historical sites. Cllrs agreed to object.

BCKLWN Local Plan to 2036 development site options - update.

The PC reaffirmed its agreed policy not to support any housing development on the Green King land off Back Lane (known as Further Pond Close). Equally to oppose Holkham's extended development land to the north of its current site on Massingham Road (see April PC Minutes for detailed objections).

MH explained that after some encouragement, the Norwich Diocese had agreed to submit their small parcel of Glebe land adjacent to the church off South Acre Road to the Borough Council to develop four starter cottages and a parking area for church congregations. This was before the PC received confirmation from the Borough Council that it will not be imposing onto

Castle Acre any development site put forward by landowners in its 'call for sites', as part of its consultations on extending its approved Local Plan from 2026 to 2036. The Borough is minded to accept any site put forward by CAPC in its emerging Neighbourhood Plan and, moreover, is not seeking to increase our housing stock by more than five dwellings (windfalls excepted). The Glebe land will feature in the emerging Neighbourhood Plan as a potential future development site, along with some housing on Holkham's land between the water tower and St James' Green (to be confirmed). A further development opportunity could be at Manor Farm, linked to small industrial units erected on an existing footprint/brownfield site.

Water Tower balustrade - update.

The Borough Council's planning committee overturned the PC's objections and approved the small increase in height as officers believe the higher balustrade would not have a significant visual impact. However, the concern of residents about the area becoming a roof terrace is addressed by BCKLWN by placing a further Condition that the roof area should not be used as a terrace.

17. Correspondence

Clearing the playing field basket/netball court – using it for BBQ – a resident phoned to enquire if barbecues could be held on the court. Cllrs noted that organised barbecue events occasionally occur on the playing field. Permission for barbecues would be required from CAPFA. The resident has been informed.

South Acre Ford sign and river posts – the Fishing Club advised the Clerk that the PC's Heritage Parking sign was knocked over as were their wooden posts across the river bed – by off-roaders? Both will be reinstated.

PKF Littlejohn – Parish Accounts 2018/19 – Cllrs agreed that the Chairman and Clerk can sign the form exempting the PC from an external audit as both its income and expenditure are well below the £25,000 threshold.

18. Reports

Highways – nothing further to report.

School – CW reported: the Head Teacher is leaving at the end of this term. Two candidates applied for the post but were not selected and the post vacancy remains open. Noted the Friend's Duck Race is on 12 May at 3pm.

Village hall – The Clerk reported: three groups are booked for live music. The first one is Stone Pony on 29 June.

CAPFA – CW reported: the Fete will be on 21 July – please support. The residents of Pyes Lane have been informed. The road closure will be applied for. CAPFA is now applying for funding for new play equipment following a very useful meeting with specialist contractor.

Neighbourhood Plan (NP) – MT reported: the draft plan is taking shape, helped by a specialist consultant. The village Housing Needs Assessment has been completed and is currently in draft form and will be vetted by Locality. The Borough Council has responded on its site options (see Minute above) and we await Greene King's response the PC's rejection of any development on their land by the school (see Minute above). The draft Plan should be ready for submission in about four to six weeks.

BCKLWN – JM reported: JM thanked the PC for its support. In the May local elections, Castle Acre's voter turnout was 58%. J M clarified that with 28 Cllrs, the Conservative faction remain in charge of the Borough Council, there are 17 Independent Cllrs (includes one Lib Dem and one Green) and 10 Labour Cllrs, which should improve democratic representation. A Labour Councillor could become the Deputy Mayor, so the signs of collaborative governing

are good.

County Council – no report.

19. **Accounts to be paid**

Accounts due for payment proposed by Mr Laurie Fisher, seconded by Mr Tim Hubbard.

Berrymans Glass Recycling Ltd (URM UK Ltd)	£35.34 (£5.89 VAT)
E.on Energy (electricity)	£66.09 (£3.15 VAT)*
Linda Roast (back payment clerks wages for Oct – Dec 2018)	£556.00
Castle Acre Playing Field Association (annual insurance)	£1,385.00
K&M Lighting 9020 Pyes Lane, 9031 Bailey Street	£156.00 (£26.00)
BHIB (Parish Annual Insurance)	£382.85
TTSR (village Grass cuts first half payment)	£794.35 (VAT £132.39)

* Change in amount due to bill received after Agenda issued

20. **Village Maintenance –**

Tasks for Highways Rangers – clear fallen ivy along South Acre Road.

Playing Field Green Bin – Clerk to chase delivery.

Seat on St James Green under conker tree – this was repaired over 20 years ago and the wooden slats need replacing. Councillors to consider.

Castle Acre sewerage plant at Water Meadows – construction work on the new underground pipe to Swaffham has started, though the PC has yet to see a planning application or receive a detailed timetable. The clerk to enquire with Anglian Water.

Lodge Farm thefts – some rural thefts have been reported. While residents have called 101, it is alleged that the police are not taking this seriously. JM to send the Clerk more details to pass to our Beat Officer.

Village Hall bookings – it has been reported that the procedure of hiring the village hall is not working well at present. The Clerk to inform the Village Hall Committee

21. **Public Question Time**

No questions

The meeting closed at 9.15pm.

The next full Parish Council meeting is on Thursday 13 June at 7.30pm.