

# Castle Acre Parish Council

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## **Minuted record of Parish Council Annual Meeting business conducted at the village hall on 5 May 2022 at 7.30pm.**

Present: Mr L Fisher (LF) Chairman, Mr N Patrick (NP) Vice Chairman, Mr S Allen (SA), Mr M Hickey (MH), Mr T Hubbard (TH), Mr L Manson (LM), Mr M Tate (MT)

In attendance: Mrs L Firth (Clerk), Mr J Moriarty (JM) Borough and NCC Councillor and no members of the public

**13. Apologies:** Mrs H Breach (HB), Mrs S Moister (SM)

### **14. Annual Parish Meeting**

Cllr LF shared a copy of the Chairman's Annual report, which was also circulated on email to cllrs ahead of the meeting. A copy of the report can be seen on request via the clerk or on the CA village website. There were no members of the public in attendance and no cllrs had any further comments on the report.

### **15. Election of Council Offices and Declaration**

Cllr MH proposed for Cllr LF to remain in post as Chairman to CAPC and TH seconded this proposal, all cllrs voted in favour to which Cllr LF declared acceptance. SA proposed for NP to remain in post as Vice Chairman with Cllr LM seconding the proposal, all cllrs voted in favour and Cllr NP declared acceptance. Both cllrs were thanked for their continued dedication and hard work.

### **16. Minutes of the 5 May 2022 PC meeting**

Items to be corrected-

- Item Tree Report, correct company name to 'Greenman Woodlands'. Remove end of last sentence and replace with 'a benefactor'.
- Item 11. Should read 'BC' not 'NCC'
- Item 54. Remove typo of 'ampt&'
- Item 80d. Amount should be £200 not £500
- Item 125c. To add the word 'be' to read: 'would be marketed'
- Item 8b. Remove the word 'of' from first sentence. Remove word 'for' from last sentence.

Cllr MT proposed approval of the Minutes which was seconded by Cllr LM.

### **17. Health & Safety**

N/A

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

### **33. Banking update**

The clerk confirmed that the PC's online business banking application was successful and that online payments would now be made going forward, instead of using cheques, saving the PC money by avoiding the fees that are now connected to the use of cheques with an HSBC Business Account. The clerk and Cllr MH to update the PC's financial regulations and internal controls documentation to reflect the new system for cllrs to review at a future meeting.

### **38. Castle Acre ford - bank repairs**

Norfolk County Council Highways (HW) have confirmed that the area of the South Acre Road adjacent to the Castle Acre side of the ford has been scheduled for repair. Cllrs wished for the clerk to remind HW of the area's SSSI status so that work would be carried out with due consideration and care.

### **67. South Acre Road TRO.**

Cllr MH confirmed that the supporting documentation to the TRO application, which was requested last month, has been sent to HW. County Cllr JM received confirmation that the material has been received and that the information would first be anonymised prior to the consultation stage. The date for the consultation would be fixed within the next few weeks.

### **71a. Queen's Platinum Jubilee Celebration June 2022 - update.**

NCC Cllr JM confirmed the PC will receive the £200 funding from the BC Community Funds, that Cllr SM had applied for. Cllr JM also informed the meeting that the NCC will be issuing Norfolk schools with memorial tokens for each pupil, to commemorate the Queen's Platinum Jubilee. The clerk will produce posters advertising the 5<sup>th</sup> June Street Party event in the village and continue to include in the Nar Valley News submission. A volunteer is adding the event info on social media. The clerk requested permission to contact a local ice cream vendor to invite them to the event. As long as sales took place on the closed Highway and not on the green itself cllrs were happy to support the suggestion. The clerk would be notifying residents of Stocks Green of the road closure ahead of the event as well as publishing the notice of the S16A temporary traffic order seven days in advance of the event, as legally required.

## **19. Matters requested by Councillors.**

### **Pyes Lane Burial Ground- work required on gate and pillar**

-Cllr SA, having kindly agreed to assess the required work needed on the burial grounds gate and pillar, reported that permission would be needed from HW for a wall buttress to be added to the verge as the verge is HW property. The tree in front of the right-hand gate pillar would most likely need to be removed after appropriate permission had been gained.

-Cllr MH is due to hold a site meeting with a flint wall repair specialist and gather quotes for the work needed.

## **20.Planning**

N/A

## **21. Correspondence.**

### **a. River Nar Bank Damage**

The PC received an email from a concerned party who wished to bring to the PCs attention the damage caused to the riverbank in certain areas along the Minns meadow path from Blind lane to SA Road. Cllr MH offered to add this concern to the current list of items to be raised with the Holkham Estate manager, at their meeting on the 17<sup>th</sup> June. Clerk to reply to the correspondence informing the sender that the issue has already been brought to the PCs attention previously by local parties and the PC supported their suggestion to install notices along the path in an attempt to help reduce the bank erosion, following advice being sought from Natural England, Norfolk Rivers Trust and Norfolk Rivers Drainage Board.

### **b. Littering at Massingham Road development building site**

A resident reported that workmen, at the Holkham development site on Massingham Rd, had been littering. Clerk passed on the report to the site manager who sent his apologies stressing there are strict site rules regarding littering and said that he would remind all contractors of the site rules.

### **c. Trees at Junction of North Street and Newton Road**

A resident contacted the PC with concerns over a tree on the verge at the junction of North Street and Newton road, which was creating issues for their property. Clerk has advised the resident on how to report such issues directly to HW and directed them to the correct website page on the HW reporting portal. The resident was happy to raise the ticket themselves, which would then allow them to keep track of its progress.

### **d. CIL Annual Parish Report**

The clerk shared the PC's CIL income and expenditure figures for 2021-22 with cllrs and both clerk and the chairman signed the report. Clerk to return the completed report to the BC and publish it on the website along with the PC's annual accounts.

## **22. Reports.**

### **Highways**

-No new updates

### **Village hall**

-No new updates

### **School**

-The Friends Of Castle Acre School are holding the village 'Duck Race', their largest annual fundraising event, on 22 May 3pm.

### **CAPFA**

-The committee held their annual AGM meeting in April where a new chairman was elected. The committee discussed new projects, details of which are to be progressed at future meetings.

-Cllr MH confirmed the service level agreement between the CAPFA and the CAPC is to be reviewed and discussed at the June PC meeting.

-Cllr TH suggested the planting of a tree on the playing field in celebration/commemoration of the Queen's Platinum Jubilee and would discuss with the CAPFA committee.

### **Norfolk County Council (NCC)**

- The County Council has stated it will oppose the Wisbech Incinerator.

- Information for Norfolk hosts of those fleeing the war in Ukraine is available on website [www.norfolk.gov.uk/ukraine](http://www.norfolk.gov.uk/ukraine). General, non-urgent questions to email [ncchomesforukraine@norfolk.gov.uk](mailto:ncchomesforukraine@norfolk.gov.uk). Urgent support from the People from Abroad team, call 0344 800 8020.

-Cllr JM is still chasing HW for information on how to change the road hierarchy system for North Street and Town Lane.

-NCC AGM is next Tuesday.

### **BCKLWN (BC)-**

-CA bin collection day is to remain on a Friday, the previous notification from the BC informing Cllr JM that day would be changing was in error.

-Having chased up the offer to install an additional litter bin at the Castle car park, Cllr JM was informed that it will be installed within the next two weeks.

## **23. Accounts to be paid:**

<b>ITEM:</b>	<b>Cost to PC Budget:</b>	<b>Grant funded:</b>
NLHF Project- project manager monthly fee, invoice AM7		£780 HLF grant
Clerk expenses – stamps x12 and printer paper	£17.19	

(receipt total is £18.39 but clerk owes £1.20 from over charge on reimbursement for urm invoice P117027) -Defibrillator battery/pads, cost £36 more than was quoted in March	£36.00	
Gary Lake- Playing field annual maintenance, 1 <sup>st</sup> of 2 instalments	£1175	
TTSR -Village grounds maintenance service 1-Year Contract 2022.  (Village Greens: Cut & Strim from March to October Priory Road Verge: Cut verges twice yearly (no grass collection) Yearly visit of footpaths 3 Visits @ New Road Trod)	£1142.59 (£190.43 vat)	

TH proposed and MH seconded approval of the accounts, all Cllrs were in agreement.

#### **24. Village Maintenance.**

- Clerk to seek quotes for potential maintenance work required on the footbridge that joins South Acre Road to Minns Meadow. The footbridge is the responsibility of the PC. Quotes to be reviewed and potential funding options discussed at future PC meetings.
- Clerk reported the status on all active HW tickets, all reported potholes on Pales Green, High Street and Massingham rd have been programmed for repair. The pothole and exposed pipework on Back Lane are due to be investigated by HW next week.
- Clerk to remind TTRS of the request for 'No Mow May' initiative on St James Green and to only cut the verge next to the road.
- Cllr TH and Cllr MH to discuss a cutting schedule for Priory Rd and Newton Rd Trod rd and clarify with TTSR/clerk.
- Clerk to contact HW to inform them of weeds that are growing through the surface of the Trod and seek advice on what action can be taken to rectify the issue.

#### **25. Public questions.**

- N/A

The meeting closed at 20:00.

The next full Parish Council meeting is scheduled for **Thursday 9 June 2022** at 7.30pm at the CA Sports Pavilion.