



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 11th July 2024 at 7:30pm.

Present: Cllr Tim Hubbard - Chairman, Cllr Neil Patrick (Vice Chair), Cllr Ilga Chakrabarti, Cllr Andy Collins, Cllr Laurie Fisher & Cllr Stuart Barlow.

Cllr Sean Allen gave written notice to stand down from the Council, effective immediately. The PC thanked Cllr Allen for his time and dedication over three terms he served on CAPC.

In attendance: One member of the public.

Apologies: NCC Cllr Jim Moriarty, BCKLWN Leader, Cllr Alistair Beales & Cllr Liam Manson.

38. Declaration of Interests: None.

39. Minutes of PC meeting 13th June 2024: The minutes were proposed for approval by Cllr Chakrabarti and Seconded by Cllr Collins, with no further comments. All agreed.

40. Health & Safety

Cllr Patrick reported that the Bus Shelter window had been knocked out. Cllr Chakrabarti noted that the streetlight on Pyes Lane appears to be not vertical after Holkham had trimmed the surrounding trees. However, as streetlight this has been out of true for more than twenty years (ref: streetlight 9019), the PC did not deem it to be an immediate H&S risk.

Trees update.

The Chairman suggested wording for the metal-plaques to be placed at the Queen Elizabeth II Memorial, and the Platinum Jubilee trees.

Tipples Wood Public Footpath, Cllr Fisher reported to the PC meeting 13/06/2024 that two large trees have been uprooted in Tipples Wood, North of Back Lane. The Chairman has passed details to Holkham, who confirmed that they will make-safe as required.

The three Hornbeam Trees on Stocks Green have been trimmed and their canopies raised.

Ivy growing on a fence, foot path from CAPF to North Street, has been partially cleared by the Chairman, however as the fence structure is quite fragile no further clearance is planned without resident approval. Holkham's Head Forester confirmed that planning permission has been granted to progress CAPC's proposed East Green regeneration works later in the year.

41. Planning

Ref Ranrevir: On 30/05/2024 BCKLWN Planning dept. decided *against* serving 215 notice (Town & Country Planning Act 1990). BCKLWN's Ecologist has placed a consultation on the website, signalling concern for the Riverbank habitat (SSSI). BCKLWN has agreed an extension of time (ETO) until October 2024. Chairman to discuss BCKLWN's ecology concerns with Planning dept.

42. Updates on actions required from previous meetings:

40c. Castle Acre Visitor Car Park.

No further updates. Chair chased Holkham Estates contact on 10/07/2024, no response.

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

The PC has reported that three vehicles have become stuck in the river and bank over the last month, including an HGV, all needing recovery. The HGV incident caused damage to both riverbank SSSI and

road. NCC Deputy Leader Cllr Moriarty provided email copy on 10/07/2024 detailing the approximate time scales of the legal TRO process. Updated timescale equals 70+ additional weeks. He has also cut away foliage at South Acre, which was found to be covering the Ford warning signage. For TRO timeframe details, contact the Clerk

A Resident suggested contacting the 'Chalk River Society' to enable NCC and assist with the process of obtaining the TRO, as they had recently been helpful in works to protect West Acre's Chalk Stream SSSI.

04. Biodiversity Duty plan for Castle Acre.
No further updates.

05. Castle Acre NEW Village Sign, Stocks Green.

The Chairman confirmed an 'unveiling ceremony' to be held on 13th July, at 4pm to thank all who have assisted and helped with the project. Tea and cakes served afterwards at The Ostrich public house. Wording for a plaque thanking all involved has been agreed.

Funding update: The total cost of the project to date is £5162. Funded by donations to CAPC and CIL reserves of £1620. Swaffham Vets have kindly agreed to cover any shortfall.

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

The Clerk has received the grant award paperwork (£400) for one Sheffield Bike Stand to be located outside the Village Hall. The Clerk has received the required three quotes (stand purchase & installation) and the VH committee has been updated. Clerk to send quotes back to West Norfolk SPF Team for their review.

09. EV charging units - Electric Vehicles NCC.

The Chairman chased on 10/07/2024 and continues to await a response from Holkham regarding the proposed location.

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

The Chair & Cllr Chakrabarti (Cllr for H&S) will review Parish risks, financial, GDPR, public meetings, grass cutting, tree works, Volunteers, SAM2 volunteers, and RA's from CAPFA clubs over the coming months.

13. Options for new Bus Shelter on Massingham Road.

Cllrs continued to consider options: Prefabricated, wood or bespoke. Key considerations: cost (potential budget 6-8K) and durability, seated area, risk of vandalism/anti-social behaviour. Size of current footing = 3.5m x 2.2 m. Options ranging from steel frame/toughened glass at £4K (exc. installation) to bespoke wood at £14K (exc. installation). Seating should also be provided for members of the public. In addition, the Clerk presented diagrams / specs from Clear Channel 'Green Roof' pollinator friendly Shelters, who can assist with groundworks, a community noticeboard & flag of PC choice (if wished). When a Shelter design is agreed, funding options such as Bsip, CIL (next round January) and Parish Funding are to be considered and followed up in due course.

16. De Warrenne Potholes.

Clerk chased Cllr Beales on 08/07/2024 to inform works not yet completed, however, still within the 6-week repair period. Clerk to chase if time limit is overrun.

17. Local examination hearings

Cllr Fisher reported all notices and consultations affecting Castle Acre have been read. Current consultation review is focussed on the Gypsy & Traveller site policy.

A Borough Council planning update meeting in September is to be attended by the Chairman & Cllr Fisher. They will feedback in due course.

20. IT Policy update

Thanks to the Chairman & Cllr Chakrabarti for checking and amending the document, which is now complete and has been published.

43. REPORTS

- Highways – Updates, notification of poor road resurfacing works by UPP/Openreach have been sent to Highways and scheduled for repair. Cllr Patrick requested that the Clerk chase all open tickets.
- Newton Road Pothole repaired and filled after road resurfacing.
- Thanks to Cllr Moriarty for clearing the South Acre Ford warning sign at SA.
- Chairman agreed to reinstate the vandalised SSSI Heritage site sign in due course.
- Village Hall – PC Chair attended VH AGM and congratulated the Committee on the successful refurbishment of the Kitchen, new heating system and acoustic curtains. The VH reported a healthy booking schedule for the year ahead.
- School – No updates.

CAPFA – Cllr Collins (CAPC representative on CAPFA committee) reported on recent vandalism to the MUGA court. The booking system for the MUGA Tennis/Pickleball court should be online soon, however, due to recent vandalism the court will remain locked until further notice. Thanks go to the CAPFA Committee for all their continued hard work.

- BCKLWN – Cllr Beales confirmed his attendance at the Village Sign Unveiling on 13/07/2024.
- NCC – Cllr Moriarty, updates on South Acre Ford (42 2002) as above:

44. Matters requested by Councillors:

- a) Two inner metal bin liners on CAPF have badly degraded and need replacing. Clerk researched suitable options; Glasdon £150 + delivery or 'Bin Shop' inners £95.98 inc. delivery. Proposer of purchase from 'Bin Shop' Cllr Patrick, Seconder Cllr Fisher. All in agreement.
- b) School Garden Allotments - consider upgrading paths to improve access. The Chair reported that the current allotment access path was increasingly tough to navigate particularly for those with mobility issues. Funding options to be considered and discussed with allotment holders in due course. Tenant request for Polytunnel has been withdrawn.
- c) East Green Hedgerow regeneration and tree planting. Holkham confirmed that planning permission has been granted (see 45.e) Regeneration works including coppicing hedgerows and schedule of tree planting to progress over Winter 24/25.
- d) Acknowledgement and thanks to all who have kindly donated towards the SOS Save Our Sign project. The Chairman & CAPC wish to extend a huge thanks to you all. A further note in NVN will be written.
- e) Quote consideration and approval for three plaques, Village Sign Plaque, Jubilee Tree and Memorial Tree. The Chairman proposed design of 3 signs with total costs of £416.00 + VAT. Proposer (of plaque orders) Cllr Fisher, Seconder Cllr Collins. All in agreement.
- f) Reinstatement of South Acre Road Ford Heritage Sign. The Chairman agreed that he will reinstate the signpost and sign in due course.
- g) Castle Acre Website. Castleacre.info was set up in 2007 by a village resident and has been managed voluntarily ever since. CAPC were kindly offered a page for Agendas, Minutes, Financial & related CAPC documents on this site. CAPC will continue its payment for both domain & hosting for 2024.

However, as a Smaller Authority, CAPC requires a website that is WICAG 2.1AA compliant. An alternative solution managed via NALC, with the help of Gov funding was discussed. All PC information would be centralised on a .gov site with PC CMS access, including.gov.uk emails for Cllrs which will assist the PC in keeping information updated & secure both presently and in future.

Proposer (of a new PC site) Cllr Barlow, Seconder Cllr Patrick. All in agreement.

45. Correspondence

- a) Email received from English Heritage on 12/06/2024 regarding an issue at the Priory. Clerk responded, however no further information received from EH regarding the issue.
- b) Email received from VENI cookery School on 12/06/2024 regarding live, FOC cookery schools for any larger-scale events in the Parish. The Clerk has forwarded to VH Committee and CAPFA for their attention.
- c) Email received on 13/06/2024 from BCKLWN planning regarding Ringstead Neighbourhood plan. All Cllrs aware.
- d) Email on 13/06/2024 from RWE renewables regarding Norfolk wind energy schemes and funding opportunities. N/A due to lack of suitable PC owned land.
- e) Email received on 20/06/2024 from Holkham's Head Forester regarding TREECA 24/00101 application for tree and hedgerow regeneration works to East Green. As above (44 c). All Cllrs aware.
- f) Email received on 21/06/2024 from UK Power Networks regarding works to gravelled area on Stocks Green (for 3 Bailey Street) from 26/06/2024 – 28/06/2024. Works have been completed, with UK Power Networks site Manager to conduct further site check of completed works for any sinkage or faults by 28/07/2024.
- g) Email received from BCKLWN Legal on 21/06/2024 regarding new email address for PC support. All Cllrs aware.
- h) Email received on 28/06/2024 from Nar Valley Group of Parishes regarding induction of new Reverend. All Cllrs aware. Chairman & Wife / Cllr Chakrabarti & Husband to attend and represent CAPC.
- i) Email received from Chair of Village Hall regarding invite to the VH AGM on 03/07/2024. All Cllrs aware. Chairman attended and gave thanks for the Committees' dedication and hard work.
- j) Email received from Democratic Services 01/07/2024 regarding funding opportunities with the 'Asda Foundation'. All Cllrs aware and passed to CAVH Committee.
- k) Email from NCC ON 05/07/2024 regarding funding opportunities within the parish. All Cllrs aware.

46. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (July) payment due: 11/07/2024	£ 447.17	
Clerk Salary (August) payment due / to be made: 08/08/2024	£447.17 Total Due: £894.34	
Re-imburement to Clerk 3 x Rexel Lever Arch Files, Amazon Order: 203-1081311-7181911 11/06/2024	Total Due: £9.99	
Re-imburement to Clerk set of four ink cartridges. 05/07/2024 ref: GB240705-LA6098281. The Cartridge People.	£52.42 VAT: £10.48 Total Due: £62.90	
Re-imburement Paul Slocombe, of 3 x tie top Cleanpro bin liner rolls (40 pc) 'Booker' Ltd. Item: 221755.	3 x £9.99 VAT: £5.99 Total Due: £35.96	

Re-imburement Paul Slocombe or 2 x 90L galvanised Steel Liners ref: 'Bin Shop'	£39.99 x 2 (£79.98) VAT: £8 x 2 (£16.00) Total Due: £95.98	
Daniel Mower ref: No.18 Village Signpost 21/06/2024 Re: Demolishing plinth, removal of rotten wood from ground, Design and installation of galvanised steel socket. Machined 8x8 Oak Signpost/Painted Black and sign fitting.	Total Due: £2045.85 Already paid	
TTSR invoice ref: 9185 01/07/2024 Invoice 2/4 Grass cutting: Village Greens	£478.31 VAT: £95.66 Total Due: £573.97	
Reimbursement to Sally Hubbard 21/06/2024 Stow Beden, Morways. Invoice no: 200 Reclaimed bricks for Village Sign Project.	£280.00 VAT: £56.00 Total Due: £336.00	
Ryan Bradbury – Village Sign Plinth, labour & materials (brick & flint build).	Total Due: £1,180.00	
Reimbursement Tim Hubbard FTC Scaffold Tower for Village Sign Installation. Invoice no: 82476 26/07/2024	£109.00 VAT: £21.80 Total Due: £130.80	
Invoice no: 017002 01/07/2024 Greenman Woodlands. Hornbeam trees, Stocks Green.	Total Due: £120.00	
SSE (DD) No Invoice for period	Nil	
HSBC Banking Charges (DD)	£8.00	
Authorised for online payment by- Date: 11/07/2024 Signatory 1: Cllr Neil Patrick Signatory 2: Cllr Tim Hubbard		

- Notes: SSE have not billed May/June or July due to Second open complaint.
- Cllr Chakrabarti proposed the approval of accounts to be paid, seconded Cllr Collins, all agreed.

47. Village Maintenance

- Clerk reported 10-12 ft tall Giant Hogweed on 24/06/2024 at Walton Road, opposite Manor House entrance. Scheduled for control.

- Chairman reported an incident to the Environment Agency of an HGV stuck in South Acre Road Ford on 27/06/2024. The incident Ref 2280048, River Nar, (SSSI), South Acre Road, Castle Acre, King's Lynn, Norfolk.

48. Public questions

The meeting closed at 9:09pm

The next full Parish Council meeting is scheduled for **Thursday 12th September 2024** at 7:30pm, at Castle Acre village hall.