

Castle Acre Parish Council

Clerk: Ms Amy Hart, 9 Orchard Lane, Castle Acre, Norfolk, PE32 2BE

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NOTICE IS HEREBY GIVEN OF THE CASTLE ACRE PARISH COUNCIL BUSINESS TO BE HELD AT CA VILLAGE HALL 19:00 ON TUESDAY 7th MAY 2024, REGARDING THE FOLLOWING BUSINESS:

1. APOLOGIES

2. ANNUAL PARISH MEETING

- Consideration and approval of Chairman's annual parish meeting report
- Public questions

PC meeting starts 7:30pm

3. ELECTION OF COUNCIL OFFICERS

- Chairperson and Vice-Chairperson
- Review of Cllr's allocated specific tasks and responsibilities

4. MINUTES of the PC meeting 11th April 2024

5. DECLARATIONS OF INTEREST

6. HEALTH & SAFETY reports on any new H&S issues. Tree report (playing field trees)

7. PLANNING

Ref: 24/00583/F 12/04/2024

Demolition of existing UPVC conservatory structure and erection of single storey rear garden room extension at Atherstone House, Newton Road, Castle Acre.

8. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS

40c. (2023) Castle Acre Visitor Car Park – update.

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

02. (2023) Minns Meadow footpath erosion and footbridge – update.

04. (2023) Biodiversity Duty plan, written and reviewed for Castle Acre. (Cllr Liam Manson to update).

05. (2023) Castle Acre Village Sign, Stocks Green. To replace signpost & refurbish seating re: SOS, Save our Sign project - update.

08. (2023) Funding opportunities (West Norfolk SPF Programme Team), Village Hall interest & grant end date 31/10/2024 – update.

09. (2023) EV charging units re: Electric Vehicles NCC - update.

12. (2024) Health and Safety schedule/risk assessment for Parish Council.

13. (2024) Bus Shelter, Massingham Road, options for potential new Bus Shelter.

14. (2024) Castle Acre War Memorial, St James Churchyard - update

16. (2024) De Warrenne potholes – update

17. (2024) Local Examination Hearings – update

18. (2024) NALC Training update (Cllr Andy Collins)

19. (2024) AGAR audit report – update

20. (2024) IT Policy - update

9. REPORTS

- Highways
- Village Hall, School, CAPFA, BCKLWN & NCC.
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10. MATTERS REQUESTED BY COUNCILLORS

- Village Gates & St James Green resident parking sign – update.
- Co-option of new Cllr – update.
- CAPFA, Service Level Agreement & Deputy Committee Member required- update.
- Consideration of Castle Acre schoolchildren’s project.
- PC, SSE Electricity Contracts, another complaint has been lodged with SSE – update.
- Resident request for building spoil soil to be temporarily placed on the edge of St James Green, northern section. Site will be returned to a good state and reseeded if required.

11. CORRESPONDANCE

- Email received from Holkham on 12/04/2024 regarding updated tree management policy – update.
- Email received from Clear Councils on 15/04/2024 regarding policy renewal (LCO00764) – update.
- Email received from West Norfolk SPF Funding team on 15/04/2024 regarding grant acceptance and confirmation of offer for Sheffield Bike stand – update.
- Email received on 18/04/2024 from resident regarding use of Priory Road car park for wedding overflow traffic on 1st June 2pm – update.
- Email received on 24/04/2024 from resident regarding BC traffic cone and sandbag, post removal of ‘Road Closure Sign’ at South Acre Ford – update.
- Email received on 24/04/2024 from Cllr Collins on behalf of CA Budgens, requesting the possibility of email support, to Budgens delivery Manager, from the PC to ask for a change to delivery times, earlier in the day (to avoid school turn out times).
- Email received on 24/04/2024 from CIL Compliance Officer requesting completed CIL report for FY/23-24 by 30th June 2024 – discussion reference allocation.
- Email received on 25/04/2024 from a resident requesting churchyard gate access for Wedding at St James Church on 26/05/2024 for approx. 90 mins.
- Email received from PPC on 27/02/2024 regarding churchyard maintenance schedule for the year – update.

12. ACCOUNTS

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (May)	£ 447.17	
Invoice PC2024/001 Village Hall Monthly Meeting Hire April 2024 – December 2024 (8 x meetings @ £25.00 per meeting)	£200.00	
Clear Councils Policy Renewal LCO00764 15/04/2024	Premium: £448.95 Insurance Premium Tax: £53.87 Admin Fee: £45.00 Total Due: £547.82	
Sporle with Palgrave Parish Council re: 50% recharge of Westcotec SAM2 Monitor ref: invoice 15703.	Total Due: £67.50 (VAT = Nil, Sporle will reclaim)	
NALC Cllr Training (Data Protection) Invoice 1895 25/04/2024	£32.00 VAT: £6.40 Total Due: £38.40	

NALC Cllr Training (Neighbourhood Planning) Invoice 1906. 26/04/2024	£38.00 £7.60 Total Due: £45.60	
NALC Cllr Training (Chairing Council & Public meetings). Invoice 1909 26/04/2024	£35.00 VAT: £7.00 Total Due: £42.00	
Reimbursement Tim Hubbard. 2 x Channel Clips, 2 x aluminium posts, 2 x post end caps (Invoice: 1D 90264 Safety Signs and Notices Ltd) 05/04/2024. Ref: St James Green Parking Signs	Total Net: £51.68 VAT: £10.34 Total Due: £66.76	
Reimbursement Phil Lock for 2 x bags of 'Post fix' for Village Map stands. 08/04/2024, Receipt No: RECB0005RYJE80Z4JRE0 (Swaffham Building Supplies)	Total Net: £10.83 VAT: £2.17 Total Due: £13.00	
Reimbursement Phil Lock for 750 ml of white gloss paint for Village Gates 11/04/2024 Receipt no: 00030000707812 (Roys of Wroxham)	Total Net: £19.20 VAT: £4.79 Total Due: £23.99	
Reimbursement Phil Lock for 20KG of 'Blue Circle Postcrete' for Village Map. 06/04/2024 Receipt no: A94900 (Travis Perkins)	Total Net: £11.00 VAT: £2.20 Total Due: £13.20	
T.T.S.R Ltd. Invoice 8990 1 of 4 invoice of 1 x year contract. 01/05/2024. Calculated hours = 024.	Total Net: £478.31 VAT: £95.66 Total Due: £573.97	
SSE (DD) 01/03/2024 to 31/03/2024 Invoice: IV00713652	£77.33 Total CCL £0.00 VAT: £7.38 Total: £154.95	
HSBC banking charges (DD)	£8.00	
Authorised for online payment by- Date: Signatory 1: Signatory 2:		

*£211.54 VAT reclaim, received on 19.04.2024 * £1,750 from War Memorial Fund

13. VILLAGE MAINTENANCE –

- Clerk reported deep pothole at edge of manhole cover on Massingham Road on 24/04/2024 and leftover sandbag and traffic cone directly to Highways on 24/04/2024. Clerk reported a collection of potholes 29/04/2024 on Massingham Road near to grass triangle and before the village gates (Stone Barn).

14. PUBLIC QUESTIONS

Next meeting: Thursday 13th June 2024 at 19:30pm in the CA Village Hall.

Signed.....