



Castle Acre Parish Council

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

Telephone: 07815430777 Email: castleacrepc@gmail.com

Minutes of Parish Council Meeting business conducted at Castle Acre Village Hall on 13th June 2024 at 7:30pm.

Present: Cllr Tim Hubbard - Chairman, Cllr Ilga Chakrabarti, Cllr Liam Manson, Cllr Andy Collins, Cllr Laurie Fisher, NCC Cllr Jim Moriarty, BCKLWN Leader, Cllr Alistair Beales.

In attendance: One member of the public.

Apologies: Cllr Neil Patrick (Vice Chair)

27. Declaration of Interests: None.

28. Minutes of the AGM/PC meeting 7th May 2024: The minutes were proposed for approval by Cllr Fisher and Seconded by Cllr Collins, with no further comments. All agreed.

29. Health & Safety

Trees update.

Playing Field Trees: Tim Hubbard (Chair) confirmed that the oak tree north of the Skateboard Park has had its canopy lifted & the lopsided Field Maple has been removed. The adjacent lime tree has had its canopy reduced.

Wording for metal plaques, the Queen Elizabeth II Memorial tree, planted on St James's Green and the Platinum Jubilee tree planted on the playing Field, have been agreed.

Cllr Fisher reported that 2 large trees have been uprooted and are now at an approx.45-degree angle over the public footpath in Tipples Wood north of Back Lane. Request details passed to Holkham to make-safe as required.

Reminders:

- The Hornbeam Trees on Stocks Green are due to be trimmed/canopy lifted.
- Holkham's Head Forester confirmed that planning permission was being sought to progress CAPC's proposed East Green works later in the year.

30. Planning

None

31. Updates on actions required from previous meetings:

40c. Castle Acre Visitor Car Park.

No further updates

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

Cllr Moriarty reported that the *final* draft TRO paperwork is being overseen by NCC's lawyers, who are ensuring that the document is as tight as possible, due to potential legal challenges. The Chair additionally reported that he had received several resident complaints regarding a Land Rover which had become stuck in the ford on 09/06/2024 causing damage to the spawning ground (in spawning season) and dripping oil onto the road surface due to damage to the vehicle.

04. Biodiversity Duty plan for Castle Acre.

In Cllr Manson's absence, The Clerk reported that a resident was currently reviewing ways that the village might become more 'Hedgehog Friendly,' including a note in the NVN.

05. Castle Acre Village Sign, Stocks Green.

The Chairman reported that works had progressed with the original plinth carefully demolished and a further 2 ft of original signpost dug from the ground. Bespoke steelworks will be fixed in place and the new oak post bolted within. Wicken Farms have generously offered a Teleporter machine (FOC) to assist the post and sign fitting. Scaffold tower will be rented from FTC (Fakenham) and be used for fixing the sign onto the new post. FTC cost for hire, delivery and collection £130.80p inc vat.

Cllr Chakrabarti voiced concern that from an H&S perspective, once finished, that any scaffolding be removed as soon as possible.

Proposer (Scaffold tower rental) Cllr Fisher, Seconded by Cllr Collins. All in agreement.

Replacement plinth: The Chair suggested materials for a new plinth, in keeping with the Conservation Area, should ideally include both brick and flint. He proposed that the plinth be built from brick, then backfilled with rubble with flint capping placed on the top as before. Cllr Fisher additionally suggested the need for a lead flashing at the post/plinth join to stop rainwater rotting the post at the join.

Proposer (of the plinth works) Cllr Chakrabarti, Seconder Cllr Collins. All in agreement.

The PC is pleased to report that it is planning an 'unveiling ceremony' with thanks to all who have helped the project.

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 2 of 3 quotes (stand purchase / installation) needed to fulfil SPF Team criteria and awaits one further quote to progress the works. The VH committee has been updated.

09. EV charging units - Electric Vehicles NCC.

The Clerk has confirmed to the Electric Vehicles team that the Cricket Pavilion does not currently have a SMART meter; this would need installing to meet NCC criteria. CAPFA is now looking to install. The Chairman awaits a response from Holkham regarding the proposed location.

Cllr Liam Manson arrived at 8:14pm

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 volunteer, and RA's from CAPFA clubs.

Cllr Alistair Beales arrived at 7:46pm

13. Options for new Bus Shelter on Massingham Road.

Cllrs considered 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. The Chair reported a recent incident between a group of teenagers at the current Bus Shelter, emphasising the need for a new shelter to have greater exterior visibility. Cllr Moriarty confirmed that the CIL funding window opens on 01/07/2024 and completes on 31/07/2024 and would send the application form to the Clerk. If the PC were to assist with the cost, it is more likely they would achieve the points needed to receive CIL funding. Next round in January. Cllr Collins to assist the process.

16. De Warrenne Potholes.

Cllr Beales has investigated this issue on behalf of CAPC and reported that though the road is registered as 'unadopted,' it is listed on BCKLWN asset list. Freebridge is responsible for nine dwellings in De Warrenne Place, Cllr Beales has requested financial support from Freebridge Housing Association, who have agreed to assist. There is agreement between Freebridge and BCKLWN to cover the cost of the repair work (£1,622.50 - Freebridge £768.00 BCKLWN £854.50). Works are due to commence within six weeks. Sincere thanks go to Cllr Beales for all his hard work resolving this matter.

17. Local examination hearings

Cllr Hubbard confirmed that CAPC had requested answers to a couple of questions from both Alex Fradley & Micheal Burton in BCKLWN Planning, which were not associated with the April hearings.

Note: Bricknell Close, Massingham Road development is now defined as 'built out' and as such has been removed from the review process.

Cllr Moriarty confirmed that the main mediations were ongoing and were due to take place this month, before being submitted to the Inspector. Current consultation review was focussed on the Gypsy & Traveller site policy.

20. IT Policy update

The Chairman noted some further amendments he wished to make, before passing to the Clerk to add to the website.

32. REPORTS

- Highways: Clerk reported pothole at side of manhole cover on Bailey Street Southern side by Pales Green junction. Scheduled for repair. Updates regarding poor road resurfacing works from UPP/Openreach have been sent to Highways. Scheduled for repair.
- Newton Road Pothole *still* scheduled for repair, despite being resurfaced prior to filling.
- Village Hall – Air conditioning/heating units installed.
- School – No updates.

CAPFA – Cllr Collins (CAPC representative and CAPFA Trustee) described a recent altercation on the PF 'no dogs being allowed'. CAPFA have reviewed their no dog's policy and the potential for a designated area for dogs. CAPFA decided against changing its policy (potential for dog fouling and safety of playing field users). CAPFA have also replaced a vandalised 'NO DOGS ALLOWED SIGN.' Clerk has confirmed with Cllr Beales that BCKLWN no longer employ dog wardens. However, stray dogs are still managed by the Council via arrangements with local kennels.

[Lost and stray dogs | Lost and stray dogs | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](https://www.west-norfolk.gov.uk/lost-stray-dogs)

Furthermore, Nuisance and dangerous Dogs can be reported to BCKLWN and any concerning incidents to the local Police force: [Dog control | Dog control | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](https://www.west-norfolk.gov.uk/dog-control)

Cllr Collins reported that the booking system for the MUGA Tennis/Pickleball court should be online soon. Thanks go to the CAPFA Committee for all their continued hard work.

- The Chairman confirmed that he had returned the signed CAPC/CAPFA, SLA document to the CAPFA committee, confirming the agreement for a further year.
- BCKLWN – Cllr Beales reported the following:

- Due to residents' concern, Ran Revir has been visited by BCKLWN Planning Enforcement to ascertain whether the current state of the site, as a 'gateway to the village' should be subject to an S215 'clean up' notice. S215 was not considered appropriate by BCKLWN planning.
- A successful D-Day celebration in Kings Lynn Staithe Square which involved the Mayor, High Sherriff and Chairman of the County Council. RAF Marham paraded (Navy and RAF) and some 50-60 cadets in attendance. A beacon was lit by the Mayor at 9:15pm and tanks duly fired in honour.
- Jill Bennett – former BBC Norfolk Reporter has been nominated to receive 'Freedom of the Borough', a prestigious honour only granted 2-3 times over the last decade.
- NCC – Cllr Moriarty confirmed that he had circulated to the Clerk a Defib funding scheme, as below:
- <https://londonhearts.org/defib-scheme/>
- <https://londonhearts.org/article/lh-launches-new-defibrillator-scheme-to-help-save-lives-across-the-uk/>

33. Matters requested by Councillors:

- a) Completion and signing of AGAR, Certificate of Exemption & Fixed Asset List by 30th June. The Clerk had presented and circulated the Annual Audit Report completed by Richard Price Accounting Ltd, due for return to PKF Littlejohn. Tim Hubbard (Chair) read the governance statement (Section 2) and both documents were signed by Clerk / Chair. The certificate of Exemption figures were confirmed as £17,811.00 gross income and £18,332.00 gross expenditure and under the 25K threshold for external audit. CAPC 'Fixed Asset List' is updated for 2024. Additionally, the 'spreadsheet of variances,' although not required by PKF has also been prepared and all documents are to be uploaded to the Castle Acre website. Rights of excise starts on June 14th 2024 and will complete on July 25th 2024, notice to be placed on the noticeboard on 14th June and sent to the website.
- b) Confirmation & signing of CIL return to BCKLWN.
Carried over CIL monies of £1,620.04 have been allocated to the village sign project to ensure that it is not withdrawn. Document signed by Chair / Clerk and Annual CIL return to be sent on 14/06/2024.
- c) Co-option of new Cllr.
Stuart Barlow, a Castle Acre Resident has put himself forward for Co-option and was voted in by the Council.
All in agreement (of new Cllr Co-option).
Clerk has received signed acceptance of office paperwork to send to Electoral Services on 14/06/2024 and awaits a signed copy of Declaration of Interests.

34. Correspondence

- a) Email received on 10/05/2024 from BCKLWN regarding changes to Gypsy and Traveller (sic erat scriptum) Accommodation Assessment (GTAA) and changes to local examination plan consultation, ending 21st June 2024.
Cllr Moriarty confirmed (point 17).
- b) Email from WNCT regarding information on Fakenham services/Hospital/GP appt Community Car Services and posters to circulate + place.
WNCT in addition to number 32 'go-to-town' service, also made the Clerk aware of a 'dial-a-bus' service to Fakenham and a further 'Community Car Scheme' for Hospital/GP appts run by DBS checked volunteer drivers on a nominal, pay-per-mileage system. Clerk has circulated posters to the PC and placed them on the PF noticeboard. For more information or to book transport please call

01553 770310.

- c) Email received from NCC 16/05/2024 regarding Grit Bin letter/audit.
Clerk has updated NCC Highways with additional Grit Bins which were omitted from the 'Master Grit Bin' Schedule,' incidentally these bins were previously missed off the 'fill rounds' in September of 2023.
- d) Email from Resident on 17/05/2024 regarding banner advertising Open Studios to be placed on fence by Bailey Gate w/c 20th May.
All in agreement, with no comments.
- e) Email received on 20/05/2024 from BCKLWN regarding postponement of Mayors Design Awards.
All Cllrs aware.
- f) Resident contacted the Clerk on 22/05/2024 requesting permission to erect a polytunnel on their allotment.
The PC discussed whether Polytunnels should be allowed on the old 'School Garden' allotments. There was concern about shadowing and rainwater 'run off' from large Poly tunnels to neighbouring plots and out of control weed growth between polytunnels. The PC is to write to the Resident to request a plan with size of Poly tunnel before making a final decision. At present one small shed only is permitted under 'Allotment Rules & Responsibilities point 3 *"The erecting of a tool shed must have the prior agreement of the Parish Council and must be no larger than 10' on any one side."* Additionally, any erected Shed must be removed upon vacation of the plot, if not wanted by the next Tenant. Clerk to draft response.
- g) Email received from resident on 27/05/2024 regarding the use of St James's Green, Orchard Lane parking area.
The PC discussed and confirmed the parking on the Holkham-owned and PC-leased land on St James Green (Orchard Lane/St James Green Street) was originally 'dug out' and by the PC to provide a parking space for residents. To this effect, the PC has recently placed a '**Residents Only**' sign on the Green. This is CAPC leased land and Skips should not be placed here without the express approval of CAPC. Those with additional parking provision are strongly advised to use it, reducing the pressure on residents who rely solely on this parking provision. Chair to draft letter.
- h) Email received on 27/05/2024 regarding parking for wedding reception guests on 10/08/2024 on Newton Road.
The Chairman had discussed with Nigel Chambers the option of parking behind the Cricket Pavilion on 10th August he requested that the Resident be able to contact him directly. Clerk to draft return email copying in Chair of CAPFA (complying with GDPR regulations).
- i) Email received from 'Country Style Recycling' on 28/05/2024 regarding bottle bank opportunities for the Parish.
The Chair to discuss with the new manager of the Ostrich Pub.
- j) Email received: 'Temporary Event Notice' (24/00592/LA_TEN) from BCKLWN on 30/05/2024 regarding an event on 8th June at Back Lane.
Castle Acre Summer Ball. All Cllrs aware.
- k) Email from Resident received on 03/06/2024 regarding faulty streetlight on Back Lane (back entrance to Ostrich).
Clerk has reported and chased.
- l) Email received from BCKLWN regarding Parish Planning meetings to be held in Assembly Rooms, King's Lynn.
Chairman & Cllr Fisher to confirm a September date with the Clerk.
- m) Call and email on 06/06/2024 from Resident regarding Ivy damage to fence.
Clerk has attended the site and noted Ivy growing from behind the fence, on PC-leased land. The Chair is to attend and to see if it is possible to remove Ivy personally, prior to booking any professional removal service.
- n) Email from local historian on 07/06/2024 regarding removal of Ivy by volunteers from lower part of Bailey gate on 07/06/2024 5-6pm.

Trained EH Volunteers, (covered under EH insurance), have removed the damaging Ivy from the lower Bailey Gate. The upper section to be removed by EH. Sincere thanks go to the Historian and EH Volunteer Group for their hard work.

35. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (May)	£ 447.17	
Daniel Mower Village Bench (Sandblast & Repaint) 15/05/2024	£992.00	Already paid.
Richard Price & Co Limited. Invoice no: 230780 Year accounts review 2023	£50.00 VAT: £10.00 Total Due: £60.00	
Richard Price & Co Limited. Invoice no: 230781 Year accounts review 2024	£50.00 VAT: £10.00 Total Due: £60.00	
Greenman Woodlands invoice no: 220503 22/05/2024. Removal of Field Maple and crown lift of Oak Tree on CAPF.	£270.00	
Re-imbursement to Tim Hubbard for 'Bitumen Macadam' tar to fill pothole St James' Green entrance to CAPF. Travis Perkins 01/05/2024. Invoice no: 05A03630	£38.25 VAT: £7.65 Total Due: £45.90	
Reimbursement of Gold Leaf and Paint to Ronnie Colman, Village Sign SOS project.	£219.44	
Donation to Friends of Castle Acre School. Re: Student Project.	£100.00	
Replacement of vandalised sign: South Acre Road for Ford: SSSI Heritage site sign. Limelight Signs. Ref: 104741	£34.08 VAT: £6.82 Total Due: £40.90	
SSE (DD) 05/05/2024 Invoice: IV00828320	Nil	
HSBC Banking Charges (DD)	£8.50	
Authorised for online payment by- Date: 13/06/2024 Signatory 1: Cllr Liam Manson Signatory 2: Cllr Tim Hubbard		

- Notes: SSE in debit to CAPC by £115.73 for 2 x incorrectly billed MPAN's.

- Richard Price is also due a catch-up payment for 2023 unpaid audit invoice.
- Cllr Chakrabarti proposed the approval of accounts to be paid, seconded Cllr Manson, all agreed.

36. Village Maintenance

- Vandalism at South Acre Road Ford including damage to SSSI and PC signs and post were reported to the Police Liaison Officer on 08.05.2024. Sincere thanks go to the Resident who has repaired and reinstated the sign.
- Vandalised and broken SSSI Heritage Site (Ford) sign to be ordered by Clerk 14/06/2024.

37. Public questions

- Cllr Moriarty requested information on when Fibre Broadband may be available to order as it appears both companies are no longer placing infrastructure in the Village. Clerk suggested trying the providers postcode checkers for Fibre.

The meeting closed at 9:18pm

The next full Parish Council meeting is scheduled for **Thursday 11th July 2024** at 7:30pm, at Castle Acre village hall.