



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

07815430777 
clerk@castleacreparishcouncil.gov.uk 
castleacreparishcouncil.gov.uk 

Minutes of Parish Council Meeting business conducted at Castle Acre Village Hall on 14th November 2024 at 7:30pm.

Present: Cllr Tim Hubbard - Chairman, Cllr Neil Patrick (Vice Chair), Cllr Liam Manson, Cllr Andy Collins, Cllr Laurie Fisher, Cllr Stuart Barlow & NCC / CAPC Cllr Jim Moriarty.

In attendance: No members of the public.

Apologies: Cllr Ilga Chakrabarti & Cllr Alistair Beales

75. Declaration of Interests:

Cllr Moriarty has updated his Register of interests (CAPC/NCC) and declared he will not take part in planning discussions due to the fact he is a NCC Cabinet member for Planning.

76. Minutes of PC meeting 10th October 2024: The minutes of 10th October were proposed for approval by Cllr Patrick and seconded by Cllr Collins, with no further comments. All agreed.

77. Health & Safety

Defib update: Cllr Chakrabarti & Clerk have produced a bespoke recording schedule to record regular checks. In the meantime Cllr Collins has been using the St Johns Ambulance checklist. The What 3 Words App location of the defib is 'rewriting. storeroom. painted.' Clerk to secure a laminated copy on the defib container to aid location finding in an emergency. Defib pads due to expire 30/11/2024, new ones have been ordered.

Trees update.

The Chairman reported the CAPF Ash trees have had a further condition inspection. Thanks to Tim Hubbard, Liam Manson & Andy Collins for their help on the working party to remove scrub and Ivy at the base of the trees prior to clear-up by a Contractor. Reduction work on the Field Maple Tree by the Skate Park will be carried out as weather permits, our thanks to local resident for funding.

78. Planning

Ref: 24/01656/F (02/10/2024)

Installation of Solar Panels on the roof at 5 Stone Barn Court, Castle Acre, PE32 2AQ

CAPC supports this application. The installation of the panels on the 'east, north-eastern' aspect of the property will have minimal impact on the street scene whilst helping to reduce the carbon footprint of the building. Proposer (of the solar panels) Cllr Manson, Seconder Cllr Patrick, all in agreement.

Ref: 24/00256/F (29/10/2024)

Erection of replacement dwelling (part retrospective), re-consultation of amended plans at Ran Revir, Bailey Street, Castle Acre.

CAPC is pleased to see that the decking has been removed from the SSSI riparian zone in this iteration of the planning application. The applicant's ecology report also details some measures (bird and bat species) to provide some biodiversity net gains. CAPC supports the application on the proviso that all concerns raised by BCKLWN Ecologist, Historical specialists & Environment Agency 'Flood Risk Assessment' concerns are addressed in full.

Proposer (to support with comments) Cllr Fisher, Seconder Cllr Patrick, all in agreement.

79. Updates on actions required from previous meetings:

40c. Castle Acre Visitor Car Park. Chair reported a new point of contact at Holkham, wishing to try and progress the issue.

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

Cllr Moriarty to contact NCC requesting an update on progress of TRO.

Reminder: Due to an increase in water levels and concern regarding the safety of the Ford, NCC have taken the decision to impose a temporary TRO. Barriers and signage were installed on 12th August 2024 which will remain in place until at least 27th Feb 2025.

04. Biodiversity Duty plan for Castle Acre.

Many thanks to our local historian and the Heritage Group volunteers along with Cllr Manson for their hard work in producing Castle Acre surveys for 2024, including plant and wildlife species along with a 'wildflower & wildlife' picture gallery. CAPC website's new 'Biodiversity' tab updated.

<http://castleacreparrishcouncil.gov.uk/biodiversity/>

Reminder: Cllr Manson to investigate whether cutting back river weed in the Nar across Minns meadow is in an EA schedule. To increase pollinator friendly areas in the village, part of Pales Green grassed area could be converted to raised wildflower bed (permission from Holkham to be sought).

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

Installation of galvanised, bolt-down bike rack has been completed at the VH by 31st October 2024 deadline. Grant funding of £46.79 has been transferred to PC account on 04/11/2024. Thanks to Tim Hubbard and a member of the VH committee for installing the rack.

09. EV charging units - Electric Vehicles NCC.

The Chairman awaits a response from Holkham. Clerk to chase NCC Electric Vehicles Team to ensure project funding & quarterly electricity bill remittance is still in place.

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

The Chairman and Cllr Chakrabarti to review at a meeting on 18/11/24. Cllr Chakrabarti will attend NALC Risk Management training in January 2025.

13. Options for new Bus Shelter on Massingham Road.

Clerk has submitted application for funding (50% match funding award) to the Parish Partnership Scheme run by NCC (receipt of the application 14/11/2024). Awards are published in March 2025, ready for the new financial year. Westcotec have agreed to hold their quoted price until awards are finalised. Thanks to Cllrs Moriarty and Beales and a member of the CAPFA committee for their assistance with the application. CAPC would also like to extend thanks to those that have donated funds towards the project (Swaffham Vets & Gate 4 Productions). If successful, £893.50 will be allocated from the NCC Cllrs Highways budget. To view application paperwork, contact the clerk.

17. Local examination hearings

Update provided on 10/10/2024 October 2024. CAPC response submitted. Item to be removed.

22. East Green Regeneration

The PC would like to thank the forestry team from Holkham who coppiced the southeastern hedgerow and removed dead Elm trees, to make way for new planting. Chair to meet with Chair of CA School Friends on 23/11/2024 to discuss School involvement in the project. Any residents interested in volunteering, please contact Tim Hubbard (Chair).

23. Allotments

Allotment holders' views have been canvassed via the annual renewal letters regarding a 'plot share' scheme to be made available for tenants who require a smaller plot. Two allotments have become available, taken on by two new tenants, and one plot share agreed. Another plot will become available at the end of November. Clerk to review waiting list. Any Resident wishing to be added to the waiting list, please contact the Clerk.

24. (2024) Stocks Green Christmas Lights / Decorations

Thanks to Wittles, The Ostrich Pub and a resident for their kind donations towards a Christmas tree & decorations for Stocks Green. Cllr Patrick is arranging and installing a 12 ft tree with giant baubles and solar lights for Christmas 2024.

25. (2024) The Drovers Solar Farm

Update under 'Matters Requested.'

26. (2024) Food Van pitch request CAPF by a Great Massingham Resident.

The Chairman & Chair of CAPFA have discussed and agreed it would not be appropriate for a Food Van to be located on the Playing Field at this time. Chair to draft response to the applicant.

- Cllr Manson left the meeting at 8:00pm

80. REPORTS

- Highways – Cllr Moriarty suggested an CAPC application to NCC Highways for a new SAM2 Monitor due to speeding vehicles coming into the Village and in addition, the current one is getting old and has had very poor serviceability.
- Village Hall – New bike rack installed. VH Committee to explore landscaping the surrounding grass area.

- School – None
- CAPFA – Cllr Collins reported that a project to install lighting on the MUGA and football pitch has been given consideration. Planning permission might be required. Clerk to circulate CAPC Dark Skies Policy to CAPFA for their consideration. Furthermore, funding from the FA is being sought to try and address land drainage on the football pitch.
- BCKLWN – None.
- NCC – Cllr Moriarty circulated an emailed report:

One Million Trees: Subsidised Trees & Busseys Community Tree Grant:

*The ‘One Million Trees for Norfolk’ subsidised tree scheme is open for any Norfolk resident to apply for tree packs (and tree protection) at up to 50% off the original price. Those interested can apply for subsidised tree packs by visiting www.norfolk.gov.uk/subsidisedtreepacks

*NCC have partnered with Bussey’s (a local car dealership), to launch the Bussey’s Community Tree Grant. £10,000 in funding support for tree planting projects across Norfolk. Schools, Charities, Parish Councils, and community groups can apply for grants to £2,500. For application information, visit www.norfolk.gov.uk/busseyscommunitygrant

*NCC is partnering with Norfolk Farming & Wildlife Advisory Group to offer [free advice](#) on grant applications to landowners who wish to plant more the 0.5ha of woodland (Woodland creation).

- For a full report, contact the Clerk.

Cllr Moriarty confirmed that NCC were considering turning off streetlights at Bawsey Dips, which would save NCC 40K. This Budget proposal is at the second round of consultation.

81. Matters requested by Councillors:

- a) Co-option of new Cllr.
Anne Mason has put herself forward for a co-opted position on CA Parish Council. After discussion there was a unanimous vote supporting her application and an invitation for her to join CAPC. Proposer (of Co-option) Cllr Fisher, Seconder Cllr Moriarty. All in agreement. Clerk to send Declaration of Acceptance, Register of Interests and Code of Conduct forms to Anne. A warm welcome Cllr Anne Mason. Castle Acre Parish Council now has nine Councillors with no further vacancies.
- b) Clerk salary, local government services pay agreement 2024
In line with Government recommendation and new spinal point PayScale (published in Nov 24), the Clerk’s hourly rate will increase to £15.33 p/h and backdated to 1st April 2024. Proposer (of the increase & backdated pay) Cllr Collins, Seconder Cllr Patrick. All in agreement.
- c) Cllr training for Cllr Chakrabarti re: ‘Risk Assessment Schedule’ via NALC (cost £25 exc. VAT for NALC members) on revised date of 15/01/2025. All Cllrs aware.
- d) Cllr training for Cllr Stuart Barlow ‘Cllr Basic Skills & Flying Start’ via NALC (cost £75 exc. VAT) on 21/01/2025 & 28/01/2025.
- e) RBL laying of wreath on 10/11/2024

Thanks go to Cllr Patrick for laying the wreath on behalf of CAPC and CA RBL for organising the annual parade.

- f) Parish Planning meetings update
Cllr Fisher recapped the topics covered at the meeting. Clerk to resend Parish Meeting update slides (planning & enforcement issues / CIL / Biodiversity Net Gains).
- g) South Acre Road Riverbank Repairs
Repair works have been discussed by Norfolk Rivers Drainage Board, NCC Highways & Natural England, with expert advice sought from Charles Rangeley-Wilson. Repair works proposed include wooden edging supported by stakes backfilled with coir matting rolls at the riverbank to encourage plant regrowth. Once Natural England & Rivers Authority have approved, the repair works will commence on receipt of insurance claim funding (GE BE).
- h) Castle Acre recycling options:
Current scheme offers £69.97 per tonne of paper via the NCC recycling credit scheme. The Chair has discussed with the Chair of CAPF to place a paper bank on the CAPF (car park area). Residents could use the paper bank to recycle newspapers, books and magazines. Chair proposed trial run. All in agreement.
- i) New Defib Pads needed & updated checklist. (AED SP-1 pads x 1 pack, 2-year shelf life: £70 plus vat = £84 with free shipping)
Due to 30/11/2024 pad expiry, Clerk to order immediately.
- j) Budget update for year 2024-2025
Annual budget is in preparation, ahead of the precept application in January. TTSR and Gary Lake along with one additional contractor to be contacted, regarding greens cutting quotes for next season.
- k) The Drovers Solar Farm consultation, to submit comments by 6th December 2024
A CAPC Solar Farm 'Steering Group' will be put in place to respond to the NSIP (Nationally Significant Infrastructure Project) consultation. Concerns such as the impact on local ecology, loss of arable land, historic landscape, transport noise, construction traffic, perimeter lighting (Dark Skies Policy) & H&S (battery storage) have been initially identified. Steering group to submit comments for informal review by Cllr Moriarty, prior to submission.

82. Correspondence:

- a) Email from BCKLWN Democratic Services 07/10/2024 regarding Statutory Review to be completed by 27/10/2024.
CAPC Cllrs voted **not** to receive any allowances. Clerk submitted a response.
- b) Email received from ICO (Information Commissioner's Office) on 03/10/2024 regarding upcoming 'Data Protection Fee' (DD payment) 26/11/2024.
- c) Email received on 09/10/2024 from BCKLWN Environment & Planning to circulate information & updates from the Parish Update sessions. (See point 81. F)
- d) Email received on 09/10/2024 from NCC regarding the Norfolk Minerals and Waste Management Plan.
Cllr Barlow & Cllr Moriarty drafted a response submitting pertinent questions to the planning dept. Contact the Clerk for details.
- e) Email received on 17/10/2024 from BCKLWN Planning regarding Local Plan Modifications.
Representation deadline: 11.59 pm on Friday 29 November 2024.
No further action required.
- f) Email received on 17/10/2024 from NALC President regarding Board restructure and member extraordinary meeting request. CAPC chose to allow NALC to follow its own internal processes.

- g) Email received on 20/10/2024 from a Resident sharing concerns submitted to the online portal regarding The Droves Solar Farm project and its impact.
- h) Email received on 21/10/2024 from BCKLWN regarding 'Let's Talk West Norfolk Survey'
- i) Email received on 22/10/2024 from NALC Chair, qualifying reasons for the recent dismissal of a Board Member and cover arrangements.
- j) Email received on 26/10/2024 regarding a flickering streetlight on Pyes Lane. Reported and schedule for repair.
- k) Email received on 01/11/2024 from NALC Chair confirming no need for EGM.
- l) Email/letter from The Droves Solar Farm on 08/11/2024 and the Planning Inspectorate identifying Castle Acre PC as a 'Consultation Body' for 'scoping opinion' purposes, with comments to be lodged by 06/12/2024 deadline.
Steering group members to be formalised prior to submission.

83. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (November) payment. Pay Award, Back payment to April 1 st 2024	£466.34 £135.41 Total Due: £601.75	
Clerk Reimbursement: 1 x Galvanised bolt down Bike Stand for VH. 18/10/2024 'The Workplace Depot'. Order: 206-0001426-1106762		Total: £46.79 VAT: Nil Delivery: Free Total Due: £46.79
Reimbursement Tim Hubbard 29/08/2024. Travis Perkins Swaffham. Inv: 08A42510 for 2 x Post Crete Bags (Resetting Heritage Sign)	Total: £12.30 VAT: £2.46 Total Due: £14.76	
TTSR (final greens cutting invoice for season). Inv: 9630 (V2) 05/11/2024 Inc. 1 x cut to Newton Road Trod.	Total: £543.31 VAT: £108.66 Total Due: £651.97	
K&M Lighting Services re: Streetlight repair to no: 9020, Pyes Lane Invoice 9023 31/10/2024	Total: £80.00 VAT: £16.00 Total Due: £96.00	
SSE (DD)	Total: £30.64	

*Credit Note ref: 8700337318 Invoice: IV01733122 01/09/2024 – 30/09/2024	VAT: £1.46 Total Due: Nil <i>No funds taken, due to credit balance/ ongoing complaint.</i>	
HSBC Banking Charges (DD)	£8.00	
Authorised for online payment by- Date: 14/11/2024 Signatory 1: Cllr Tim Hubbard Signatory 2: Cllr Neil Patrick		

Gross interest of £99.75 on 06/09/2024 acc no:644.

- Cllr Jim Moriarty proposed the approval of accounts to be paid, seconded by Cllr Fisher, all agreed.

84. Village Maintenance:

Clerk reported the following:

* Clerk reported a flickering streetlight on Pyes Lane to K&M for repair on 29/10/2024. Repair completed.

*Clerk reported slippery, wet leaves on roads surrounding Stocks Green on 01/11/2024 and requested NCC Highways leaf sweeper remove prior to Remembrance Day Parade. Did not meet NCC inspection criteria.

*Clerk reported (for a third time) deep, increasingly dangerous / large pothole on Back Lane, opposite Barleywood. Scheduled for repair.

85. Public questions

None.

The meeting closed at 9:09pm

The next full Parish Council meeting is scheduled for **Thursday 12th December 2024** at 7:30pm, at Castle Acre Village Hall.