



Castle Acre Parish Clerk: Ms Amy Hart
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Minutes of Parish Council Meeting business conducted at Castle Acre Village Hall on 9th January 2025 at 7:30pm.

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

In attendance: No members of the public.

Apologies: BCKLWN Cllr Alistair Beales

96. Declaration of Interests:

Cllr Moriarty will continue to abstain from voting on planning applications due to being an NCC Cabinet Member for Planning.

97. Minutes of PC meeting 12th December 2024: Cllr Fisher proposed the correction of '*witing, to writing*' in point 12 '*Health & Safety/Risk Assessment for PC*'. The minutes of 12th December were proposed (with the correction) for approval by Cllr Manson and seconded by Cllr Collins, with no further comments. All agreed.

98. Health & Safety

Cllr Barlow reported a pothole on Massingham Road junction. Cllr Manson confirmed the faulty railings on the Footbridge over South Acre Road Ford have been fixed.

Defib update: Cllr Collins is now using the new CAPC reporting Schedule and has reported that the battery is functioning well in the cold weather currently performing at 2 'bars'. Cllr Chakrabarti reported that the Defib has been successfully registered 08/01/2025 with the 'National Defibrillator Network', this service is connected to the East of England Ambulance Service. Cllr Chakrabarti to further investigate 1) internal cabinet signage and 2) Volunteer Defib training via selected charities/organisations.

Reminder: The What 3 Words App location sign is to be fixed in place on the outside of the Defib container.

Trees update.

CAPF Trees. The Chair confirmed quotes are to be sought for works to the Ash trees (near footpath to North Street) / the Lime tree within the Play Area (following the tree condition survey by 'Ligna'). Suggested works (none being urgent) will be booked in the coming months.

99. Planning

Ref: 24/02098/BT (26/11/2024)

Removal of 11 public payphones. 7 being Listed, where the removal of telephony followed by locking of the kiosk is proposed at Various Locations King's Lynn & West Norfolk

Reminder: BT wish to remove the telephony from the Stocks Green payphone and to lock the box. BT own this Listed Building and are responsible for its upkeep (to paint every 10 years/maintain windows). Chair reported that just 34 calls were made from the payphone on Stocks Green in the last year.

CAPC supports BT's proposal to remove the telephony and the locking of the Payphone (Listed Building) on Stocks Green, Castle Acre. This support is on the understanding that BT are still responsible for the maintenance and upkeep of this listed building. In addition, CAPC have requested to become keyholder/supplied with a duplicate key, to be able to access the Phone box in case of emergency.

Proposer (to support, with comments) Cllr Patrick, Seconded by Cllr Manson. All in favour.

Ref: 24/00256/F (13/12/2024)

Erection of replacement dwelling (part retrospective) at Ran Revir, Bailey Street, Castle Acre.

As previously stated, CAPC is pleased to see that the decking has been removed from the SSSI riparian zone in this latest iteration of the planning application. The applicant's ecology report also details measures (bird and bat species) to provide some biodiversity net gains. CAPC are only content to support the application on the understanding that the following concerns are resolved:

Environment Agency flooding issues are addressed in full, with no impacts on the River Nar, SSSI or adjacent properties. It is noted that the Environment Agency in their latest consultation response dated 10th December 2024 still maintains their objection to the development. CAPC having no expertise in this area are concerned about the location of the Compensatory Storage area in the north-western corner of the site. As this is currently the highest area within the site, how can this be viable? CAPC would also like to express concerns about the impact of this area on the neighbouring property, especially buildings and boundary wall. Does the location of this CSA also increase the risk of driveway & highway pollution reaching the River Nar?

Norfolk Rivers Drainage Board, Discharge of water to a watercourse consent requirement. The appropriate approval is acquired.

All required Historical surveys are completed in full. The BCKLWN planning portal does not give CAPC visibility of these conditions being satisfied.

Proposer (to support with comments) Cllr Patrick, Secunder: Cllr Manson. All in agreement.

100. Updates on actions required from previous meetings:

40c. Castle Acre Visitor Car Park. No further updates.

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

“Statuary Consultation ref: U22074 /U33280 Castle Acre - South Acre Road Ford - Prohibition of Motor Vehicles (except solo motorcycles) Traffic Regulation Order.”

Tim Hubbard (Chair) confirmed that CAPC submitted their support to the TRO consultation on 13/12/2024. Cllr Moriarty confirmed that the preliminary consultation is completed and that the formal consultation/adverts stage via NP Law is to follow in January.

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.

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

The Chairman and Cllr Chakrabarti to progress. Cllr Chakrabarti has met with Cllr Mason to discuss the processes involved in writing a risk assessment, using examples from the Heritage Group and other voluntary organisations and is to update at February's meeting, following attendance of the NALC Risk Management

training in January 2025. In addition, Cllr Mason suggested an 'Incident/Near Miss Register' be kept by the PC. Clerk to investigate.

13. New Bus Shelter on Massingham Road. No recent updates.

Reminder: Clerk has applied for 50% match funding to the Parish Partnership Scheme run by NCC (receipt of the application 14/11/2024). Awards are confirmed and published in March 2025, ready for the new fiscal year.

22. East Green Regeneration – Hedge Planting, update

The Chair reported that approx. 50 metres of new hedge is due to be planted during this Winter, (an updated total of) 375 bare-root whips are required (7 plants p/m in a double row). Cllr Manson has successfully applied through NCC's 'Million Trees for Norfolk' scheme, for the hedging plants and guards which will be delivered on Saturday 15th February 2025. Thanks go to Cllr Manson for his support. Clearing the planting area and planting to commence the weekend of 15/02/2025 – 16/02/2025. The PC is involving both CA Hort Soc, CA School and CA Heritage Group in this Biodiversity Community planting project.

23. Allotments, seasonal agreements, new tenants and rents - update

Three tenants are still to pay the annual rent for the 2024 season which was due 1st November 24. Clerk to review waiting list, any Resident wishing to be added to the waiting list please contact the Clerk. Allotment Terms will be reviewed for 2025 with potential admin fee being added for very late payments of rent, and/or automatic reallocation will be discussed prior to next season's agreements.

24. (2024) Stocks Green Christmas Lights / Decorations

Thanks go to Cllr Patrick for removing the tree and for kindly storing the decorations for next year. All funds were covered by donations.

25. (2024) The Drovers Solar Farm (& joining CPRE alliance?)

Note: CAPC will retain a neutral stance while Island Green Power completes their 'Environmental Impact Statement'. Joining the CPRE will assist the PC 'Solar Team' in this 'fact finding stage' of the early consultation process and publicly confirms that this does not represent bias.

Proposer (to join CPRE alliance) Cllr Fisher, Seconded by Cllr Collins. All in agreement.

101. REPORTS

- Highways – The Chair confirmed that Castle Acre's grit bins have not been replenished for the last 18 months. Cllr Moriarty confirmed that he has spoken to Highways and that Gayton Thorpe have also been missed off the top up rounds and would seek an update for filling.
- Reminder: The Chair reported his concern about the speed of vehicles crossing the junction at St James Green into North Street, there are no 'Give Way' signs at that junction. Clerk to chase Andy Wallace regarding signs.
- Village Hall – None.
- School – Congratulations to the 'Friends of Castle Acre School', who have held a successful Christmas Fayre/Fundraiser and raised the sum of £800.00 for the 'Friends'.
- CAPFA – Cllr Collins reported that CAPFA have approved and appointed the Inspector to conduct the annual safety inspection of the play areas and equipment.
- BCKLWN – None.
- NCC – Cllr Moriarty emailed a report, covering the below areas:

- A successful NCC bid to improve local transport of 7.4 million
- A further 15.9 million allocations to improve local bus services including lowered fares, Sunday services and improved waiting areas/SMART noticeboards. NCC would like to request your views/ideas on how this could be spent by emailing niki.park@norfolk.gov.uk by the end of January 2025 please.
- For a full report, contact the Clerk.
- Cllr Moriarty also updated the PC on the current Government steps towards Devolution in Norfolk which would entail a Strategic Authority covering both Norfolk and Suffolk headed up by a directly elected Mayor, along the lines of existing mayors such as Andy Burnham and, previously, Andy Street in the Midlands.

There is also Local Government Reorganisation on the horizon which would see the Norfolk district and county council swept away and replaced by a system of unitary authorities. There are few details at this stage, but we anticipate learning later this month if the 2025 county elections are to be postponed.

CIL funding rounds will be reduced to one this coming funding year as the Borough Council reviews its governance arrangements and considers allocating a greater percentage of available funds to urgent upgrades in larger infrastructure projects.

102. Matters requested by Councillors:

- a) Contracts for grass cutting season 2025, PC Greens and CAPF.
Clerk confirms the cutting contracts, a one-year contract to Gary Lake for the Playing Field & a further three-year contract to TTSR for the Village Greens and hedge maintenance.
TTSR quoted £1989.77 for this year with 2% increases for each 2026/2027. Gary Lake quoted £2,950.00 for this year. Thanks go to Gary Lake & TTSR for their continued hard work.
- b) Budget discussion for fiscal year 2025/26, setting of CA precept prior to January submission deadline.
The Chair presented an updated budget and suggestion for £22,660.21 to be requested from BCKLWN. The increase aligns with receiving a further renewed 5-month contract from SSE (street lighting). Quotes from EDF & Octopus Energy were sought but not provided.
Note: If approved the CA Band D property PC Precept would increase by £2.87 per annum from £55.82 to £58.69 for 2025/26
Proposer (of the SSE contract) Cllr Chakrabarti, Seconder: Cllr Collins. All in agreement.
Proposer (of the precept sum) Cllr Patrick, Seconder: Cllr Manson. All in agreement.
- c) The purchase of a Castle Acre SAM2.
Andy Wallace of BCKLWN Highways was sent the three proposed siting locations for approval on 18/12/2024. Chair and Cllr Moriarty to chase request for MOU between CAPC and NCC.
- d) K&M invoice 8812 06/07/2024 (Back Lane Streetlight Repair).
No response from K&M regarding warranty. Clerk to follow up.
- e) Outline of prospective Heritage work for 2025 (Cllr Anne Mason).
 - Completing the Gravestones Survey - March to June
 - Working with the Holkham Estate to conserve the water meadows' structures.
 - Fieldwalking where archaeological finds have been previously recorded or where buildings are known to have existed. Late February - March.
 - Comparing the 1714 and 1757 Holkham CA maps with the landscape today June to August
 - Investigating the disturbed ground within the castle. Probably September.
 - Continuing with the birdwatching walks and the wildlife surveys. Monthly
 - Conducting a tree survey.
 - Caring for the Non-conformist Burial Ground.
 - ***Dates for all activities to June 2025 are being completed for circulation, all are free for anyone to attend.***

103. Correspondence:

- a) Email received from Norfolk Trails on 09/12/2024 regarding replacement boardwalk, works to the Nar Valley Access path at West Acre starting 6th January 2025.
Clerk placed a poster on PC (Budgens) Noticeboard.
- b) Letter from SSE dated 09/12/2024 reminder that current fixed term 'contract' is due to expire on 28/02/2024 and will be moved to variable rates, unless renewed.
A new 5-month fixed rate quote has been sought by the Chair ref: AGR2293394, starting 01/03/2025 and completing 31/07/2025.
- c) Email from resident received on 11/12/2024 regarding the most recent planning iteration for Ran Revir. Discussed under Planning.
- d) Email from TTSR received on 13/12/2024 regarding CAPF quote for cutting season 2025. Discussed under point 'a' of Matters Requested.
- e) Email received 18/12/2024 from BCKLWN regarding this year's forthcoming CIL applications.
Clerk circulated to VH and CAPFA. CIL application by CAPFA to develop a Car Park behind the Cricket Pavillion for next round to be further discussed.
- f) Letter received on 20/12/2024 from HMRC dated 10/12/2024 (sent to incorrect Clerk address).
Letter informing that CAPC VAT 126 returns reference number (QV126000105166) is now to be prefixed with an additional 'X' to an updated 'XQV12600105166'. Clerk has noted and filed.
- g) Email and letter/safety handbook received on 19/12/2024 from CAPC Police Liaison Officer owing to several recent local Cemetery Thefts across Norfolk & Suffolk.
Clerk has circulated to PC, VH & CAPFA.

104. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (January) payment.	Total Due: £466.34	
Clerk Reimbursement: 27 XL Epson 27 compatible cartridges (Black). Invoice: 206-5516100-4891539 Date of purchase: 10/12/2024	Total: £17.99 VAT: £3.60 Total Due: £21.59	
*Final castleacre.info website hosting fee. Inv. CAL 026. Dominique Lorenz. Unlimited Web Hosting (22/08/2023-21/08/2024)	Total: £39.90 VAT: £7.98 Total Due: £47.88 (inc. backdated total cost from 2023)	
* SSE (DD) * Credit Note ref: 8700337318 * Invoice: No invoice received. * Credit balance £ ?	Total: £? VAT: £? Total Due: Nil <i>No funds taken, due to credit balance/ ongoing complaints.</i>	

HSBC Bank Charges November (DD)	£8.00	
Authorised for online payment by- Date: 09/01/2025 Signatory 1: Cllr Neil Patrick Signatory 2: Cllr Liam Manson		

*Corrected Invoice for .info site, resubmitted/alterd to £47.88 Inv: CAL 026.

*Gross interest of £78.35 on 06/09/2024 acc no:644.

Cllr Neil Patrick proposed the approval of the accounts to be paid, Seconded by Cllr Mason. All agreed.

105. Village Maintenance:

Clerk reported the following:

* Clerk reported two broken horizontal rails at South Acre Ford bridge to NCC Highways, FAO Norfolk Trails.
Ref: 7397-1445-3709-9280. Scheduled for repair.

106. Public questions

None.

The meeting closed at 9:17pm

The next full Parish Council meeting is scheduled for **Thursday 13th February 2025** at 7:30pm, at Castle Acre Village Hall.