



Castle Acre Parish Clerk: Ms Amy Hart
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NOTICE IS HEREBY GIVEN OF THE CASTLE ACRE PARISH COUNCIL MEETING TO BE HELD AT CA VILLAGE HALL 19:30 ON THURSDAY 13th MARCH 2025, REGARDING THE FOLLOWING BUSINESS:

1. APOLOGIES

2. MINUTES of the PC meeting 13th February 2025

3. DECLARATIONS OF INTEREST

4. HEALTH & SAFETY reports on any new H&S issues. 'Defib'. Tree report (Split/fallen trees on Broadmeadow Common / Fiddlers Green) - update

5. PLANNING

Ref: 25/00364/F 04/03/2025

Householder: Linking of the two cottages to make one dwelling, addition of a small balcony at first floor level, replacing glazed roof to garden room with solid insulated roof, installing a flat roof over the existing courtyard to make it an internal space. Installation of a new doorway to the rear of the property to gain access from the rear garden at Hill House and Ivydale 4 Baileygate Cottages, Stocks Green, PE32 2AE.

6. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS

- 40c.** (2023) Castle Acre Visitor Car Park – update.
- 42.** (2022) South Acre Rd ford, TRO. Chair to update on statutory consultation.
- 12.** (2024) Health and Safety schedule / risk assessment for Parish Council.
- 13.** (2024) Massingham Road Bus Shelter, (funding application submitted)
- 22.** (2024) East Green Regeneration – Hedge Planting, update
- 25.** (2024) The Doves Solar Farm – update
- 27.** (2025) Review of banking processes and further banking options – to discuss
- 28.** (2025) Devolution of Norfolk & Suffolk update (Cllr Beales / Cllr Moriarty to update)

7. REPORTS

- Highways
- Village Hall, CA School, CA Heritage Group, CAPFA, BCKLWN & NCC.

8. MATTERS REQUESTED BY COUNCILLORS

- a) The purchase of a Castle Acre SAM2. Decision on shared SAM2 with Sporle - update and discuss.
- b) Castle Acre in the 1950-60's, memories shared by Resident, referencing prior project work of CANL Heritage Project – update.
- c) CAPFA AGM 22nd April 2025 and annual CAPC / CAPFA SLA (Service Level Agreement) Required maintenance repairs to the play area – update.
- d) CAPC Archival documents from 1970-2023 (accounts, planning & correspondence etc) left in care of previous Clerk, by prior Clerk. CAPC to decide which documents (as referenced in spreadsheet) to store or to file with Norfolk Records Office – to update & discuss.
- e) Cake Stall, Stocks Green permission request, 12th April 2025 (fund raising for St James Church flowers).
- f) CAPC end of financial year 31st March 2025, actual performance against budget and account balances. Chair to update.

9. CORRESPONDANCE

- a) Email received on 18/02/2025 from Microsoft regarding confirmation of subscription renewal for sum of £84.99.
- b) Email received on 18/02/2025 from BCKLWN regarding Devolution & public consultation.
- c) Email received on 18/02/2025 from NCC information regarding Hazardous Waste days to be held at Norfolk Recycling Centres – update
- d) Email from Chair of CAPFA regarding AGM date 22/04/2025 & CAPFA/CAPC annual SLA agreement.
- e) Email received from BCKLWN on 19/02/2025 regarding Parish, Town Clerk & Cllr Devolution briefing to be held on 17/03/2025 6pm-7:30pm via Teams or in person at the Town Hall – update.
- f) Email from NCC on 20/02/2025 regarding width restriction order to come into force on 24/02/2025 at Newton Mill Bridge.
- g) Email & letter received on 21/02/2025 from BCKLWN regarding Implications of Government's most recent (2023) Housing Delivery Test results for the Borough Council, in terms of decision making – update
- h) Letter received on 21/02/2025 from SSE regarding changes to electricity billing – update
- i) Email received on 21/02/2025 from NCC Planning regarding overhanging vegetation within boundary at Newton by Castle Acre. Resolved.
- j) Emailed letter received on 24/02/2025 regarding inspector's report for BCKLWN 'West Norfolk Local Plan'. Link: https://www.west-norfolk.gov.uk/info/20079/planning_policy_and_local_plan/951/local_plan_review_2021-2040_examination
- k) Email received on 26/02/2025 from NALC regarding new Finance Officer / IT Officer – update.
- l) Email & letters received on 28/02/2025 from BCKLWN Democratic Services regarding recommended Chair/Elected Cllrs Allowances – update.

m) Email received on 28/02/2025 from BCKLWN regarding budget for 2025-2026 – update.

10. ACCOUNTS

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (March) payment.	Total Due: £466.34	
Reimbursement to Clerk 2 x combination padlocks ref: SAM2 mast fitting/security. 04/03/2025 Inv: 206-0142983-0717949	Total: £5.82 VAT: £1.17 Total Due: £6.99	
Westcotec Limited Inv. 16544 07/02/2025. 1 x SAM2 Unit 1 x Dual Colour Option 1 x Bluetooth Data Collection Option (+ 2 x batteries with charger, 2 x post clips, memory stick + software & manual).	£3,175.00 £270.00 £379.00 VAT: £764.80 (CAPC to reclaim)	Total: £3,824.00 Total Due: £4,588.80
Repair to St James Green Bin, inner steel liner (repaired and refabricated base)	Total: £40.00 VAT: Nil Total Due: £40.00	
K&M streetlight repair: Foxes Meadow, Inv: 9016 03/03/2025 K&M streetlight repair: Pyes Lane Inv 9019 03/03/2025	Total: £80.00 VAT: £16.00 Total Due: £96.00 Total: £80.00 VAT: £16.00 Total Due: £96.00 (£192.00)	
SSE (DD) Invoice: No invoice received.	Total: £ ? VAT: £ ? Total Due: Nil (No invoice yet, due to new 5-month contract starting 28 th February 2025)	

HSBC banking charges (DD)	£8.00	
Authorised for online payment by- Date: Signatory 1: Signatory 2:		

Gross interest received £ tbc acc no:644.

VILLAGE MAINTENANCE

Repair of St James Green Bin, inner steel liner – resolved / repaired.

Clerk reported the following on 21/02/2025

- *Pothole on Pyes Lane, near to ‘Friars Croft’, in wheel track opposite Village Hall car park
- *Archer Lane street sign broken in two, near to ‘Chancers’ on the corner of St James Green
- *A string of potholes in wheel track on North Street ‘joining up’ due to cracks in road surface.
- * Two potholes in wheel track on Archer Lane near to ‘Bali Hai’ and one in front of ‘dug out grip’.
- *One large/deep pothole on Massingham Road by grassed traffic triangle (opposite the Water Tower) and one sunken roadwork patch with developing potholes.
- *Faulty streetlight at no. 4 Meadow End, Foxes Meadow reported to K&M on 26/02/2025 – repaired.

Cllr Patrick reported the following on 02/03/2025

- *Faulty streetlight at top of Pyes Lane, High Street end reported to K&M – repaired.

PUBLIC QUESTIONS

Next PC meeting: Thursday 10th April 2025 at 19:30pm in the CA Village Hall.

Signed.....