



Castle Acre Parish Clerk: Ms Amy Hart
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Minutes of Parish Council Meeting business conducted at Castle Acre Village Hall on 13th March 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 Anne Mason & NCC/CAPC Cllr Jim Moriarty.

In attendance: One member of the public.

Apologies: Cllr Ilga Chakrabarti & BCKLWN Cllr Alistair Beales

118. Declaration of Interests:

Cllr Moriarty will not take part in Planning decisions, due to his ongoing position as Cabinet member for NCC Planning Board.

119. Minutes of PC meeting 13th February 2025: The minutes of 13th February were proposed by Cllr Mason and seconded by Cllr Manson, with no further comments. All agreed.

120. Health & Safety

Cllr Mason confirmed that the second rail of the footbridge at South Acre ford (over the river Nar), has rotted through, and poses a potential H&S risk. Clerk to re-report to NCC Highways again.

Defib update: Cllr Collins undertaking weekly checks, Defib operating and at 2 bars, no action required. Reminder: Cllr Chakrabarti to further investigate 1) internal cabinet signage and 2) Volunteer Defib training.

Trees update.

CAPF Trees. On 08/03/2025 Clerk reported to Holkham Forestry team 2 x split/fallen Trees impeding public access on the western path through Broadmeadow Common / Fiddlers Green woods. Chair to check the 1977 lease to confirm Holkham's ownership/stewardship of the woodland. Reminder: The Chair is awaiting quotes for works to the Ash trees near the footpath to North Street and the Lime tree within the Play Area.

121. Planning

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

Householder: Linking of 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.

The Parish Council supports the application. The proposed works consider the listed building status of these historic dwellings on a street with heritage assets of designated national significance. The alterations will not alter the exterior 'street scene' (Stocks Green) and will improve energy efficiency (climate net gain) with additional roof insulation. The amalgamation is also more likely to encourage permanent residency rather than holiday or second home use.

Proposer (to support the application) Cllr Patrick, seconded by Cllr Fisher, all in agreement.

111. Updates on actions required from previous meetings:

40c. Castle Acre Visitor Car Park. No new updates. **Reminder:** Tim Hubbard (Chair) reported that he is currently awaiting a new contact via the Holkham Homes / Development team to progress.

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

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

Tim Hubbard (Chair) confirmed the formal statutory consultation/adverts stage via NP Law is to follow in the coming weeks. **Reminder:** Due to an increase in water levels and concern regarding the safety of the ford, NCC imposed a temporary TRO. Barriers and signage were installed on 12th August 2024.

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

The Chair reported that the H&S schedule / PC RA are currently being progressed.

13. New Bus Shelter on Massingham Road

Cllr Moriarty confirmed that the application for funding has been successful. Clerk to receive NCC/PPS contract with CAPC funding criteria in the coming days.

22. East Green Regeneration – Hedge Planting, update

The Chair confirmed that Snowdrop bulbs are to be planted around the site within the coming days. **Reminder:** Cllr Moriarty has submitted an invoice £154.50 CAPC02 14/01/2025 to NCC.

25. (2024) The Drovers Solar Farm

No further updates.

27. (2025) Review of banking processes and further banking options.

The Chair updated the PC with details of ‘Sector Specific / Community Bank’, the ‘Unity Trust Bank’, which offers two stage online authentications (submit/authorise). Clerk to circulate link for a PC decision in April, post BCKLWN’s first bi-annual CAPC precept payment.

28. (2025) Devolution of Norfolk & Suffolk update

Cllr Moriarty emailed a report covering Devolution, Local Government Reorganisation and Council Budgets.

The ‘devo deal’ for Norfolk will create a new directly elected Mayor for Norfolk and Suffolk – to be known as a ‘Mayoral Combined Authority’. If LGR goes ahead Norfolk and Suffolk will potentially have unitary bodies.

The Mayor will have powers over various strategic issues like transport planning and the allocation of housing that are currently with the government..

For a full copy of the report, contact the Clerk.

To read further and have your say (deadline 13th April 2025), follow the below link:

<https://www.norfolk.gov.uk/article/38871/Norfolk-devolution-and-local-government-reform-updates>

Reminder: Chair & Cllr Moriarty to attend BCKLWN Devolution meeting at KL Town Hall on 17th March 6-7:30pm.

Clerk to attend via Teams / circulate link to PC.

123. REPORTS

- Highways – See below, under ‘Village Maintenance’.
- Village Hall – No updates.

- School – Exec Headteacher Mrs Neary confirmed the following: CA School recently underwent a Statutory inspection via Anglican Methodist Churches and was designated as a ‘National Model of Good Practice’. Congratulations go to the school/staff & children for achieving this status.
- To positively respond to DEI framework recommendations and a local/ national increase in children designated with SEND & Complex needs, CA School has created a bespoke enhanced SEND provision.
- Currently 74 Children on roll, two spaces below max capacity.
- CA School is currently recruiting for a Business Manager and KS2 Teacher.
For full report, contact the Clerk
- Castle Acre Heritage Group: Cllr Mason reported, an increase in the number of volunteers attending events. A recent Castle visit noted the condition of vegetation, cleaned visitor panels, swept steps and cleared Ivy from the walls. A crack to the buttress on the North elevation was reported and remedial work organised by EH confirmed within the week. Wildlife/Bird Surveys continue. A closer relationship with EH Priory and work that volunteers can carry out to help preserve the Priory site.
Cllr Mason & Chair to meet with EH to discuss the ongoing issues with the Priory Toilets.
- CAPFA – Cllr Collins reported that a new Treasurer, Sarah Thompson, has been appointed to replace long standing Treasurer Karen Howman. Sincere thanks go to Karen for all her hard work and dedication covering this role over many years, and good luck to Sarah. The MUGA Court continues to be managed by CAPFA appointed caretaker Sam Holt. An article featuring CA’s MUGA Court will be available to read in KL Magazine in May/June.

BCKLWN – Cllr Alistair Beales emailed a report covering key devolution points/plans.

“Devolution would represent a significant change to the way national Government investment happens in Norfolk and Suffolk. This involves the establishment of a Mayoral Strategic Authority, who could be elected as soon as May 2026. The Government is currently consulting on these proposals, and I encourage our residents, businesses and partners to take part, so the voice of communities is heard in this process. The consultation runs until 13 April. The Government is leading and running this consultation; however, councils will help to amplify the message locally to help ensure the voice of communities is heard in this process.”

Reminder: Chair has requested BCKLWN support for CA ‘Tourist Dog Bin’ provision aiming to reduce the number of dog bins that the CAPC currently pay for, and/or increase the number of bins in the Village.

- NCC: See point 28.

124. Matters requested by Councillors:

- a) The purchase of a Castle Acre SAM2. Decision on old shared SAM2 with Sporle.
 - The new CAPC SAM2 unit is now installed and will be circulated around three designated locations in the Village. Many thanks go to the resident overseeing. Clerk has sent CAPC invoice 02 to NCC Highways to recoup ‘funded’ costs (£3,824.00). SAM2 to be added to CAPC Asset Register and included in annual PC insurance cover.
 - CAPC voted to ‘write off’ its share of previous, old broken SAM2 unit. Clerk to remove from asset register and update Sporle PC of this decision.
- b) Castle Acre in the 1950-60’s, memories shared by a resident, collated during CANL Heritage Project. A written resident account of Castle Acre in the 50s-60s has recently been submitted to CAPC and this resident will attend April’s meeting. Clerk to place article in NVN to request further ‘memories of Castle Acre’ as part of the ongoing work of the Heritage Project.
- c) CAPFA AGM 22nd April 2025 and annual CAPC / CAPFA SLA (Service Level Agreement) Required maintenance repairs to the play area noted.

Clerk to circulate SLA to CAPC for their review prior to April's meeting.

Cllr Patrick suggested further 'At Own Risk' signage be added to the Playground (esp. Zipline) and a monthly safety assessment of the Play Area. (Comments to be passed to CAPFA via Cllr Collins)

- d) CAPC Archival documents from 1970-2023 (accounts, planning & correspondence etc) left in care of the previous Clerk. CAPC to decide which documents (as referenced in spreadsheet) to store or to file with Norfolk Records Office.

Thanks go to Libby Firth for documenting all loose Archival documents and providing CAPC with a spreadsheet of all documents to review. Cllr Fisher, Mason & Moriarty to assist with decision making on which documents to hold, to go into storage at Norfolk Record Office (NRO) or to be destroyed.

- e) Cake Stall, Stocks Green permission request, 12th April 2025 (fund raising for St James Church flowers). Proposer (of Cake Stall) Cllr Patrick, Seconder Cllr Fisher, all in agreement. Clerk to confirm.

(Cllr Patrick left the meeting at 8:48pm)

- f) CAPC end of financial year 31st March 2025, actual performance against budget and account balances. Chair updated Council on donation funds, current account balance and current PC income, (including precept + donations). CAPC (24/25) budget versus expenditure. The only outstanding item being electricity billing (approx. £500) due to ongoing issues with SSE contract. Note: BC Dog bin emptying payments will commence by monthly DD from 1st April 2025. The current CAPC financial position is as expected / budgeted.

125. Correspondence:

- a) Email received on 18/02/2025 from Microsoft regarding confirmation of subscription renewal for the 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. Clerk to insert article in NVN.
- 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.
Cllr Moriarty & Tim Hubbard (Chair) to attend in person, Clerk to attend via Teams. Clerk to circulate invite/Teams link to PC.
- f) Email from NCC on 20/02/2025 regarding width restriction order which came 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.
- h) Letter received on 21/02/2025 from SSE regarding changes to electricity billing.
Chair updated that the PC would move onto ½ hourly billing for its 4 MPANs. Note: no clarity as to how CAPC's unmetered MPAN's will be billed ½ hourly?
- i) Email received on 21/02/2025 from NCC Planning regarding overhanging vegetation, pathway at Newton by Castle Acre. Resolved, not in CA Parish.
- 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
Cllr Moriarty also confirmed by email, the result of many years work.
- k) Email received on 26/02/2025 from NALC regarding new Finance Officer / IT Officer.
CAPC wishes Chris Kirk (new IT Officer) & Desere Nichol (new Finance Officer) well in their new roles.
- l) Email & letters received on 28/02/2025 from BCKLWN Democratic Services regarding recommended Chair/Elected Cllrs Allowances.
- m) Email received on 28/02/2025 from BCKLWN regarding budget for 2025-2026.

- n) The Borough Council of King's Lynn and West Norfolk has agreed its budget for 2025/26, which sets out its spending plans for the coming year.
For full report, contact the Clerk.

126. Accounts to be paid:

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)	
Reimbursement to Chair for Microsoft Annual Subscription fee.	Total: £68.00 VAT: £16.99 Total Due: £84.99	
* SSE (DD) Invoice: No invoice received.	Total: £? VAT: £?	

	Total Due: Nil <i>(No invoice yet, new 5-month contract starting 28th February 2025)</i>	
HSBC Bank Charges November (DD)	£8.00	
Authorised for online payment by- Date: 13/02/2025 Signatory 1: Cllr Liam Manson Signatory 2: Cllr Tim Hubbard		

*Gross interest of £tbc on acc no:644.

Cllr Manson proposed the approval of the accounts to be paid, Seconded by Cllr Fisher. All agreed.

127. 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’ 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 on North Street ‘joining up’ due to cracks in road surface.

Two potholes on Archer Lane near to ‘Bali Hai’ and one in front of the ‘dug out grip’.

One large pothole on Massingham Road by the grassed traffic triangle (opposite the Water Tower) and one sunken roadwork patch with developing potholes.

All scheduled for repair.

Faulty streetlight at no. 4 Meadow End, Foxes Meadow reported to K&M on 26/02/2025 – repaired.

Faulty streetlight at Pyes Lane (High Street end) reported to K&M on 02/03/2025 – repaired.

128. Public questions

- Cllr Manson inquired about a recent visit from the Chair regarding Barrels situated outside the Ostrich Pub. Tim Hubbard confirmed that this was an informal conversation to highlight previous issues raised by residents when furniture was placed outside the pub by former tenants (circa 2019).
- Cllr Mason asked if the Environment agency ever consults with the CAPC regarding works to and/or species monitoring sessions at the River Nar/Ford. The Clerk confirmed that the EA does not currently consult directly with the PC.

The meeting closed at 9:12pm

The next full Parish Council meeting is scheduled for **Thursday 10th April 2025** at 7:30pm, at Castle Acre Village Hall.