



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 19:00 ON THURSDAY 8th May 2025, REGARDING THE FOLLOWING BUSINESS:

1. APOLOGIES

2. ANNUAL PARISH MEETING

- Consideration and approval of Chairman's annual parish meeting report
- Public questions
- PC meeting starts 7:30pm

3. ELECTION OF COUNCIL OFFICERS

- Chairperson and Vice-Chairperson
- Review of Cllr's allocated specific tasks and responsibilities

4. MINUTES of the PC meeting 10th April 2025

5. DECLARATIONS OF INTEREST

6. HEALTH & SAFETY reports on any new H&S issues. 'Defib'. Tree report - update

7. PLANNING

Ref: 25/00555/F 23/04/2025

Alterations and improvements to existing outbuilding/garden store with new duo pitched roof and horizontal timber cladding to walls at Atherstone House, Newton Road, Castle Acre, PE32 2AZ.

Ref: 25/00538/F 29/04/2025

Householder: To remove the existing small plastic shed and replace with a larger wooden constructed shed. Also to replace the existing damaged wooden fence & fence panels either side of courtyard garden & replace with a new secure wooden fence at Chaff Cottage, Newton Road, Castle Acre, PE32 2AZ

8. 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, to discuss Parish Council money & banking processes.
- 13. (2024) Massingham Road Bus Shelter, update on installation.
- 25. (2024) The Drovers Solar Farm – update
- 27. (2025) Banking options – to discuss
- 28. (2025) Devolution of Norfolk & Suffolk and LGR update (Cllr Beales / Cllr Moriarty)
- 30. (2025) Historical CAPC Documents to hold or file at NRO – (Cllr Fisher to update)
- 31. (2025) SLA agreement for CAPC/CAPFA, Insurance renewal to discuss, update.
- 1. (2025) CAPC AGAR 2024/2025 & VAT return submission – to update

9. REPORTS

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

10. MATTERS REQUESTED BY COUNCILLORS

- a) CAPC Epson A3/Printer Scanner regularly malfunctioning and software updates no longer supported or available by / from Epson – to discuss replacement.
- b) Request for CAPC to place BCKLWN Trade Waste bins on DD – to update.
- c) Clerk, potential training request. To enrol on SLCC 'ILCA' qualification training for next academic year. <https://www.slcc.co.uk/qualification/ilca/> . Five modules inc. Core Roles, Law & Procedures, Finance, Management & Community. 'ILCA' is now an essential qualification prior to level 3 'CILCA' enrolment. Cost is £120 + VAT/home based. To discuss.
- d) CAPC insurance renewal to be reviewed – (request Cllr Barlow)
- e) Updated Drone guidance from English Heritage, to be replaced on CAPC site: <https://www.english-heritage.org.uk/about/our-policies-and-reports/drone-filming> - (Clerk to update)
- f) Castle Acre Horticultural Society request permission to have a stall on Stocks Green, Castle Acre, Saturday 24th May 2025. 10.00am -12.00noon, to raise funds for the Society.

11. CORRESPONDANCE

- a) Email received on 09/04/2025 from Resident regarding damage to SA Ford bridge railings, urgent need for repair – to update.
- b) Email & letter received on 09/04/2025 from BCKLWN regarding adoption of Kings Lynn & West Norfolk Local Plan 2021-2040 – to update
- c) Email received from Founder of small drone business startup, requesting permission from CAPC and/or EH to capture drone footage over Castle Acre Castle – to update.
- d) Email received on 15/04/2025 from Resident informing PC about two Sandbags left on Stocks Green – to update, resolved.
- e) Email received on 15/04/2025 from NALC regarding Board Member nominations – to update.
- f) Email received on 16/04/2025 from Resident asking whether CAPC knows who runs the Castle Acre Noticeboard page – to update

- g) Email received on 16/04/2025 from HSBC regarding reduction to savings account interest rates – to update.
- h) CAPFA Treasurer’s report received 19/04/2025 – to update
- i) Email received on 22/04/2025 regarding extended Mayor’s Design Awards deadline, now 2nd May 2025 – to update.
- j) Email received on 22/04/2025 from NALC County Officer regarding AGM on 21st May at 10:15am at Wroxham Football Club – update
- k) Email received on 23/04/2025 from BCKLWN regarding ‘Parish Planning Update Sessions’ (12/06/2025 6:30-80pm & 25/06/2025 3:30pm-5pm)to be held at Council Chambers, King’s Lynn/MS Teams - update
- l) Email received on 24/04/2025 from High Grove Solar, regarding section 48 notice and statutory consultation dates/venues. A solar farm proposed of 1,700 hectares located between Narborough & Dereham in Breckland – update
- m) Email received on 24/04/2025 from BCKLWN, regarding CIL payment report ref: planning application 21/01254/F (Parish payment of £1,875.54) – update
- n) Email received on 25/04/2025 from ‘The Drovers’ Solar Farm and statement of Community Consultation – update.
- o) Email received from Resident on 02/04/2025 with concerns for parking and behaviour of a Contractor working on Bailey Street – update.
- p) Email received from NP Law on 01/05/2025 regarding an extension of the temporary South Acre Ford TRO to 06/11/2025 – update.

12. ACCOUNTS

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (May) payment.	Total: £473.95 Backdated April SPC increase: £7.61 Total Due: £481.56	
Allotment Rents. Holkham. Inv: S1794 11/04/2025	Total: £100.00 VAT: Nil Total Due: £100.00	
Gary Lake May CAPF grass cutting fee	Total: £421.42 VAT: Nil Total Due: £421.42	

TTSR 1 of 4 invoices for cutting season, village greens (3-year contract). 30/04/2025 Inv: 9999	Total: £497.45 VAT: £99.49 Total Due: £596.94	
BCKLWN weekly litter bin collection (1 of 10). Inv: BC110304630 01/04/2025. *DD mandate for pcm payments returned on 18/04/2025	Total: £780.60 VAT: Nil Total Due: £78.06	
BCKLWN Dog Bin Monthly instalment (2 of 10) Inv: BC110305225. 04/04/2025 <i>*DD BCKLWN date correction from 15/04/2025 to 20/04/2025</i>	Total: £147.64 VAT: £36.91 Total Due: £184.55	
Clear Councils CAPC local council insurance premium renewal ref: LCO000764. Renewal date: 01/06/2025	Total: £570.57 VAT: £68.47 Total Due: £639.04	
Reimbursement CAPFA of 2025/26 Annual Insurance – Inv: 543308432 Policy No: E25BK1KSD/ Howdens	Total Due: £1064.99	
SSE (DD) Invoice: IV2736544 Backdated invoice period: 01/02/2025 – 28/02/2025 <i>(New 5-month contract started 28th February 2025)</i>	Total: £27.24 VAT: £1.36 (Payment received 07/04/2025: £31.65) Total Due: £28.60	
HSBC banking charges (DD)	£8.00	
Authorised for online payment by- Date: Signatory 1: Signatory 2:		

Gross interest received Ex acc no:644.

Note: BCKLWN Trade waste bins DD to commence on 01/06/2025

VILLAGE MAINTENANCE

- Clerk re-reported dangerous (fallen) parapet/railing at South Acre Ford footbridge to Norfolk Trails/NCC Highways Bridges Team on 11/04/2025, (Resolved).
- Clerk re-reported increasing damage to Minns Meadow Footbridge boards on 15/04/2025 & again 30/04/2025.

PUBLIC QUESTIONS

Next PC meeting: Thursday 12th June 2025 AGM at 19:30pm in the CA Village Hall.

Signed.....