



Castle Acre Parish Clerk: Ms Amy Hart
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Minutes of the Annual Parish Council & monthly meeting, business conducted at Castle Acre Village Hall on May 8th, 2025, at 7pm and 7:30pm.

Present: Cllr Tim Hubbard - Chairman, Cllr Neil Patrick – Vice Chair, Cllr Laurie Fisher, Cllr Liam Manson, Cllr Andy Collins, Cllr Ilga Chakrabarti & Cllr Anne Mason.

In attendance: No members of the public.

Apologies: Cllr Stuart Barlow, NCC/CAPC Cllr Jim Moriarty & BCKLWN Cllr Alistair Beales.

12. Annual Parish Meeting

Consideration of Chairman's annual parish report which detailed a busy year and many community successes. These included the new Village Sign, new CAPC website, new SAM2 Monitor, hedge planting on East Green and new Bus Shelter funding secured too. Congratulations again to CAPFA for successful funding and installation of the MUGA and to the Village Hall Committee for a range of improvements. Sincere thanks to all the dedicated village volunteers and the numerous other village clubs and groups that make Castle Acre such a great place to live. CAPC are also grateful for the litter Picking team and their never-ending efforts to keep the village looking tidy. You are all appreciated, Thank you.

Proposer (to adopt the report) Cllr Mason, Seconded by Cllr Collins. All in agreement.

Note: A further vote of thanks was made by Cllr Mason, to Tim Hubbard for his exceptional leadership. For the full report, please contact the Clerk. Report will also be available on CAPC website.

- PC meeting started at 7:30pm

13. Election of Council Officers

- Cllr Tim Hubbard – (Chair) & Cllr Neil Patrick – (Vice-chair) both stood down.
- Cllr Fisher proposed that Cllr Tim Hubbard & Cllr Neil Patrick were re-elected as Chair & Vice-chair. Cllr Manson seconded the proposal. Cllr Hubbard and Cllr Patrick accepted the proposal and were unanimously voted for by the CAPC for a further year's term.

Cllr **tasks/responsibilities** were confirmed as the following:

Cllr Tim Hubbard – Chairperson & Trees.

Cllr Neil Patrick – Vice-chair, village project/construction work.

Cllr Laurie Fisher - Planning

Cllr Anne Mason – Castle Acre Heritage & Solar steering group.

Cllr Liam Manson – Castle Acre Biodiversity.

Cllr Stuart Barlow – Contracts & Solar steering group.

Cllr Andy Collins – CAPFA representative and Defib.

Cllr Ilga Chakrabarti - H&S/Risk Assessments, Defib & Solar steering group.

Cllr Jim Moriarty – NCC representative.

14. Declaration of Interests:

- Cllr Neil Patrick declared an interest in planning application ref: 24/00555/F (Atherstone House) & abstained from all discussion/voting.

15. Minutes of PC meeting 10th April 2025: Correction: CAPFA meeting venue change from 'Village Hall to Cricket Pavilion'. The minutes of 10th April were proposed by Cllr Collins and seconded by Cllr Manson, with no further corrections. All agreed.

16. Health & Safety

Defib update: Cllr Chakrabarti reminded Council the Defib pads are due renewal in Dec 2026. Cllr Collins confirmed that the Defib is still operating at 2 bars, no further action required. Reminder: Cllr Chakrabarti to confirm Defib training dates in due course.

- South Acre Ford Bridge: thanks go to NCC Highways Bridges Team for the repair at South Acre Ford.
- South Acre Ford Riverbank repairs work to start w/c 12th May.
- Minns Meadow footbridge scheduled for repair by Norfolk Trails w/c 19th May.
- Clerk to report to Holkham, broken gate Minns Meadow access on Bailey Street with junction to Chimney Street.

Trees Update: None.

17. 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.
- *Due to its location on the site, the street scene will largely be unaffected by the proposed changes. The exterior of the building (currently austere concrete block) improved by the proposed dark-timber cladding ties in with the properties built nearby in De Warrenne and on Newton Road. CAPC is keen to ensure that sustainably sourced timber is considered when sourcing the cladding.*
- Proposer (to support with comments), Cllr Fisher, Seconded by Cllr Chakrabarti. All in agreement.
- **Ref: 25/00538/F** 29/04/2025
- Householder: To remove the existing small plastic shed and replace it with a larger shed constructed with wood. 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
- *As the street scene will be unaffected, CAPC is happy to support this application. CAPC is keen to ensure that sustainably sourced timber is considered when sourcing material for the fencing and wooden shed.*
- Proposer (to support with comments) Cllr Manson, Seconded by Cllr Mason. All in agreement.

18. Updates on actions required from previous meetings:

40c. Castle Acre Visitor Car Park. The Chair reported that he has recently spoken with the Chair of CAPFA discussing potential progress regarding a formal car parking area behind the Cricket Pavillion. A Highways Consultant will be used to assess the areas suitability for proposed development and note the number of

possible parking-spaces. Note: In addition to the car park, there is a proposal for consideration of EV charging units and provision for Public Toilets.

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.”

The Chair confirmed the formal statutory consultation/adverts stage via NP Law are to follow in the coming days but are behind schedule and notices are yet to be published. The current temporary TRO is to be extended to 6th November 2025.

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

Clerk has sent the SAM2 RA to the volunteer operator. Feedback for updating battery storage. Banking & Finance RA. The Chair is happy to progress with a switch to Unity Trust Bank after reviewing the current PC adopted financial regulations (pages 6, 7 & 8). The switch will de-risk outgoing transactions with the addition of two stage authentication. Chair/Clerk to progress with switch once HMRC VAT return of £1,276.66 (30th Nov 2024-31st May 2025) is refunded.

13. New Bus Shelter on Massingham Road

Clerk has confirmed Westcotec quote (ref: 15246 V2) and has ordered new Shelter with powder coated aluminium frame in Moss Green (Ref: RAL6005), 2.5m bench seat and toughened (clear) polycarbonate surrounds with the addition of timetable case & flag bracket. Note: Cllr Patrick has offered to help move the old Shelter prior to installation. 6-8 weeks lead time.

25. (2024) The Drovers Solar Farm

The Chair attended a further briefing session Tuesday 6th May and noted that there was no consultation event to be held in Castle Acre. Chair to chase ‘Copper Consultancy’ for a Castle Acre consultation event, date/location tbc. ‘The Drovers Solar Farm’, (approx. 825 hectares), running North of Swaffham and South of Castle Acre will be undergoing a Statutory Consultation process to engage with the local community in respect of its proposals. The proposed site will have a lifespan of 60 years and will include the following: Solar PV Units, Mounting Structures (pile-driven), Transformers & Switchgear, Inverters, Substations (housing to 200 Lithium-Ion batteries) or Battery Energy Storage Systems (BESS) and potential new Pylons (no. tbc) to connect to the National Grid. Construction will take approx. two years to complete. High Grove Solar Farm will be situated on the other side of the A1065.

In person events are to be held at Sporle Community Centre on 31/05/2025 11am-5pm, Narborough Community Centre 02/06/2025 10am-2pm, Swaffham Assembly Rooms, 11/06/2025 and West Acre Theatre 20/06/2025 10am-2pm.

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

Clerk to switch banking to Unity Trust bank pending HMRC VAT refund (see 12 above).

28. (2025) Devolution of Norfolk & Suffolk update

Cllr Beales emailed the following report: *“Devolution and Local Government Reorganisation (LGR). Devolution was a possibility early in my leadership as the Labour Party manifesto promised it if they won the 4th of July 2024 General Election. Devolution alone would have meant a Mayor for Norfolk and Suffolk overseeing the county and district councils which would have remained in place. As it turned out, the incoming Labour Government introduced LGR in tandem meaning the abolition of county and district councils and replacement with unitary councils which deliver all the services previously split between county and district. This is the first such reorganisation for over 50 years and debate rages over the best unitary structure for Norfolk. One vast unitary covering the entire 2,000 square miles of Norfolk with all decisions made in Norwich or a few smaller unitary*

authorities more representative of, and relevant to local communities. I am in a group of six Norfolk council leaders advocating three unitary councils. One in the West centred on King's Lynn, one in the East centred on Great Yarmouth and a Greater Norwich unitary centred on the city. Final submissions to Govt. are due on 26th September, we should know what unitary structure Govt wants in Norfolk late this year/early next."

To read further, follow the below link:

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

30. (2025) Historical CAPC Documents to hold or file at NRO.

Reminder: Cllr Fisher has checked through the list and would like to ensure that documents such as Leases remain with the Clerk. Other documents (not of any immediate use) to be housed at NRO. Cllr Fisher to liaise with Cllr Moriarty to progress.

31. SLA agreement for CAPC/CAPFA.

The Chair reported that he is in the process of reviewing the existing SLA agreement (previously amended July 2022) with the Chair of CAPFA. Chair to bring updated SLA to next 12th June PC meeting for approval.

19. REPORTS

- Highways: See point 3 H&S – South Acre Ford Bridge.
- Village Hall: No updates.
- School: CAPC wishes 'good luck' to the Friends of Castle Acre School who will be holding the popular annual village 'Duck Race' fundraiser at 3pm on Sunday 11th May 2025.
- Castle Acre Heritage Group:
- Upcoming Dates: 2nd August Finds ID Day at the Priory Barn.
12th August at the Castle – Stargazing and picnic.
- Updates since the last PC Meeting:
Castle Site – Plants Survey 24 April (for EH)
Gravestones Recording Survey 28 April (for PCC) & 530 gravestones now recorded.
Priory Precinct Wall Vegetation Clearance 30 April and 6 May (for EH).
Birdwatching / Wildlife Walk 8 March.
- Cllr Mason noted the following NLF CAPC items for inclusion in Fixed Asset Register:
Interpretation Panels x 2, £1,730 (on Stocks Green).
Storage Box for archaeological equipment 190L £49.99, archaeological equipment £800 – includes trowels; hand forks; sieves; finds' trays; pegs; kneelers; pens and ink; finds' bags and boxes; tape measures; clipboards; tarpaulins; trugs; soft brushes (stored in the box in the staff secure area at Priory).

Note: Cllr Mason reported that the Priory Toilets will soon be accessed by 'code only' for paying Visitors and / or Residents / Visitors who wish to donate at reception prior to using the facilities (to assist EH continuing to run / clean facilities) .

- Castle Acre Biodiversity: No new updates.
- CAPFA: Cllr Collins reported from the CAPFA AGM that Karen Howman has stood down from the Treasurer role and that Sarah Thompson now holds this position. Sincere thanks from CAPC to Karen for all her hard work over many years in this role.

- **7th September 2025** is the confirmed date for the annual CAPFA **Summer Fete** to be held on CAPF as usual.
- BCKLWN: Cllr Beales emailed an annual report regarding the following:
 - The successful appointment of new Chief Executive Officer Kate Blakemore to review and update the organisation with Council finances now restored.
 - Alive West Norfolk (four, leisure, health & wellbeing centres) back in Council control with a multi-million pound rebuild and upgrade under consideration.
 - Local Plan adopted meaning that Development will be guided by local policy.
 - The Borough has become a 'Marmot Place', developed by Professor Micheal Marmot, which researches the health issues faced by the community to suggest policy and protocol to encourage effective working between public bodies, aiming to benefit public health.
 - Devolution and Local Government Reorganisation (LGR) – see 'point '28'. Information on establishing a combined Mayoral Authority across Norfolk & Suffolk can be accessed here: [Norfolk and Suffolk devolution consultation - GOV.UK](#)
- For a full report, contact the Clerk.
- NCC: Cllr Moriarty emailed a report covering the following:
 - **Nature recovery strategy for Norfolk** – NCC is inviting residents, landowners, conservation experts, and local communities to take part in the public consultation on Norfolk's draft Local Nature Recovery Strategy (LNRS). Running from 16 April to 11 June, this consultation aims to gather feedback on priorities and actions for restoring and enhancing nature across Norfolk. People are encouraged to review the [Local Habitat Map](#), draft LNRS, and FAQs and take part in the consultation here: <http://www.norfolk.gov.uk/article/68386/Local-Nature-Recovery-Strategy-public-consultation>
- To mark **International Compost Awareness Week** (4-10 May), Norfolk County Council is encouraging people who are interested in home composting to give it a try. Discounted 220 litre compost bins are currently available at all of Norfolk's 19 recycling centres at a price of £15. From June this year, for the first time, discounted 330 litre compost bins will also be available to purchase at the seven larger recycling centres (Caister, Dereham, Hempton, Kings Lynn, Norwich North, Norwich South and Thetford) for £21. There is lots of advice on how to get started on www.norfolkrecycles.com/home-compost including information about our new, free Introduction to Composting Course. To learn how to compost at home visit www.norfolkrecycles.com/home-compost
To get your cut price compost bin, visit www.getcomposting.com
- For a full report, contact the Clerk.

20. Matters requested by Councillors:

- a) CAPC Epson A3/Printer Scanner regularly malfunctioning and software updates are no longer available. Replacement options discussed and an outline budget of £250 agreed. Cllr Patrick was keen to ensure running costs were kept down by choosing a model that allowed budget-friendly inks. Proposer (for the new printer) Cllr Mason, seconded by Cllr Patrick. All in agreement.
- b) Request for CAPC to place BCKLWN Trade Waste bins on DD.

Clerk has signed/returned forms and first payment due on 01/06/2025.

- c) Clerk, training request for the SLCC 'ILCA' qualification during the next academic year.
<https://www.slcc.co.uk/qualification/ilca/> (5 modules: 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.
Proposer (CAPC to cover course cost) Cllr Fisher, Seconded by Cllr Patrick. All in agreement.
- d) CAPC insurance renewal to be reviewed.
Cllr Fisher and Cllr Hubbard have reviewed the document, with some recommendations for potential updates.
- 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 updated CAPC that EH asked for a link to their drone filming guidance to be published on CAPC's Drone Guidance page. Clerk to update CAPC drone guidance webpage and check CAA guidance link is up to date.
- f) Castle Acre Horticultural Society request permission to have a stall on Stocks Green, on 24 May to raise funds for the Society.
Proposer (of the plant and cake stall) Cllr Mason, seconded by Cllr Fisher. All in agreement.

21. Correspondence:

- a) Email received on 09/04/2025 from Resident regarding damage to SA Ford bridge railings, urgent need for repair. Repairs completed.
- b) Email & letter received on 09/04/2025 from BCKLWN regarding adoption of Kings Lynn & West Norfolk Local Plan 2021-2040.
- 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. EH updated.
- d) Email received on 15/04/2025 from Resident informing PC about two Sandbags left on Stocks Green. Resolved.
- e) Email received on 15/04/2025 from NALC regarding Board Member nominations.
- f) Email received on 16/04/2025 from Resident asking whether CAPC knows who runs the Castle Acre Noticeboard page. Note: Please could the admin from Castle Acre Noticeboard page contact the Clerk.
- g) Email received on 16/04/2025 from HSBC regarding reduction to savings account interest rates.
- h) CAPFA Treasurer's report received 19/04/2025.
- i) Email received on 22/04/2025 regarding extended Mayor's Design Awards deadline, now 2nd May 2025.
- j) Email received on 22/04/2025 from NALC County Officer regarding AGM on 21st May at 10:15am at Wroxham Football Club. CA Chairman to attend.
- 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. Chair & Cllr Fisher to attend in person.
- 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. See point 25.
- 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). Monies have been received (allocated to BCKLWN stated Community Projects) on 28/05/2025. Cllr Moriarty has investigated and confirmed all is correct.
- n) Email received on 25/04/2025 from 'The Drovers' Solar Farm and statement of Community Consultation See point 25.
- o) Email received from Resident on 02/05/2025 with concerns regarding parking and the behaviour of a contractor working in Bailey Street. The resident was advised that, 'on street' parking is not illegal at this location. CAPC is sympathetic, however cannot control the occasional unacceptable behaviour of

a contractor in the village when it rarely occurs. Such issues are matters for either the employer or police as CAPC have no powers in such matters.

- p) Email received from NP Law on 01/05/2025 regarding an extension of the temporary South Acre Ford TRO to 06/11/2025.

22. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (May) payment / backdated SPC 16-17 increase.	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 *DD BCKLWN date correction from 15/04/2025 to 20/04/2025	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 Bank Charges November (DD)	£8.00	
Authorised for online payment by- Date: 08/05/2025 Signatory 1: Cllr Neil Patrick Signatory 2: Cllr Liam Manson		

*Gross interest of £tbc on acc no:644. Note: BCKLWN Trade waste bins DD to commence on 01/06/2025

Proposer of CAPFA reimbursement Cllr Patrick, Seconded by Cllr Mason All in agreement.

Cllr Chakrabarti proposed the approval of the accounts to be paid, Seconded by Cllr Collins. All agreed.

23. Village Maintenance:

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

24. Public questions

- Clerk made enquiries with BCKLWN and could find no 'change of use license' for No5 Stocks Green (previously Castle Acre Antiques). Clerk asked to make further enquiries via BCKLWN Cllr Beales.

The meeting closed at 9:25pm

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