



Castle Acre Parish Clerk: Ms Amy Hart
9 Orchard Lane, Castle Acre, Norfolk, PE32 2BE

07815430777 
clerk@castleacreparishcouncil.gov.uk 
castleacreparishcouncil.gov.uk 

NOTICE IS HEREBY GIVEN OF THE CASTLE ACRE PARISH COUNCIL MEETING TO BE HELD AT CA VILLAGE HALL 19:30pm ON THURSDAY 10th JULY 2025, REGARDING THE FOLLOWING BUSINESS:

1. APOLOGIES

2. MINUTES of the PC meeting 12th June 2025

3. DECLARATIONS OF INTEREST

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

5. PLANNING

Ref: 25/01040/F (19/06/2025)

Householder: Conversion of Garage to Habitable use including replacement of garage door with painted timber windows and door and new window to internal elevation at Quoin Cottage, Castle Square, Bailey Street, Castle Acre.

6. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS

- 40c.** (2023) Castle Acre, 'Playing Field 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 – update.
- 13.** (2024) Massingham Road Bus Shelter, update on funding & installation.
- 25.** (2024) The Drovers Solar Farm & Solar Steering Group consultation submission (09/07/2025) – update
- 27.** (2025) Banking facility switch complete - update
- 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)
- 1.** (2025) CAPC AGAR 2024/2025 – update

7. REPORTS

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

8. MATTERS REQUESTED BY COUNCILLORS

- a) Unity Trust Bank Saving Accounts x 2, opened, replacing HSBC ringfenced saving/donation accounts. 19/06/2025 APP ref: 454 & 104 (interest: AER 2.27% gross) – update.

- b) BCKLWN 'Garden Wildlife' competition https://www.west-norfolk.gov.uk/info/20244/biodiversity_net_gain/1183/garden_wildlife_competition_2025 deadline Friday 1st August – (Cllr Mason to update)
- c) BCKLWN Dog Waste bins, emptying has not been charged for the last four months, DD from CAPC's account not taken. A new 'catch up' payment of £738.20 on 20th July (4 months @ £184.55 pm covering April, May, June, and July) has been agreed followed by the agreed DD of £184.55 per month from 20th August to 20th January 2026.
- d) Mid-late Sept, CA Heritage Group are planning a 'surface investigation' of the Castle grounds (investigating molehills and other disturbed ground) to examine any archaeological finds for cleaning, processing and identification with a written report – (Cllr Anne Mason to update)
- e) SAM2 Monitor data collection – update.
- f) Utility Aid re: renewal contract for unmetered streetlight supply – update
- g) Castle Acre Parish Council website, request to business Owners who have a listing on the site to review & check details and inform CAPC of any discrepancies/incorrect listings – update.
- h) PC Chair will be unavailable for October CAPC meeting, to discuss options.

9. CORRESPONDANCE

10.

- a) Email received on 12/06/2025 from Resident, citing concern for E-bikes and Scooters speeding along Drury Lane – update & discuss.
- b) Email received on 26/06/2025 from Clear Councils with local councils' renewal confirmation ref: LCO000764 & Employers/Public Liability letters – update.
- c) Email Zoom invite from CPRE. To discuss accumulation of Mega Solar Farms in Norfolk & the NSIP process 03/07/2025 – update
- d) Email from BCKLWN received on 06/30/2025 warning of fake council fee and tax scams in the local area – update.

11. ACCOUNTS

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (July) payment. Minus income tax (due to June overtime)	Total: £473.95 - £13.40 Total Due: £460.55	
Clerk Salary (August) payment (due 14/08/2025)	Total: £473.95	
Gary Lake. May CAPF grass cutting fee	Total: £421.42 VAT: Nil Total Due: £421.42	

BCKLWN weekly litter bin collection. Inv: BC110304630 01/06/2025. *DD mandate for pcm payments returned on 18/04/2025	Annual Total: £780.60 VAT: Nil Total Due: £78.06	
BCKLWN Dog Bin Monthly instalment Inv: BC110305225. *DD BCKLWN date correction from 15/04/2025 to 20/07/2025	Total: £147.64 VAT: £36.91 Total Due: £184.55	
SSE (DD) Invoice: IV? (New 5-month contract started 28th February 2025)	Total: £? VAT: £? Total Due:?	
Unity Trust banking charges (DD)	£6.00	
Authorised for online payment by- Date: Signatory 1: Signatory 2:		

Note: Re: BCKLWN Dog Bins catch up payment see point 8 c.

VILLAGE MAINTENANCE

*Clerk reported 30 MPH road sign damaged (uprooted) on North Street, to NCC Highways on 03/07/2025 (scheduled for repair)

*Clerk requested TTSR make their annual cut of Footpath B (South Acre Road Ford to western side of Priory Wall) to trim grass, cut back extra growth. Annual Cost 2025: £208.00 + VAT on 03/07/2025

*Clerk reported damaged Chimney Street Road sign to NCC Highways on 03/07/2025 (scheduled for repair)

*Clerk reported TRO signs in verge at South Acre Ford to NCC Highways on 03/07/2025 (scheduled for inspection)

PUBLIC QUESTIONS

Next PC meeting: Thursday 11th September 2025 at 19:30pm in the CA Village Hall.

Signed.....