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Minutes of CA Parish Council monthly meeting, business conducted at Castle Acre Village Hall on July 10th, 2025, at 7:30pm.

Present: Cllr Tim Hubbard - Chairman, Cllr Laurie Fisher, Cllr Liam Manson, Cllr Andy Collins, Cllr Stuart Barlow, Cllr Ilga Chakrabarti, Cllr Anne Mason & CAPC/NCC Cllr Jim Moriarty.

In attendance: One member of the public.

37. Apologies: Cllr Neil Patrick – Vice Chair & BCKLWN Cllr Alistair Beales.

38. Minutes of PC meeting 12th June 2025: The minutes for 12th June were proposed by Cllr Fisher and seconded by Cllr Mason. All in agreement.

39. Declaration of Interests:

- CAPC/NCC Cllr Jim Moriarty will continue to abstain from all Planning discussions and voting, due to being a BC Cabinet Member for planning.

40. Health & Safety

Defib update: Cllr Collins confirmed that the Defib is still operating at 2 bars. Cllr Chakrabarti reported that NARS is understaffed and currently unable to offer Defib training, however, a paid training session is possible if 10 residents sign up. Contact Clerk if interested to be placed on the waiting list.

Trees Update: None.

41. 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.

"CAPC is pleased to see the addition of the new door and windows in the architect plans, which will improve the exterior view and upgrade the space and its potential use to a habitable space. As there are minimal external changes, which are otherwise viewed as improvements and no change to the overall footprint of the building, CAPC supports this application".

Proposer (to support with comments) Cllr Fisher, seconded by Cllr Manson. All in agreement.

- Cllr Fisher attended the BCKLWN Parish Update session on planning 25/06/2025 which covered the Local Examination Plan, Housing Development, Employment, Infrastructure & Environment. Clerk to circulate slide pack to Council.

- Cllr Moriarty informed Council that the technical issues suffered restricting Cllr access to the recorded Parish Update sessions beyond 30 minutes are being rectified and a new link is to be sent in the coming days.

30. Updates on actions required from previous meetings:

40c. Castle Acre Visitor Car Park. Reminder: The Chair reported in June that a topographical survey of the area around the Cricket Pavillion has been completed. A Highways consultant will be used to assess the suitability for proposed development and note the number of possible parking-spaces. In addition to the car park, the potential for EV charging units and provision for Public Toilets are being explored.

The Chair of CAPFA is currently exploring construction options. Chair to follow up with Holkham.

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 he was hoping the formal statutory consultation stage would be published soon. The current temporary TRO has been extended to 6th November 2025.

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

Finance. The Clerk confirmed that HMRC VAT return of £1,276.66 (30th Nov 2024-31st March 2025) has been refunded and the new Unity Trust Bank Business Account is now open, and the former HSBC Business Account closed. HSBC closing charges £8.00. Cllr Tim Hubbard, Cllr Neil Patrick & Cllr Liam Manson are signatories for the new banking mandate.

Clerk to open 2 x savings accounts for restricted funds and donations (2.27% gross interest). Proposer (to open the accounts) Cllr Patrick, Seconded by Cllr Mason. All in favour.

13. New Bus Shelter on Massingham Road

CAPC has received a funding upgrade from the NCC 50/50 Parish Partnership match funding to an 80% project funding following a successful re-application. As a result, NCC Highways are now covering 80% of the total cost (£5429.50 of funding). Clerk has received the PO and CAP04 invoice resubmitted to NCC Invoices on 10/07/2025 with payment due within 30 days. CAPC has been informed by Westcotec that the new Shelter is due to be installed in early August. Prior to installation, Cllr Patrick will arrange for the removal of the current wooden Shelter.

25. (2024) The Drovers Solar Farm

Special thanks to all the Residents that made it to the Castle Acre ‘Pop Up’ Consultation event on 12/06/2025 or any of the Consultation events in the local area hosted by Copper Consultancy ‘strategic communications agency’, on behalf of The Drovers Solar Farm; Your comments on <http://drovessolarfarmparticipatr.io> and informative letters to local MP James Wild have been greatly appreciated. As part of the consultation process, CAPC has now submitted a response on 04/07/2025, ahead of the 09/07/2025 deadline, this official response can be viewed on the ‘News’ section of the Castle Acre website. CAPC would like to extend thanks to the Castle Acre PC Solar Steering Group, with a special mention to Cllr Moriarty and Cllr Beales for their support navigating the NSIP planning process: [News – Castle Acre Parish Council](#). CAPC would like to thank local MP James Wild for his supportive Consultation response to Parliament, received by the Clerk on 09/07/2025.

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

Funds from all three CAPC accounts have been transferred to Unity Trust Bank (account ref: APP - 454 101). Two new savings accounts opened, with appropriate monies transferred for ringfenced funds and donations. The new business account has a secure two stage authentication process for all payments. The Chair & Clerk can raise payments, (signatories are, CAPC Chair, Cllr Manson, Cllr Patrick) all who can authorise. (No **one** person can raise a payment and authorise it).

28. (2025) Devolution of Norfolk & Suffolk update

Cllr Beales emailed an update: **Key terms** - Devolution and Local Government Reorganisation are both being discussed, but they do not have the same timescale. To clarify:

Devolution – refers to the transfer of powers from central Government to a single strategic authority for all of Norfolk and Suffolk, run by an elected Mayor. **Local Government Reorganisation (LGR)** – LGR abolishes county, city and district Councils, replacing them with Unitary Authorities that deliver all non-mayoral services. This update is about LGR as it affects Norfolk. If you would like to read more about the Government’s proposals and criteria for new Authorities, you may like to start with the [LGR info on the gov.uk website](#).

Key dates so far

- ✓ 16 December 2024 – publication of the English Devolution White Paper, announcing Central Government plans to reorganise local government.
- ✓ 5 February – Norfolk and Suffolk accepted onto the Devolution Priority Programme (DPP), which means LGR must happen at pace.
- ✓ 21 March – interim proposals for LGR submitted to the Government.
- KL&WN worked in partnership with five other district Councils in Norfolk to build a case for a three-unitary model in Norfolk.
- South Norfolk Council submitted proposals for a two-unitary model in Norfolk
- Norfolk County Council stated a preference for a single County Unitary Authority.

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

Cllr Fisher has checked through the document list to ensure that active documents such as Leases remain with the Clerk. Other documents (not of any immediate use) to be housed at NRO. Cllr Fisher to consult with Cllr Moriarty to progress.

1.(2025) CAPC AGAR 2024/2025

Accounts submitted to PKF Littlejohn with Bank Reconciliation and Variances ahead of the June 30th, 2025, deadline (receipt received). Public rights of access commenced on 20 June and will complete on 2nd August 2025. Parish Council annual finances are available both on request to the Clerk and, or to view online:

<https://castleacreparishcouncil.gov.uk/accounts/>

Proposer (to submit) Cllr Patrick, Seconded by Cllr Fisher, all in agreement.

42. REPORTS

- Highways: Resident concern regarding the large tent erected on the grassed area at the entrance to Bricknell Close. The tent has since been removed.
- A fourth SAM2 location in the village on Massingham Road (on the approach to the play area) signed off with NCC Highways on 12/06/2025. This new location should potentially offer greater speed awareness near the Children’s Playground.
- Clerk to request a quote from Westcotec for a new pole.
- Village Hall: The Chair attended July’s VH AGM and extended CAPC’s sincere thanks to the Committee for all their hard work and achievements over the past year. Recent improvements include the replacing of a fire door and further work to the outdoor area. Note: CAPC owns a PA system housed at the VH. The VH Committee have kindly added this to their list of equipment for routine PAT testing, our thanks.
- School: Thanks go to CA School for promoting the Heritage Group ‘Finds Day’ poster to parents.
- Castle Acre Heritage Group:

Heritage Group activities since the June CAPC meeting have included plant surveys on the Priory Field and the continuation of Gravestone Recording Surveys. The initial gravestone survey is now complete with 624 graves recorded. The next phase is checking findings against existing database to identify discrepancies. A presentation about this survey is being planned for the autumn.

Heritage volunteers conducted a plants and wildlife survey at the site of the Castle on 27 June. Rob Pyatt the EH Manager is hosting a visit for the volunteers to Grimes Graves on 22 July as a 'thank you' for their work at the Castle and Priory.

- Castle Acre Biodiversity: Cllr Manson to review Hort Soc pollinator friendly flowers (provided by Nick Owens) and any potential community funding opportunities for wildflower beds/wild areas for Pales Green and behind the MUGA court.
- CAPFA: Cllr Collins reported that CAPFA is addressing various issues raised in the recent internal play area and MUGA court inspection. The play area gate has been repaired and redundant posts in the Basketball court have been removed. The MUGA tennis net has been re-set. All areas are now operational.
- 7th September is the confirmed date for the annual CAPFA Summer Fete to be held on CAPF as usual.
- 16th August CAPFA will be hosting a fundraising day of 'football for children' with special thanks to King's Lynn Linnets for their support. All proceeds will go towards the play area.
- BCKLWN: As point 28 above.
- NCC: Cllr Moriarty emailed a report covering the following:
New fund for local projects launched
- Each of Norfolk's 84 county councillors has been allocated £5,000 to distribute within their division, ensuring that funding decisions are made by those who know their communities best.
- Local groups who could benefit from a grant are encouraged to contact their local county councillor with details of their project and the funding need.
- The fund offers grants between £200 and £2,500 to support projects that promote things like social inclusion, volunteering, and community engagement.
- Further details and how to apply can be found here: [Norfolk Community Fund - Norfolk County Council](#)

Options assessment work for a Norwich Western Link

- Norfolk County Council has laid out plans to assess options for a Norwich Western Link, to tackle growing traffic issues and improve travel to the west of Norwich. For further details, see the press release: [New options assessment work for Norwich Western Link - Norfolk County Council](#)

Norwich Castle Museum – Castle Keep, opening date announced

- Norwich Castle Keep will re-open on 7 August 2025.
- The Keep has been completely reimagined as part of the Norwich Castle: Royal Palace Reborn project, bringing Norman England vividly back to life. The redevelopment project received £13m from The National Lottery Heritage Fund and support from Norfolk County Council.
- More information about the Museum and Art Gallery can be found here: [Norfolk Museums Service - Norfolk Museums Service](#)

Special Schools – update

A building project in Swaffham, which will create 27 new special school places and a new school for 224 children with SEND, recently celebrated its topping out ceremony.

The Fred Nicholson School relocation project will provide state-of-the-art facilities. The new school will include 17 classrooms, dedicated sixth form and ASD areas, specialist spaces for life skills, sensory immersion, and physical development. It is due to open in spring 2026 and is part of plans to deliver new special school places through expansion projects.

Over the past five years, Norfolk County Council has:

- Built 3 new special schools, creating a combined 358 new school places
- Expanded existing special schools to create a further 289 more places

- For a full report, contact the Clerk.

43. 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). Status: Complete.
- 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. Clerk has placed under 'News' section of CAPC website.
- c) BCKLWN charges (DD) for CA Dog Waste bin emptying has not been charged for the last four months. A '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 further DD of £184.55 per month from 20th August to 20th January 2026. All Cllrs aware of payment discrepancy due to BC error.
- d) Cllr Mason reported that CA Heritage Group are planning a 'surface investigation' of the Castle grounds (investigating molehills, other disturbed ground). Any archaeological finds will be cleaned, processed and identified, all will be recorded within a report..
Proposer (to support the investigation work) Cllr Chakrabarti, Seconded by Cllr Barlow – all in agreement.
- e) SAM2 Monitor data collection. Issues with the new SAM2 Monitor Bluetooth download unit have been resolved. Thanks go to the SAM2 Operator for his hard work resolving this issue. SAM2 reports will continue to be uploaded to the CAPC site as usual.
- f) Unmetered streetlight supply. The Chair is looking at the free PC broker 'Utility Aid' to investigate further unmetered supply options and will also follow up renewal with SSE.
- g) Castle Acre Parish Council website, request to all local business owners who have a listing on the site to review & check details and inform CAPC of any discrepancies. CAPC have recently found that some business listings on the site are incorrect. To support our local businesses, CAPC provides this free advertising opportunity.
- h) PC Chair will be unavailable for October CAPC meeting. Cllr Patrick will chair the meeting.

44. Correspondence:

- a) Email received on 12/06/2025 from Resident, citing concern about E-bikes and Scooters speeding along Drury Lane.
A resident is concerned about house doors opening directly onto Drury Lane with no buffer. An increase in e-bikes and scooters travelling at speed could cause a serious injury. Clerk to approach Highways for advice.
- b) Email received on 26/06/2025 from Clear Councils with local councils' renewal confirmation ref: LCO000764 & Employers/Public Liability letters. Clerk has circulated.
- c) Email Zoom invite from CPRE. To discuss accumulation of Mega Solar Farms in Norfolk & the NSIP process 03/07/2025. Chair, Cllr Barlow & Cllr Chakrabarti all attended this meeting to help PCs in affected areas. Slides circulated to PC.
- d) Email from BCKLWN received on 30/06/2025 warning of fake council fee and tax frauds in the local area. Cllr Moriarty reported that a news release has also been made to raise further awareness on this issue.

45. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
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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 Bins 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 28 th February 2025. Renewal needed by July 30)	Total: £? VAT: £? Total Due:?	
Unity Trust Bank Charges (DD)	£6.00	
Authorised for online payment by- Date: 10/07/2025 Signatory 1: Cllr Tim Hubbard (Chair) Signatory 2: Cllr Liam Manson		

Note: A payment to TTSR has been agreed. Inv: 10205 (late) on 01/07.2025. Total (NET) £497.45 VAT: £99.49, Total Due: £596.94. The Clerk has requested invoices be sent *on time* in future.

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

46. 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)

Cllrs want to thank village resident once again for re-finishing and re-painting the Village Gates on Newton and Massingham Roads, the Parish Noticeboard at Budgens and the Village Map on Stocks Green, this volunteer work is much appreciated.

Clerk shared photographs sent in by a Resident at 8pm on 10/07/2025 of a large HGV with crane lift, stuck in the Bailey Gate, pushing through under the portcullis. CAPC would like to remind ALL Haulage companies that there is a **clear height restriction** imposed to **protect** this ancient scheduled monument of National significance.

47. Public questions

- Reminder: Enquiries made by the Clerk to BCKLWN, could find no 'change of use license' for No5 Stocks Green. BCKLWN has confirmed no such license has been applied for by the owner and requested they now apply for the necessary license.
- Cllr Fisher inquired why CAPC has not been consulted by Planning on this matter. Cllr Moriarty to follow up.

The meeting closed at 9:20pm

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