



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 19:30pm ON THURSDAY 11th SEPTEMBER 2025, REGARDING THE FOLLOWING BUSINESS:

1. APOLOGIES

- 2. MINUTES** of the PC meeting 10th July 2025 & Extraordinary Planning minutes of 4th September 2025

3. DECLARATIONS OF INTEREST

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

5. PLANNING

Ref: 25/00555/F (14/07/2025)

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.

Status: Withdrawn.

Ref: 25/01124/PACU6

Change of use at No 5 Stocks Green, Castle Acre

Note: CAPC are not consultees.

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 & financial risk – Clerk to update.
- 13.** (2024) Massingham Road Bus Shelter, update on funding & installation finishes/cleaning – Clerk to update.
- 25.** (2024) The Drovers Solar Farm. 'Targeted consultation' and new submission deadline (01/10/2025) – 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)

7. REPORTS

- Highways, Village Hall, CA School, CA Heritage Group (Cllr Mason to update re: meeting with Holkham Estates), CA Biodiversity, CAPFA, BCKLWN & NCC.

8. MATTERS REQUESTED BY COUNCILLORS

- a) Clerk, Salary. LGS, Pay Agreement from 1st April 2025, Clerk salary SCP 17, rate increased 3.2% to £16.08 p/h in line with LGS agreement for 2025.
- b) PC Chair will be unavailable for October CAPC meeting, to confirm agreed cover – update
- c) School Garden Allotment rents for 2025-2026 – To discuss.
- d) SSE billing discrepancies, new complaint and unmetered 12-month supply contract– update
- e) MUGA Tennis & Pickleball booking link, to add to CAPC website <https://clubspark.lta.org.uk/castle-acre-tennis-and-pickleball-club> – to update and discuss.
- f) Second half of precept payment due – update.
- g) A highway verge in Castle Acre has been identified as a ‘high-quality candidate’ RNR Roadside Nature Reserve Notification RNR 221 – Peddars Way / Massingham Road. Work will commence in Summer to install posts at the sites. Once posts have been installed, site will be given the title of ‘Roadside Nature Reserve’ – update & discuss.
- h) CAPC to consider Playground Inspection training delivered online at £299.00 including VAT, three years certification for CAPFA Volunteer and additional Volunteer would also be willing to do the Competent Persons Maintenance course if required to do so, at an additional cost of £169.00p + vat – (Chair to update).
- i) New SAM2 pole for agreed fourth location, Westcotec quote £195.00 + Vat, supply & installation. – To discuss.
- j) Many thanks to village resident who has finished & repainted the Village Gates, Village Map (Stocks Green) and finished, revarnished the Village noticeboard (Budgens Store).
- k) Castle Acre Horticultural Society would like to have another plant/cake stall on Stocks Green in 2026 Spring Bank Holiday Saturday (23rd May 2026) – to discuss.
- l) Invitation to participate in ‘targeted consultation’ from Wednesday 3rd September to 1st October 2025, The Drovers Solar Farm - to update and discuss.
- m) November RBL Remembrance Service – update.

9. CORRESPONDANCE

- a) Email received from Cllr Beales on 21/07/2025 regarding Devolution and LGR with key dates – update.
- b) Email received from NALC on 25/07/2025 regarding Local Government Services pay agreement 2025.

- c) Email received on 25/07/2025 regarding Town & Parish Council briefing to be held both in person and online on 07/08/2025 and 11/09/2025 – update
- d) Email and letter received on 30/07/2025 from ‘Norfolk Community Biodiversity Partnership’ regarding Biodiversity Hero Awards. Nominations to 1st of September 2025.
- e) Email received on 04/08/2025 from BCKLWN regarding temporary event notice ref: 25/00913/LA_TEN – update.
- f) Email received on 04/08/2025 from a Resident, concerned about fly tipping on the Ran Revir site – to update.
- g) Email from RAF Marham received on 05/08/2025 regarding RAF family’s day 15th August 2025.
- h) Email received from RAF Marham on 08/08/2025 regarding planned night flight training sessions on 13/14 August and further night flying planned for 26,27 & 28 August – update
- i) Email received (cc to Holkham Estates) from Resident in Pentney concerned about the overgrown condition of the footpath (Mill Lane) between West Acre & Castle Acre – update.
- j) Email received on 26/08/2025 from Norfolk Police Liaison regarding Bystander and Anti-Harassment Zoom training on 23/09/2025 and 30/10/2025 to help increase women’s safety – update.
- k) Email received on 27/08/2025 from Residents requesting update to schedule for cutting back of Hornbeam trees on the gravelled car park area, Bailey Gate/Stocks Green – update & discuss.
- l) Email received on 03/09/2025 from NCC regarding Electrical Safety Community Grants – (Cllr Moriarty to update)

10. ACCOUNTS

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (September) payment. Backdated pay from 1 st April 2025	Total: £489.15 Backpay: £76.01 Total Due: £565.17	
Re-imbursement to Clerk for SLCC ILCA level 3, online Clerk training course. 05/08/2025 ref: SLCC-20250805. Inv: QL207825-1	Total: £120.00 VAT: £24.00 Total Due: £144.00	
Gary Lake. August CAPF grass cutting fee both August and September CAPF grass cutting fee (5/7& 6/7).	Total: £421.42 VAT: Nil Total Due: £421.42 Total: £421.42 VAT: Nil	

	Total Due: £421.42	
T.T.S.R grass cutting invoice/grounds maintenance invoice 3 of 4. 31/08/2025 Inv: 10313	Total: £497.45 VAT: £99.49 Total Due: £596.94	
Re-imbursement, Tim Hubbard: 1 x 5LT Advanced satin white paint (ref: Village Gates). Brewers, King's Lynn. 04/07/2025 Inv: KLN/00255107	Total: £45.29 VAT: £9.06 Total Due: £54.35	
CORRECTION (UPDATE ONLY) Bus Shelter installed on Massingham Road on 08/08/2025 <i>Note: Correction to VAT figure (from June 2025 agenda, VAT: £678.70 to £1357.40)</i> <i>Grant funding figure increased from (50% to 80%)</i>	Total: £6787.00 VAT: £1357.40 Total Due: £8144.40	NCC 80% funding £5429.60 (NCC acc. ref: 5090120).
BCKLWN weekly litter bin collection. DD. Inv: BC110304630 01/06/2025.	Annual Total: £780.60 VAT: Nil Total Due: £78.06	
BCKLWN Dog Bin Monthly instalment DD. Inv: BC110305225.	Total: £147.64 VAT: £36.91 Total Due: £184.55	
SSE (DD) 1. 21/07/2025 DD:1126062 <i>*Open complaint due to funds taken outside of 12-month period and from 2023.</i> 2. 22/07/25 DD: 01126077 3. 29/07/2025 DD:11411111 4. 14/08/2025 credit note ref: 29/07/2025 payment	1.Total: £342.46 VAT: £17.12 Total Due: £359.58 2. Total: £433.94 VAT: £21.70 Total Due: £455.64 3. Total: £33.56 VAT: £1.68 Total Due: £35.24 4. - £87.24 (minus)	

5. 14/08/2025 DD:0089420	5. Total: £228.42 VAT: £10.87 Minus £87.24 (as above) Total Due: £141.18	
6. 15/08/2025 (final invoice) IV03350411 Balance brought forward from previous invoice. Query: presumably 14/08/2025 will not be charged as was paid on 28/08/2025 Ref: DD1189545 (Note: 2-month contract agreement completed on 18/07/2025, contract completing on 31/09/2025)	6. Total: £33.56 VAT: £1.68 £141.18 Total Due: £176.42	
Unity Trust banking charges (DD)	£6.00	
Authorised for online payment by- Date: Signatory 1: Signatory 2:		

VILLAGE MAINTENANCE

*Clerk re-reported 30 MPH road sign damaged (uprooted) on North Street, to NCC Highways on 03/07/2025. Now completely over and a trip hazard (status: resolved)

*Clerk reported uprooted 'Directional Walks' signpost at Southern junction of Chimney Street with Blind Lane to Norfolk Trails, via NCC Highways portal on 07/08/2025.

*Clerk reported 2 x potholes outside of No. 48 and No. 106 Foxes Meadow on 27/08/2025

PUBLIC QUESTIONS

Next PC meeting: Thursday 9th October 2025 at 19:30pm in the CA Village Hall.

Signed.....

