



Castle Acre Parish Clerk: Ms Amy Hart
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Minutes of CA Parish Council monthly meeting, business conducted at Castle Acre Village Hall on September 11th, 2025, at 7:30pm.

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

In attendance: No members of the public.

52. Apologies: BCKLWN Cllr Alistair Beales.

53. Minutes of PC meeting 10th July 2025 & Extraordinary Planning minutes of 4th September 2025: The minutes for 10th July were proposed by Cllr Manson and seconded by Cllr Barlow. All in agreement.

The minutes of 4th September were proposed by Cllr Mason and seconded by Cllr Fisher. All in agreement.

54. 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.

55. Health & Safety

Defib update: Cllr Collins confirmed the Defib is still operating at 2 bars. Reminder: 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. As per note in Summer NVN, please contact Clerk if interested and be placed on the waiting list.

Trees Update: The Chair updated, a ten-year written permission for annual/biannual CAPC works to maintain the Lime Trees and Hornbeam Trees on Stocks Green (in the CA Conservation area) will be granted by BCKLWN Tree Officer, reducing yearly admin. A quote for the annual works to the five Lime trees on Stocks Green and three Hornbeam trees (gravelled area) has been sought from Greenman Woodlands. Quote £250 for all works and planning permissions. Proposer (of the tree works) Cllr Chakrabarti & seconded by Cllr Fisher, all in agreement.

56. 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Status: Withdrawn.

Note: Information only, no discussion required.

Ref: 25/01124/PACU6

Change of use at No 5 Stocks Green, Castle Acre

CAPC are not Consultees.

Comment on BCKLWN planning portal: 31/07/2025

“While we understand the Parish Council is not a statutory Consultee for the above application, change of use, we would respectfully ask the planning officer to refer to the below section within the 'made' Castle Acre Neighbourhood Plan (2022). CANHP. Page 72 Protecting Existing Tourism and Community Facilities Section TO.1 - Protecting Existing Tourism and Community Facilities. Proposals for change of use involving a potential loss of an existing tourism or community facility or business, will only be supported where it can be demonstrated that: a) Adequate other facilities offering the same service exist within a reasonable walking distance of the majority of residents, to meet visitor and local needs, or b) There is no reasonable prospect of continued viable use and this can be demonstrated through: i) Twelve months of marketing in appropriate publications, for the permitted and similar uses, using an appropriate agent; and ii) Confirmation that it has been offered on a range of terms (including price) agreed to be reasonable on the advice of a qualified independent assessor/agent. Tourism and Community Facilities Proposals to improve existing tourism and community facilities will be supported. Upgraded facilities should help retain the character of Castle Acre and not adversely affect Historic and Natural Environments or the Conservation Area. Proposals should not detract from the amenity of residents or result in an overall unacceptable increase in traffic generation or lead to an increase in 'on street' parking.

Referring to the above, Castle Acre Parish Council objects to, does not support this application for change of use at No 5 Stocks Green, believing it conflicts with the CA Neighbourhood Plan 2022.

In addition, if granted the loss of this retail facility might also reduce Castle Acre's qualifying criteria as a Key Rural Service Centre.”

57. Updates on actions required from previous meetings:

40c. Castle Acre Visitor Car Park.

Tim Hubbard (Chair) to confirm a pre-planning meeting with CAPFA Chair/Representatives to progress thoughts about requirements prior to any future planning application.

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.

No new updates.

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

Finance. The Clerk has reviewed CAPC Financial Regulations 2019 against SLCC's model 2025 (current regulations) and has marked up necessary updates. Cllr Chakrabarti to cross reference/confirm any necessary updates and progress the CAPC Financial Risk Assessment.

13. New Bus Shelter on Massingham Road

The 'old wooden bus shelter' on Massingham Road was removed on 20th July and the new shelter was installed by Westcotec on 08 August (permit number ARN-2600-52365852). CAPC initially secured NCC 50/50 Parish Partnership match funding, however, following a successful re-application to the new NCC Bus Shelter Scheme, 80% funding was secured (80% of the total cost, £5,429.50 received on 13/08/2025).

Note: Clerk to chase Bus timetable QR code with NCC and Westcotec for new corrected signage.

CAPC. Sincere thanks to all helpers involved in this project for the village, including the resident who has cleaned the polycarbonate panelling.

25. (2024) The Drovers Solar Farm

Thanks again to all residents who attended the Castle Acre 'Pop Up' Consultation event on 12/06/2025 hosted by Copper Consultancy 'strategic communications agency' and facilitated by CAPC on behalf of The Drovers

Solar Farm. To view responses online, visit: [News – Castle Acre Parish Council](#). The PC has recently received new 'Targeted Consultation' information including a poster (with QR code), This has been placed online (under 'News' on the CAPC site) and will be distributed to various locations throughout the Village. Info booklets, maps and feedback forms to be distributed to Budgens, Whittles, the St James the Great Church and interested Residents. Due to several planning changes and feedback received (including residents, CAPC Solar Steering Group, Borough & County Councils, MP James Wild) a period of 'targeted consultation' will run from 03/09/2025 until 01/10/2025.

It was decided that CAPC will maintain their current position and add to their submission to reflect the changes. The Solar Steering group will meet and draft an updated response for submission by 01/10/2025. Clerk to confirm submission date and to request a 'site walk through' for the CAPC and any interested residents.

28. (2025) Devolution of Norfolk & Suffolk update. Received by email.

30. (2025) Historical CAPC Documents to hold or file at NRO.
Cllr Fisher to consult with Cllr Moriarty to progress.

58. REPORTS

- Highways: No new updates.
- Village Hall: No new updates.
- School: Castle Acre School received a 'GOOD' Ofsted rating at their recent March 2025 inspection.
- Castle Acre Heritage Group: Cllr Mason updated the PC with the following:

16 July River Nar Plant / Wildlife Survey

22 July EH volunteers tour of Grimes Graves as a 'thank you' for all their work.

29 July Castle Plant / Wildlife Survey

21 August Birdwatching /Wildlife Walk Priory Field, South Acre Ford, River Nar.

2 August Finds Identification Day Priory Barn, 83 attended.

12 August Stargazing and picnic at the Castle, 31 attended. Perseid meteor showers seen.

3 Sept Meeting with the Holkham Estate's Buildings Surveyor to discuss non-invasive archaeological investigation at the Castle and conserving the infrastructure on the water meadows.

5 Sept Meeting with new EH staff at the Castle.

The Head of the Primary School is in email contact about Priory visits.

- Castle Acre Biodiversity: The Chair confirmed an upcoming meeting with Holkham to discuss Pales Green Wildflower planting. Reminder: Cllr Manson to explore potential community funding opportunities for wildflower beds/wild areas for Pales Green and behind the MUGA court.

CAPFA: The Chair, Nigel Chambers, emailed the following report on 11/09/2025:

Sunday September 7th Village Playing Field Fete - Thanks to everyone who helped and/or supported this year's annual fete. The weather was sunny and warm if not a little windy and there was a good attendance which we are pleased to say enabled us to raise just over £2,250 which goes towards the upkeep of the playing field and its facilities.

Cllr Collins requested that the PC consider training funding £299 for 3 years ROSPA Playground Inspectors Certificate and a further Competent Persons Maintenance Course (cost of £169). It was decided to fund the Inspectors Certificate, but not the Competent person's maintenance Course. Proposer (of CAPC covering

Certificate cost) Cllr Fisher, seconded by Cllr Mason. All in agreement. Clerk to confirm with CAPFA and request VAT receipt once booked.

BCKLWN: Cllr Alistair Beales emailed a report on 11/09/2025 covering the following: Together with six Norfolk districts a proposal and full business case for three unitary authorities will be submitted to the Government by the 26/09/2025 deadline. *“As you will be aware, our shared vision is for three unitaries serving three distinct geographies and communities across the 2074 square miles of our large and diverse county: a predominantly rural authority here in the West, a predominantly rural and coastal authority in the East, and a city authority centred on a greater Norwich.”* For further information visit: [Future Norfolk - Future Norfolk](#)

For a full report, contact the Clerk.

- NCC: Cllr Moriarty emailed a report covering the following:
- For your chance to have your say on Norfolk's recycling centres, please fill out this survey: <https://www.smartsurvey.co.uk/s/RecyclingCentreSurvey2025/>

Household Hazardous waste days (HHWD) to take place at the following dates/locations.

- Norwich South – Friday 3 & Saturday 4 October
- King's Lynn – Friday 10 & Saturday 11 October
- Caister – Friday 24 & Saturday 25 October
- Dereham – Friday 31 October & Saturday 1 November
- Thetford – Friday 7 & Saturday 8 November
- Hempton – Friday 21 & Saturday 22 November
- Norwich North – Friday 28 & Saturday 29 November

Norfolk County Council has secured more than £34 million in new government funding to enhance local transport infrastructure and planning over the next four years.

- For a full report, contact the Clerk.
- Cllr Moriarty joined the meeting at 8:45pm

59. Matters requested by Councillors:

- Clerk salary is paid in accordance with LGS recommendations. LGS pay agreement (from 1st April 25) SCP 17 rate increased 3.2% to £16.08 p/h.
Proposer (to increase Clerk Salary in line with LGS) Cllr Mason and seconded by Cllr Fisher, all in agreement.
- PC Chair will be unavailable for October CAPC meeting, Vice Chair to chair Oct meeting.
- Allotment rents for 2025-26. Annual rents were discussed, and it was decided by majority vote to maintain the annual rent of £8.00. Proposer (to keep the current rent) Cllr Fisher, seconded by Cllr Chakrabarti. Note: 2 Cllrs abstained from voting.
Due to a few very late payments in 2024, Clerk to ensure tenants are aware that 1st November 2025 is the payment due date.
- SSE billing discrepancies, new complaint and unmetered 12-month supply contract. New complaints manager assigned, 2 open complaints. New contract to be confirm before 31/09/2025.
- MUGA Tennis & Pickleball booking link, will be added to CAPC website
<https://clubspark.lta.org.uk/castle-acre-tennis-and-pickleball-club>
All Cllrs aware. Clerk to add 'MUGA Booking' to the CAPC site.
- Second half of precept payment due.
Clerk reconfirmed new banking information with BCKLWN Accounts Payable Officer. Remittance advice received. Payment due within five days.
- 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 information posts at the sites. The site will be given 'Roadside Nature Reserve' status. CAPC requests that they be consultees for future RNR proposals.

- h) CAPC to consider funding Playground Inspection and Competent Persons Maintenance training courses. See above CAPFA update.
- i) New SAM2 pole for Massingham Road. Westcotec quoted £195.00 + Vat to supply & install. It was decided to finance the new SAM2 pole. Proposer Cllr Collins, seconded Cllr Mason. All in favour. Clerk to place order.
- j) Many thanks to the village resident who has repainted the Village Gates, Village Map (Stocks Green) and revarnished the Village noticeboard (Budgens Store). All Cllrs extended sincere thanks.
- 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). Proposer (of the plant/cake stall) Cllr Barlow and seconded by Cllr Manson – all in agreement.
- l) Invitation to participate in 'targeted consultation' from Wednesday 3rd September to 1st October 2025, The Drovers Solar Farm – see above.
- m) November RBL Remembrance Service. Clerk to confirm Cllr donation of £20 to CA RBL ahead of 09 November remembrance ceremony.

60. Correspondence:

- a) Email received from Cllr Beales on 21/07/2025 regarding Devolution and LGR with key dates.
- 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.
- d) Email and letter received on 30/07/2025 from 'Norfolk Community Biodiversity Partnership' regarding Biodiversity Hero Awards. Nominations by 1st of September 2025. No nominations were received.
- e) Email received on 04/08/2025 from BCKLWN regarding temporary event notice ref: 25/00913/LA_TEN
- f) Email received on 04/08/2025 from a Resident, concerned about fly tipping on the Ran Revir site. Section S216 order has been requested by CAPC. BCKLWN views this as a prospective development site so order was not supported.
- 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 26,27 & 28 August.
- i) Email received (cc to Holkham Estates) from a resident in Pentney concerned about the overgrown condition of the footpath (Mill Lane) between West Acre & Castle Acre. Not in the Parish.
- 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. Clerk to attend 30/10/2025.
- 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. See 'Trees' above.
- l) Email received on 03/09/2025 from NCC regarding Electrical Safety Community Grants.

61. Accounts to be paid:

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-imburement 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-imburement, 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. 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) 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 5. 14/08/2025 DD:0089420 6. 15/08/2025 (final invoice) IV03350411 <i>Balance brought forward from previous invoice. Query: presumably 14/08/2025 will not be charged as was paid on 28/08/2025 Ref: DD1189545</i> <i>(Note: 2-month contract agreement completed on 18/07/2025, contract completing on 31/09/2025)</i>	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. Total: £228.42 VAT: £10.87 Minus £87.24 (as above) Total Due: £141.18 6. Total: £33.56 VAT: £1.68 £141.18 Total Due: £176.42	
Unity Trust Bank Charges (DD)	£6.00	
Authorised for online payment by- Date: 11/09/2025 Signatory 1: Cllr Liam Manson Signatory 2: Cllr Neil Patrick		

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

62. Village Maintenance:

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

Clerk reported 2 x potholes outside of No.48 and No.106 Foxes Meadow on 27/08/2025 (scheduled for repair).

63. Public questions none

The meeting closed at 9:07pm

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