



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 13th NOVEMBER 2025, REGARDING THE FOLLOWING BUSINESS:

1. APOLOGIES

2. MINUTES of the PC meeting 9th October 2025

3. DECLARATIONS OF INTEREST

4. HEALTH & SAFETY reports on any new H&S issues. 'Defib'. Tree report (Greenman Woodland/Stocks Green) - update

5. PLANNING

For information only.

Ref: 25/01297/F Ran Revir. TOWN AND COUNTRY PLANNING ACT, 1990 Planning Committee meeting held on 03/11/2025.

6. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS

- 40c.** (2023) Castle Acre, 'Playing Field Visitor Car Park' – TH to update.
- 42.** (2022) South Acre Rd Ford, TRO – update.
- 12.** (2024) Health and Safety schedule / risk assessment – update.
- 25.** (2024) The Drovers Solar Farm. CPRE Exhibition 20th November 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)
- 2.** (2025) Illuminated 20 MPH Road Sign in Back Lane to increase safety of Castle Acre School children (at School Start/Finish times) – (Cllr Moriarty to update)
- 3.** (2025) Massingham Road Bus Shelter & Go to Town Service – (Clerk to update).
- 4.** (2025) Castle Acre School, Library Bus Project – (Clerk to update).
- 5.** (2025) Charles Rangle-Wilson 'an evening with' talk regarding the ecology and maintenance of the River Nar SSSI – (Clerk to update)

7. REPORTS

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

8. MATTERS REQUESTED BY COUNCILLORS

- a) Potential illuminated road sign on Great Massingham Road near the CA playing field – (Cllr Moriarty to update)
- b) Notice of Casual Vacancy, posted 17/10/2025 ending 06/11/2025 – update
- c) Allotments. Annual fees, overdue payments. Allotment plot number 10 is now vacant. – update.
- d) Initial PC Budget discussion for precept application fiscal year 2026-2027.
- e) The use of AI/ChatGPT by the Parish Council a) policy review and b) decision making – to discuss.
- f) CIL Parish Clerk training on 04/11/2025 and PIIP 'Parish Infrastructure Investment Plan' (CIL, next round open 01/03/2026 – 01/05/2026)– (Clerk to update)
- g) CILCA training 50% match funding bursary application to SLCC (total £675), receipt confirmed by SLCC on 31/10/2025, grant outcome awards mid Nov 2025 onwards – (Clerk to update)
- h) Village Events Calendar for CAPC website: [Upcoming Events – Castle Acre Parish Council](#)
- i) Monthly Defib checking now needed – update & discuss
- j) CAPFA. Playing field cutting contract for season 2026 – (Chair to update)
- k) Christmas tree 2025 Stocks Green – update

9. CORRESPONDENCE

- a) Email received on 10/10/2025 from Nar Valley News Editor, request to CAPC to place the full NVN in the News section of the CAPC website – to update & discuss.
- b) Email received on 10/10/2025 from Borough Planning regarding a system upgrade/scheduled maintenance which will temporarily remove planning applications so being unavailable for public viewing on 15th and 16th Oct 2025 - update.
- c) Email received on 13/10/2025 from Resident regarding Friends of Castle Acre Church event 'Bats, Spiders & Jewellery surprises' held at the Village Hall on 1st November 2025.
- d) Email and letter of endorsement received on 13/10/2025, ref: CAPC's response to The Drovers Solar Farm Targeted Consultation, from James Wild MP – update.
- e) Email received on 17/10/2025 from NCC Transport Manager regarding Consultation on three Services (A) 10: Swaffham Town Service, B) 32: Mileham, Castle Acre, Swaffham, Kings Lynn and C) The Swaffham Flexibus.) <https://www.travelnorfolk.co.uk/swaffham-flexibus/> to update & discuss.
- f) Email & letters received on 21/10/2025 from BCKLWN regarding CIL funding spending strategy adoption. Next round opens 1st March & completes 1st May 2026 / upcoming parish CIL training on 04/11/2025 at 9:30-10:30am or 3:00pm – 4:00pm – update

- g) Email received on 21/10/2025 from Castle Acre Resident, interested in joining CAPC.
- h) Email received on 21/10/2025 from NCC Green Spaces Team regarding installation of marker posts on RNR 221 between the dates of 07/10/2025 and 07/11/2025 – update.
- i) Email received on 22/10/2025 from NCC Green Spaces Team regarding upcoming cutting dates for RNRs in Castle Acre for w/c 20/10/2035 – update.
- j) Email received on 27/10/2025 from BCKLWN regarding plastic nurdle beach clean-up operation (due to Stena Immaculate North Sea collision) – update.
- k) Email received on 29/10/2025 from NCC regarding Budget Consultation [Setting next year's budget - Norfolk County Council](#) (deadline 15/12/2025)
- l) Email received on 04/11/2025 from NCC's NP Law regarding Castle Acre - Continuation of Road Closure of South Acre Road owing to increased water levels and safety concerns for road users (ref: WTRO5199).

10. ACCOUNTS

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (October) payment.	Total Due: £489.15	
Holkham Estates, Land Rent ref: S1937 11/10/2025	Total Due: £1.00	
Holkham Estates, Allotment Rents, ref: S1938	Total Due: £100.00	
Holkham Estates, Commercial ref: S1939	Total Due: £10.00	
Holkham Estates, Land Rent, re: S1940	Total Due: £2.00	
	VAT: NIL	
Westcotec SAM2 Pole + installation (Great Massingham Road) 13/10/2025 Inv: 17237	Total: £195.00 VAT: £39.00 Total Due: £234.00	
TTSR 31/10/2025 (season's final invoice 4/4) Inv.10491	Total: £497.42 VAT: £99.48 Total Due: £596.90	

K&M streetlight no. 9002 Newton Road Inv no: 9677 Road (LED) 31/10/2025	Total: £80.00 VAT: £16.00 Total Due: £96.00	
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) Inv: IV03622245 01/11/2025 For invoice period (01/08/2025- 31/08/2025) <i>Note: 12-month contract renewed on 18/09/2025 for 01/10/2025 start.</i>	Total: £32.16 VAT: £1.61 Total Due: £33.77	
Unity Trust banking charges (DD)	£6.00	
Authorised for online payment by- Date: Signatory 1: Signatory 2:		

VILLAGE MAINTENANCE

*Clerk reported faulty streetlight to K&M on Newton Road 21/10/2025 (status: resolved)

*Clerk requested that TTSR complete annual cut, Pales Green hedges on 26/10/2025 as per contract (annual cost £85.02 + VAT) – (status: resolved).

* Chair requested clarity regarding Gary Lake's final cut on CAPF w/c 10th November 2025 – update.

Note: Previous request that TTSR cut Newton Road Trod (status: complete).

PUBLIC QUESTIONS

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

Signed.....