



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 12th FEBRUARY 2026, REGARDING THE FOLLOWING BUSINESS:

1. APOLOGIES

- 2. MINUTES** of the PC meeting 08th January 2026 & Minutes of Solar Sub-committee 28/01/2026

3. DECLARATIONS OF INTEREST

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

5. PLANNING

REF: 25/02046/F 12/01/2026

Householder: Increase pitch of bungalow roof to 42.5 degrees. Raise the height of the ridge to facilitate habitable room in loft space with no2 Velux type windows to rear of property (the above changes are to planning ref: 22/01303/F and required to complete project) at Bramley's, Massingham Road, Castle Acre, PE32 2BG.

REF: 25/00262/TREECA 15/12/2025 (information only)

T1 - Field Maple: Requesting removal to prevent further damage to the wall. T2 - Indian Bean Tree: Reduce by 2 meters to bring back into shape and good health. T3 - Purple Plum: Reduce by 2 meters to bring back into shape and good health. T4 - Chestnut: Reduce by 2 meters to bring back into shape and good health. T5 - Beech: Reduce by 2 meters to bring back into shape and good health. T6 - Cherry: Reduce by 2 meters to bring back into shape and good health. T7 - Cherry: Reduce by 2 meters to bring back into shape and good health.

3 Stone Barn Court, Castle Acre, PE32 2AD

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 and Ford, NCC TRO application – update.

12. (2024) Health and Safety schedule / risk assessment – update.

25. (2024) The Drovers Solar Farm. Registering interest PINS. Draft representation document – 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) Potential illuminated 20 MPH Road Sign in Back Lane to improve safety of Castle Acre School children (at School Start/Finish times) – (Cllr Moriarty to update)
- 5. (2025) Charles Rangeley-Wilson Talk, ‘All Things River Nar’ regarding the ecology and maintenance of the River Nar SSSI 22nd January 2026 – (feedback)
- 6. (2025) Upcoming CILCA Training for Clerk 2026 & purchase of Arnold Baker book – (Clerk to update)
- 7. (2025) PIIP (Parish Infrastructure Investment Plan’) & CIL (01/03/2026 – 01/05/2026)- update

7. REPORTS

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

8. MATTERS REQUESTED BY COUNCILLORS

- a) Request received for Grit Bin, bottom of Bailey Street at location: <https://w3w.co/twilight.thickens.petrified> - to update & discuss.
- b) Concern as to poor state of repair, footpath between Castle Acre & West Acre – update & discuss.
- c) Cllr training for 2026 (NALC/SALC) – Clerk to update.
- d) Paper bank removal from CAPF & final MW White CAPF paper bank weight report received (01/01/2026-12/01/2026) ref: 861354. Site total: 1.3 Tonnes mixed papers – update.
- e) Replacement of Defib pads now due (Adult/Kids smart electrode) – update.
- f) SAM2 draft RA, to sign off & Lead Person required – (Cllr Jukes to update)
- g) Allotment vacancy/plot 12 – (Clerk to update)
- h) Photography at Public Events <https://wewillthrive.co.uk/resources/toolkits-and-templates/photography-and-gdpr/> (Clerk & Cllr Mason to update).
- i) CAPF picnic seating provision in enclosed infant area. Potential funding shortfall, cake stall request for April & Cllr Proposal for unrestricted funds from Gate Four Priory filming donation to be considered as final top up only if required – to update & discuss.
- j) Holkham path and hedge cutting of permissive path round Priory Field & Newton Road Trod (Chair to update).
- k) Request from CAPFA to hold Cake Stall on Stocks Green Saturday 4th April 2026 (to cover funding shortfall for under 7’s seating area) – update.
- l) Request received from PCC to hold Cake Stall (for Church Flowers) on Stocks Green Saturday 28th March 10am – 12pm – update.

9. CORRESPONDENCE

- a) Email received on 05/01/2026 from Green Council Solutions regarding Biodiversity projects in the Village www.greencouncilsolutions.org
- b) Email received on 08/01/2026 from The Drovers confirming preparation of the examination period and potential site tour within the examination period. CAPC has 30 days to register on the Planning Inspectorate Website to have its say and participate in Examination process

https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN0110013/document_s

- c) Email received on 14/01/2026 from NCC Street Lighting Engineer highlighting the risks of ageing columns. [Glasgow City Council fined £80,000 after military veteran struck by collapsing lamppost – HSE Media Centre](#)
- d) Email received on 17/01/2025 from The Drovers Solar Team regarding acceptance of Application (section 56(2) and information on how to register as an interested party.
- e) Email received on 20/01/2026 from BT Group confirming repaint of (Listed Building) Phone Kiosk on Stocks Green including the replacement of faded signage (late Spring/Summer) – (Clerk to update).
- f) Letter received on 14/01/2026 from SSE confirming 12 months & 0 days contract commenced 01/10/2025. Agreement ID: AGR4758463.
- g) Email received on 29/01/2026 from BCKLWN Planning regarding NSIPS & the process of the Examination stage (PADSS & SOCGS) – update <https://www.gov.uk/guidance/nationally-significant-infrastructure-projects-how-to-register-to-have-your-say-and-make-a-relevant-representation>
<https://www.gov.uk/guidance/nationally-significant-infrastructure-projects-advice-for-local-authorities#PrincipalAreasof>
- h) Email received on 30/01/2026 from Parent of child at Castle Acre Swifts FC, concerned about grass growth on CAPF and how it might be resolved– to update & discuss.
- i) Return email received on 30/01/2026 from Swaffham Town Council confirming the deferring of the topic of The Drovers Solar Farm consultation to their next full Council meeting of 11/02/2026 – update.
- j) Email received on 30/01/2026 from a Relative of late village Resident enquiring about planting memorial tree within the Village – update.
- k) Email & letter received on 30/01/2026 from BCKLWN regarding ‘call for sites’ for development – update.
- l) Email received on 30/01/2026 from The Drovers regarding site tours over the examination period, confirming attendees and any potential dates – to update and discuss.
- m) Email received on 05/02/2026 from NCC regarding West Acre WTRO6388 - Upcoming Temporary Road Closures of C65 Lynn Road and U22035 Tumble Hill Road to facilitate remedial works by Anglian Water – update.

10. ACCOUNTS

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (February) payment. CiLCA training commenced 13/01/2026. (Module 1 commences 16/02/2026)	Total: £489.15 Training Hours: £53.60 Overtime: £80.40	

5 x hours overtime for The Doves subcommittee meeting/minutes.	Total Due: £623.15	
Arnold Baker 14 th Edition Local Council Administration (SLCC Member Bookshop) <i>Note: To be owned by CAPC & update Fixed Asset Register.</i>	Total: £144.00 Delivery: £5.40 Total Due: £149.40 <i>(SLLC Member Discount = £81.00)</i>	
Suffolk Association of Local Councils Unit 1, 2a, 2b, 3, 4 & 5b (CiLCA) modules. Inv No: 30764, dated: 05/02/2026	Total: £360.00 VAT: £72.00 Total Due: £432.00	
Reimbursement to Tim Hubbard for PC McAfee Subscription renewal 07/01/2026 Inv no: 23267042	Total: £74.99 VAT: £12.50 Total Due: £74.99	
Greenman Woodland 29/01/2026 Inv. 290106, (Prune and shape Hornbeams and removal of basal epicormic growth on 5 Limes, Stocks Green).	Total: £250.00 VAT: NIL Total Due: £250.00	
Village Hall Hire. PC Monthly Meetings Jan – March 2026 Inv no: PC2026/001 2026 07/01/2026 3 meetings @ £25.00 / meeting.	Total: £75.00 VAT: Nil Total Due: £75.00	
Village Hall Hire ref: Charles Rangle Wilson talk (22/01/2026) Inv no: PC2026/002 - 07/01/2025 3 x hours @ £15 p/h	Total: £45.00 VAT: NIL Total Due: £45.00	
BCKLWN weekly litter bin collection. DD. Inv: BC110304630 01/06/2025. <i>(awaiting updated invoice for 2026/27)</i>	Annual Total: £780.60 VAT: Nil Total Due: £78.06	
BCKLWN Dog Bin Monthly instalment DD. Inv: BC110305225. <i>(awaiting updated invoice for 2026/27)</i>	Total: £147.64 VAT: £36.91 Total Due: £184.55	

SSE (DD) December Payment Inv. no: IV3928619 07/01/2026 For invoice period: 01/12/2025 – 31/12/2025 Credit Notes 1.For Invoice Period: 01/11/2025-30/11/2025 Inv. structure ID: 8701296625 2.For Invoice Period: 01/10/2025-31/10/2025 Inv. Structure ID 8701296625 3. For Invoice Period: 01/12/2025 to 31/12/2025 4. Renewed invoice for October to December payment (01/10/2025-31/12/2025) Inv: IV04008783 dated 06/01/2026 Note: Account in dispute. SSE lost CAPC bank details. Re-submitted & now on DD again.	Total: £87.46 VAT: £4.37 Total Due: £91.83 Credit Notes 1.Total: -£81.56 VAT: - £4.05 Total Credit: - £85.64 2.Total: -£78.68 VAT: - £3.93 Joint Credit: - £168.25 3.Total: £87.46 VAT: £4.37 Total Due: £91.93 4.Total: £239.02 VAT: £11.95 Total Due: £250.97	
Unity Trust banking charges (DD)	£7.00	
Authorised for online payment by- Date: Signatory 1: Signatory 2:		

- Donation received of £149.40 for Arnold Baker Textbook

11. VILLAGE MAINTENANCE

*Clerk reported fallen tree to NCC Highways (Norfolk Trails) impeding access on Minns Meadow Footbridge on 15/01/2026 (status: scheduled for repair)

*Clerk reported damaged directional sign to NCC on 20/01/2026 at Newton Road by East Green (status: pending review)

*Clerk reported faulty streetlight on Pyes Lane to K&M on 02/02/2026 (status: resolved)

*Clerk reported string of deep potholes on 03/02/2026 to NCC alongside Newton Road opposite the trod (status: pending review)

PUBLIC QUESTIONS

Next PC meeting: Thursday 12th March 2026 at 19:30pm in the CA Village Hall.

Signed.....