



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 January 8<sup>th</sup>, 2025, at 7:30pm.**

**Present:** Tim Hubbard (Chair), Cllr Neil Patrick, Cllr Laurie Fisher, Cllr Liam Manson, Cllr Stuart Barlow, Cllr Anne Mason, CAPC/NCC Cllr Jim Moriarty.

**In attendance:** Two members of the public.

**100. Apologies:** Cllr Ilga Chakrabarti, BCKLWN Cllr Alistair Beales.

**101. Minutes of PC meeting 13<sup>th</sup> November 2025.** The minutes of 11<sup>th</sup> December 2025 were proposed by Cllr Fisher and seconded by Cllr Mason. All in agreement.

**102. Declaration of Interests:**

None.

**103. Election of Cllr.** Two candidates were invited by the Chair to present why they wish to become a Parish Cllr for CAPC. The candidates were then asked to leave the room while a ballot was carried out. Clerk confirmed the ballot election choice of Grant Jukes. Clerk provided Cllr Jukes with Acceptance of Office and Declaration of Interest forms to sign. To be forwarded to electoral authorities. CAPC welcomes Cllr Jukes. CAPC now has all councillor positions filled.

**104. Health & Safety** Defib update: Clerk confirmed the Defib was still operating at 2 bars on 08/01/2026. The Clerk will confirm with Cllr Chakrabarti the recharging or replacement process when 1 bar is reached.

**Trees Update:** Clerk to chase Greenman Woodlands ref, start date for works on Stocks Green. Quote for a survey on the Stocks Green trees from Lignia Consultancy to be sought. Cllr Mason previously reported branches infringing on power lines on South Acre road. Clerk has reported to UK Power networks, who will contact BT. Advice: Stay 10M clear of any trees touching power lines in meantime. Reference number: CALL-1031016-Z. Any further info. please call: 0800 31 63 105 or just 105 and ask for extension 7302. Cllr Fisher proposed advertising the warning information via CAPC noticeboard and NVN.

**105. Planning** None.

**106. Updates on actions required from previous meetings:**

**40c. Castle Acre Visitor Car Park.** Working group from CAPC/CAPFA continue investigating the viability of improved parking area, pavilion extension & public toilets. Chair has met with BCKLWN to discuss any potential funding routes and has met with a civil engineer to discuss parking space solutions. This is a medium-term project!

**42. Statutory Consultation ref: U22074 /U33280 Castle Acre - South Acre Road Ford - Prohibition of Motor Vehicles (except solo motorcycles) Traffic Regulation Order.** CAPC has received notification from NCC/NP Law advising the Parish Council and Residents that order 202X Ref: PJA0069 stating the need for a permanent TRO and closure of the South Acre Road and Ford would be going to public consultation (representation deadline being 06/01/2026) and advertised in the EDP 09/12/2025. The TRO consultation was discussed at the meeting of 11/12/2025 (minute ref 42) and CAPC voted in unanimous support of permanent closure. CAPC

sent their response and representation on 12/12/2026 giving full support to NCC/NP Law for the permanent closure, backed by survey results in Castle Acre's adopted Neighbourhood plan which supported the permanent closure. The continuation of the South Acre Road closure is due to increased water levels/ safety concerns for road users and environmental concerns given the rare nature of this SSSI River Nar chalk stream and protected species therein. CAPC wishes to extend thanks to all Residents & Groups who engaged with the consultation and expressed their views to NCC. The temporary TRO restriction extension of time is currently projected to end on 26<sup>th</sup> February 2026.

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

**Finance.** The Clerk having reviewed CAPC Financial Regulations 2019 against SLCC's model 2025 (current regulations). Cllr Chakrabarti to review updates when time allows and progress the CAPC Financial Risk Assessment. Cllr Jukes confirmed that he will assist with work on outstanding RAs.

**25. (2024) The Droves Solar Farm.** Following 'targeted consultation' on changes made from the initial feedback process, 03/09/2025 until 01/10/2025, with an approved extension, CAPC submitted its response to The Droves on 06/10/2025. To view latest CAPC response go to: [News – Castle Acre Parish Council](#)

The Droves are preparing for the registration period before Examination to open. Once live, Castle Acre Parish Council and all interested parties have a minimum of **30 days** to register on the [Planning Inspectorate website](#) to have its / your say and participate in the examination process. The Droves have proposed a Site visit during the Examination period, which is expected to late February onwards. The Clerk has requested their available Saturdays for the site tour within the examination period, once confirmed.

To register for updates, go to: [The Droves Solar Farm - Project information](#)

**28. (2025) Devolution of Norfolk & Suffolk update.** The need to have the strategic authority in place, will delay Mayoral Elections until 2028 (under the supplementary voting system). Council elections in May 2026 tbc. No further update.

**30. (2025) Historical CAPC Documents to hold or file at NRO.** Cllr Fisher confirmed that he awaits final organisation of documents prior to collection. Cllr Moriarty & Cllr Mason to assist as required.

**2. (2025) Potential illuminated 20 MPH Road Sign in Back Lane at School Start/Finish times.** – NCC Safety Officers to assess the site. No new updates.

**5. (2025) Charles Rangeley-Wilson OBE talk regarding the ecology and maintenance of the River Nar SSSI.** Clerk confirmed Thursday 22<sup>nd</sup> January 7- 9pm with Charles and Chair has booked VH. The Clerk has also created publicity posters. The talk is open to village residents and interested groups.

**6. (2025) CiLCA Training 2026.** Clerk completed the Introduction to Local Council Administration (ILCA) on 05/12/2025 and has booked on Suffolk ALC's introduction to CiLCA course, 13/01/2025. 1<sup>st</sup> module of CiLCA training commencing Feb 16<sup>th</sup>, 2026. Clerk & Chair have signed learning agreement (LA), Clerk has confirmed with SLCC ensuring £450 bursary from SLCC Education Foundation is secured.

**7. (2025) Parish Infrastructure Investment Plan (PIIP) & CIL.** (01/03/2026 – 01/05/2026)- Clerk has begun the initial draft of PIIP plan with help from Cllr Mason citing relevant excerpts from CA's adopted neighbourhood plan. Chair to progress project when time is available.

**9. (2025) Budget review for January 2026 precept application.** Chairman confirmed that financial calculations require a precept figure of £25,881.02 for the FY 26/27 annual precept application to BCKLWN. This year's overall precept increases (approx. 14% above 2025/26) reflect the significant increase in costs for insurance, grass cutting and waste bin collections. Cllr Moriarty confirmed that he expected bin collection fees 'should be' in line with inflation this year.

Proposer Cllr Fisher, Seconder Cllr Patrick. All in agreement.

Clerk to submit both electronically and via post on 09/01/2026 prior to the deadline of 31/01/2026.

## **CAPC ACCOUNT BALANCES:**

The Chair confirmed that on 08/01/2026 the available balance in the instant access savings account was £16,924.67. An available balance of £6,205.13 in the account for restricted donations (inc. ex Serviceman's War Memorial Fund) and an available balance of £1,656.98 in the current account.

## **107. REPORTS**

Highways: Back Lane TRO due for 12/13 Jan 2026 (further updates, see Village Maintenance)

Village Hall: New online booking system is under construction.

School: No new updates.

CAPC Heritage Group. *Gravestones Survey* - we have started the checking process. *Birdwatching & Wildlife Survey Walks* - David Moss has offered to lead the birdwatching / wildlife walks again – first two arranged for 15 Jan and 19 Feb (15 Jan postponed to 29 Jan due to rain). *EH Volunteering* December monitoring carried out and reports sent.

The Group continues to be very active with growing membership.

Castle Acre Biodiversity: Meeting to be arranged with Chair and Cllr Manson to plan spring biodiversity projects – Hedge East Green; Pales Green.

CAPFA: A grant application for 2 x adult benches & 1 x children's benches in recycled materials will be made to the Rural England Prosperity Fund, submitted prior to 12/01/2026 deadline.

BCKLWN: No new updates.

NCC: Cllr Moriarty emailed the following report:

**Funding for active travel improvements in Norfolk:** NCC has been awarded more than £12 million in capital funding and £3 million revenue from the Dept. of Transport's Active Capability Fund to improve walking, wheeling, and cycling infrastructure. NCC will publish details once confirmed.

**Norfolk Trails Public Survey:** NCC is seeking feedback to ensure the future of [Norfolk Trails - Norfolk County Council](#) aligns with public preferences. For Residents and Cllrs, the survey can be found here: [Norfolk Trails - Stakeholder Survey 2 onlyPD](#)

**New mentoring programme for Norfolk care-experienced young people:** Launched to support Norfolk children and young people in care. The Beyond Limits scheme pairs care-experienced young adults with Mentors who share similar backgrounds. To find out more, go to: [Beyond Limits Alumni Scheme - Norfolk Schools and Learning Providers - Norfolk County Council](#) and for referrals or to express interest in becoming a mentor, contact Jamie Waterson 'Virtual School Apprentice Project Manager' [jamie.waterson@norfolk.gov.uk](mailto:jamie.waterson@norfolk.gov.uk). For full report, contact the Clerk.

Cllr Moriarty commended the work of the Council waste collection teams in the current temperatures, who were working hard to catch up with any back logs due to the freezing weather conditions.

## **108. Matters requested by Councillors:**

- a) Update to CAPC website will include TROS and SAM2 Reports under 'Highways'. Clerk requested that CAPC consider the addition of a Highways tab with additional TROS & NCC 'report a problem' drop down. All in agreement. Note: Cllr Mason suggested a regular note in the NVN 'please check the website' to ensure Residents are aware of and keeping up to date with the site. Ref SAM2. Following a suggestion to alter/decrease SAM2 radar distances, Cllr Fisher commented that with the current radar distance, drivers are warned of high speeds prior to the 30mph zone (especially on the Newton Road).

- b) Stocks Green Lime Trees, professional Survey. Chair to confirm with Lignia in due course.
- c) Residential Building works on Stocks Green (gravelled parking area). The resident carrying out the current building work has requested permission to utilise part of the PC area do so. Expected completion, approx. end April 2026. All ground disturbance will be made good once works are finished. CAPC owns the land that buttresses up to front walls of most properties along the southern edge of the Stocks Green as per purchase agreement 1967 and 1968.

#### 109. Correspondence:

- a) Email received on 17/12/2025 from Alive West Norfolk regarding the potential development of 3G football sites across the Borough.
- b) Email and letter from The Drovers received on 18/12/2025 confirming acceptance of their DCO application by The Planning Inspectorate. Project information can be found here: [The Drovers Solar Farm - Project information](#) advice on NSIP's can be found here: [Nationally Significant Infrastructure Projects: Advice pages - GOV.UK](#)
- c) Email received on 23/12/2025 from NCC regarding Upcoming Temporary Road Closure of U22071 Back Lane to facilitate HRA patching and rectifying potholes works ref: WTRO6398.

#### 110. Accounts to be paid:

| ITEM:                                                                                                                                                                                                                                                   | Cost to PC Budget:                                                                                                      | Grant funded: |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------|
| Clerk Salary (January) payment.                                                                                                                                                                                                                         | <b>Total Due:</b> £489.15                                                                                               |               |
| K&M streetlight repair no. 55 Foxes Meadow (no. 9018)                                                                                                                                                                                                   | Total: £80.00<br>VAT: £16.00<br><b>Total Due:</b> £96.00                                                                |               |
| BCKLWN weekly litter bin collection. Inv: BC110304630 01/06/2025.                                                                                                                                                                                       | Annual Total: £780.60<br>VAT: Nil<br><b>Total Due:</b> £78.06                                                           |               |
| BCKLWN Dog Bins Monthly instalment Inv: BC110305225.                                                                                                                                                                                                    | Total: £147.64<br>VAT: £36.91<br><b>Total Due:</b> £184.55                                                              |               |
| SSE (DD) paid manually for Oct & Nov.<br>1.Inv: IV03702319 For invoice period (01/10/2025 – 31/10/2025)<br>2.Inv: Via Text Msg.<br>For invoice period (01/11/25 to 30/11/25)<br><br>Note: Account in dispute. SSE lost CAPC bank details. Re-submitted. | 1.Total: £78.68<br>VAT: £3.93<br><b>Total Due:</b> £82.61<br>2. Total: £81.36<br>VAT: £4.28<br><b>Total Due:</b> £85.64 |               |

|                                                                                                                          |       |  |
|--------------------------------------------------------------------------------------------------------------------------|-------|--|
| Note: 12-month contract renewed on 18/09/2025 for 01/10/2025 start.                                                      |       |  |
| Unity Trust Bank Charges (DD)                                                                                            | £6.00 |  |
| Authorised for online payment by-<br>Date: 08/01/2026<br>Signatory 1: Cllr Liam Manson<br>Signatory 2: Cllr Neil Patrick |       |  |

Cllr Jukes proposed the approval of the accounts to be paid, Seconded by Cllr Mason. All agreed.

#### **111. Village Maintenance:**

Clerk reported poor state of repair, BT 'listed' telephone kiosk on Stocks Green 01760 755313 to BT Customer Service on 19/12/2025.

*Response received on 08/01/2026 confirming an Engineer will be allocated to check faded signage and regional field officer to review repainting; if it makes the list, works will commence between April-October 2026.*

Clerk reported pothole to NCC on 19/12/2025 on Massingham Road, opposite Budgens by the Bus Parking area (Status: scheduled for repair)

Clerk reported pothole to NCC on 22/12/2025 in wheel track at the turning opposite the Water Tower (Status: scheduled for repair)

Clerk reported faulty streetlight to K&M on 29/12/2025, Alleyway by no. 55 Foxes Meadow (Status: Resolved)

#### **112. Public questions:**

The meeting closed at 8:40pm

Next PC meeting: Thursday 12<sup>th</sup> February 2025 at 19:30pm in the CA Village Hall.