



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 March 12th, 2026, at 7:30pm.

Present: Tim Hubbard (Chair), Cllr Neil Patrick, Cllr Laurie Fisher, Cllr Stuart Barlow, Cllr Anne Mason, Cllr Ilga Chakrabarti, Cllr Grant Jukes, CAPC/NCC Cllr Jim Moriarty & BCKLWN Cllr Alistair Beales.

In attendance: No members of the public.

125. Apologies: Cllr Liam Manson.

126. Minutes of PC meeting 12th February 2026.

Correction: Cllr Moriarty point 135, to change 'thirteen months' to 'thirty months'. The PC minutes of 12th February 2026 were proposed by Cllr Fisher and seconded by Cllr Mason. All in agreement with no further corrections.

127. Declaration of Interests:

TH (Chair) declared an interest in item 6.2.

Reminder: CAPC/NCC Cllr Jim Moriarty will continue to abstain from all Planning discussions and voting, including The Drovers Solar Farm due to being a BC Cabinet Member for planning.

128. Health & Safety Defib update: Cllr Chakrabarti - No new updates.

- Cllr Mason reported damage to the fingerpost by the Churchyard gate and at top of Allotment track – Clerk to report to Norfolk Trails. The Chair has examined the fallen tree at South Acre Road and will send Holkham w3w location for their review.

Trees Update: Greenman Woodland (contractor) has completed maintenance work to Lime Trees and Hornbeams on Stocks Green and the gravelled parking area. TREECA application ref: 25/00229 permission received. The Chair proposed the need for a professional tree survey on the Lime Trees, Stocks Green, Ligna quote ref: Q6340 £375 exc. VAT. Proposer (of the tree survey) Cllr Patrick, seconded by Cllr Fisher. All in agreement.

129. Planning

REF: 26/00315/F 24/02/2026

Householder: Fence to side of property to a height of 1.8 m high (retrospective) at 108 Foxes Meadow, Castle Acre, PE32 2AT.

Deadline for comments: 18/03/2026

After discussion, CAPC Cllrs all voted to object to the above application, with comments as detailed below. Proposer (to object to the planning application) Cllr Fisher, seconded by Cllr Mason.

This fencing has been constructed of corrugated metal usually used in industrial and commercial premises. This combined with a 1.8 metre height, and a recent addition of a shed in the same material, has a significant negative effect on the street scene. The fence is around a residential property, abuts the highway and is overlooked by several neighbouring properties. CAPC felt that both a reduction in the height and the use of a

material suited to a domestic setting (e.g. responsibly sourced timber) was required, so object to the application.

130. Updates on actions required from previous meetings:

42. Statutory Consultation ref: U22074 /U33280 Castle Acre - South Acre Road Ford - Prohibition of Motor Vehicles (except solo motorcycles) Traffic Regulation Order.

The Temporary TRO restriction has now been extended to 27th August 2026. Following an incident which involved a Land rover, countless ATVs, Motorcycles, and rough terrain buggies gaining access to the restricted area, NCC has had to reinforce the barriers with two further concrete inspection rings to block off access points. All motorised vehicles are currently prohibited from driving through the South Acre Road and Ford, access is limited to pedestrians, cyclists (non-motor) and horses with riders.

Note: If a permanent restriction were to be imposed, Cllrs discussed the need for effective, more in-keeping barricades.

12. Health and Safety schedule/risk assessment (RA) for the Parish Council - SAM2.

Cllr Jukes proposed the amended SAM 2 Risk Assessment, seconded by Cllr Fisher, all in agreement. Clerk to update Operator & place on CAPC website.

25. (2024) The Droves Solar Farm.

Registered interest on PINS 23/02/2026. CAPC Representation document on PC website. Chair noted that a total of sixty-seven representations (sixty-four plus three Inspector permitted late representations) are now available on the PINS site. Local MP James Wild's office has confirmed that he will be pleased to attend a meeting with the CAPC Solar Farm Subcommittee looking to further understand local concerns, prior to a 'Community Conversation' meeting with Residents at the Village Hall (dates tbc). Chair also noted that the National Grid plan for the solar farm does not align with The Droves plans.

For news on The Droves, please visit: [News – Castle Acre Parish Council](#)

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

28. (2025) Devolution of Norfolk & Suffolk update. Cllr Beales confirmed the postponement of Mayoral Elections, which are now on hold.

Cllr Moriarty confirmed the following regarding LGR – Expecting a decision on plan from central government Unitary authorities for Norfolk & Suffolk in March to May period. Cllr Moriarty believes a Cllr two-year term is expected with the last year being a shadowed 'handover' period.

30. (2025) Historical CAPC Documents to hold or file at NRO. No 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).

TH (Chair) declared an interest and absented himself from the discussion and voting. Two proposed locations on Back Lane were discussed. Cllr Moriarty believed that a sign at the western end of Back Lane sign was not required. Drivers do not access the school regularly from the Priory Road direction and that the area of greatest concern is the corner of Foxes Meadow with Sandles Court westwards, due to the number of schoolchildren accessing the school on foot and via car at that location. Cllr Patrick asked whether the SAM2 monitor could be mounted on the same post, to collate driver speed data and if the warning lights would be turned off outside of school activity. Cllr Moriarty to check details with Highways. Cllr Jukes asked if it were possible to make Back Lane a 20-mph zone, Cllr Moriarty confirmed a lack of NCC budget funds for this project at present.

Cllr Moriarty proposed locating a single sign at the Foxes meadow location (W3W shrubbery.endlessly.fonts). Seconded by Cllr Chakrabarti. All in agreement.

7. (2025) Parish Infrastructure Investment Plan (PIIP) & CIL. (01/03/2026 – 01/05/2026)- No new updates.

131. REPORTS

Highways: See point 135.

Village Hall: Reminder: New online booking system is now available

<https://hallbookingonline.com/castleacre>

The five-year electrical inspection has been carried out, as a result there will be a new fuse-box installed April 2026. A new ceiling and light have been installed at the top of the stairs. The Committee has gratefully accepted the donation of a new Piano. Clerk is now an additional key holder for the speaker system cupboard.

School: No new updates.

CAPC Heritage Group Report: 13th February 2026 – 12th March 2026

Birdwatching / Wildlife Survey Walks – Rained off in February

Room at the Priory – Room kindly loaned by English Heritage. All archaeological equipment stored in cupboards including the storage box bought during the Heritage Project (CAPC property).

English Heritage Quarterly monitoring checks Castle and Bailey Gate - cleaning interpretation panels; sweeping steps; litter-picking; removing vegetation. AM to attend a meeting with English Heritage to discuss repairs to the southern perimeter wall at the Castle.

Completion of vegetation removal from St James churchyard wall.

Non-invasive archaeological investigation of the Outer Bailey, Castle - 30 people attended 4 and 7 Mar.

Biodiversity update (LM absent).

East Green, planting of native bulbs and single trees. Volunteers to attend sessions 18/23/25 Mar. Volunteers undertaking bird, plant and wildlife surveys to be asked to identify locations for nature enhancement. New form for recording wildlife sightings sent to us by village residents.

CAPFA: Thank PC Chair and his wife for clearing the paved area in the infant playground also Cllrs Patrick & Mason for assembling and installing the new seating/picnic benches. Grant funding secured by CAPFA (Community Grant Fund) Area now has one children's and two adult octagonal benches with space for one wheelchair at each.

BCKLWN: Cllr Beales reported the following:

Following recent government funding settlement for local councils the Borough Council budget for 2026/27 is on a reasonable footing (>4.4 £million above initial expected settlement). He highlighted a recent report from the Rural Services Network which reveals that urban councils receive 32% more government funding per head than rural councils and consequently, rural residents pay on average, 17% more Council Tax.

Only 7% of Council Tax is allocated to BCKLWN, who are mandated to spend 45% of this budget on IDB services. Very few English councils have this IDB burden (fens drainage).

Cllr Beales confirmed a new £500K pot for a Community Fund, (for FY 26/27/28) to assist projects in rural areas that Parish precepts cannot cover.

Cllr Beales has thanked Graham Usher (Bishop of Norwich) for his advocacy of Chalk Streams and extended an offer of potential Council help or support to further his work.

Cllr Beales would add his comments to the planning application 26/00315/F.

NCC: Cllr Moriarty emailed the following report:

New Crisis and Resilience Fund

Norfolk County Council has announced its new Crisis and Resilience Fund - a multi-year programme designed to provide rapid support while building longer-term financial resilience for residents across the county. The fund will replace the national Household Support Fund from April 2026, which reached more than 100,000 households each year.

For information, please visit: <https://www.norfolk.gov.uk/article/76455/Council-announces-new-Crisis-and-Resilience-Fund>

Big Norfolk Holiday Fun – Easter holiday activities

Big Norfolk Holiday Fun, funded by the UK Government, provides free holiday activities and nutritious meals for eligible children and young people across Norfolk.

The Easter programme runs from 30 March to 13 April 2026 and is open to all children aged 4–16 eligible for benefits-related free school meals. (There are also ‘Awarded Places’ available for children identified as particularly vulnerable, referral for these must be made by a professional). Activities include sport, outdoor adventure, swimming, arts and crafts, and more.

To book an event, please visit: <https://eequ.org/bignorfolkholidayfun>

Norfolk Strategic Flooding Alliance

Following [his recent presentation](#) of the Ten Minute Rule Bill on Inland Flood Prevention, George Freeman, MP for Mid Norfolk, wrote to Norfolk flood campaigners to thank them for their support in shaping the proposed Bill. He highlighted the crucial role played by the Norfolk Strategic Flooding Alliance (NSFA). The proposed Bill draws heavily on learning from the NSFA’s work and from the Norfolk Flood Summit, which brings together local partners, communities and national bodies to tackle the increasing challenges of inland flooding. [The inaugural Norfolk Flood & Drought Summit](#), held at County Hall on 31 January 2025, marked a milestone in strengthening collaboration to create shared understanding of the risks and priorities across Norfolk.

Norfolk County Council Updates

County council elections to take place on 7th May

On 16 February, the Government announced that it was withdrawing its decision to postpone the county council elections - which means elections will now take place, as originally planned, for all 84 county council divisions in Norfolk. The elections had originally been postponed enabling the council to focus on preparations for local government reorganisation and devolution.

To view the government decision, please visit: <https://www.gov.uk/government/publications/local-government-reorganisation-update-on-secretary-of-states-decision-regarding-local-elections-of-may-2026>

Independent Living Scheme campaign

The campaign will target people aged 40 plus who may have older parents or relatives, or people already in the target age bracket (60+) to make them aware of the different types of housing available, the benefits of moving to them, and how to apply for them.

- Visit the website and signpost others to find out more at [Housing with Care and Independent Living - Norfolk County Council](#)
- If you require copies of leaflets or posters about the Independent Living campaign, please email your request to commsrequest@norfolk.gov.uk

Norfolk Fire and Rescue Service

Norfolk Fire & Rescue Service (NFRS) handled almost 18,000 emergency calls last year, an increase of more than 1,600 calls on the previous 12 months and the highest number on record.

More facts and figures are available in our news release [Fire and Rescue teams attend more than 10,000 incidents in 2025 - Norfolk County Council](#)

Further details about services and advice from Norfolk Fire services is available on their webpages [Norfolk Fire and Rescue Service - Norfolk County Council](#)

- For a full report, contact the Clerk.
- Cllr Beales left the meeting at 8:48pm

132. Matters requested by Councillors:

- a) Chair informed Cllrs the gate posts located at Pales Green needed replacement and had obtained a quote from D Mower. Quote £421.98 (not VAT registered) works including the disposal of the rotten posts, rails and installation of one 6 x 6 pressure treated gate post and one 5 x 3 post both concreted into the ground. Proposer (for D Mower to undertake the works) Chair, seconded by Cllr Patrick, all in favour.
- b) CAPC updated draft 'Publication Scheme', 'Standing Orders', 'Code of Conduct' & 'Financial Regulations' (update on Policies held on CAPC site).
Clerk & Cllr Barlow have drafted updated policies, in line with recent models and legislations. CAPC to further review updated policies/procedures and to adopt (on block) at April's meeting. Cllr Jukes noted that each new policy must be versioned and any further addendums to be logged in minutes.
- c) Grit Bin Bailey Street- Application request to NCC.
Application request has submitted to Highways by Clerk.
- d) Review, appraisal of Village waste bins.
Cllr Barlow reported to Cllrs that after a thorough internal review with TH (Chair) of the pros and cons of changing waste and dog bins to 'mixed bins', or to remove dog bins to save on costs, it was resolved to continue with the current arrangements, being recognised as the most viable financial option while fulfilling the needs of the village and its visitors.
- e) Clerk annual salary review & formation of HR subgroup. To allow this HR issue to be discussed without prejudice, the Clerk absented herself from the meeting at 9:07pm and was asked to return at 9:21pm following Council decision. Chair informed Clerk that following an internal review with her and shared with Council, using the NALC Clerk Job Evaluation process, the Clerk's hourly salary would be increasing from 'spinal point' 17 to 26 from 1st April 2026. This change would align with current NALC guidance and reflect the clerks' increase in roles and responsibilities, training and experience.
Proposer (of the pay scale increase) Cllr Patrick, seconded by Cllr Mason. All in agreement.
To view the evaluation sheet, contact the Clerk. The Clerk was thanked sincerely for all her hard work and her continued commitment to the Parish, its residents, and Council. A new HR Subgroup will be formed made up of The PC Chair, Vice Chair and one other Cllr. First members confirmed as Cllr Hubbard (Chair), Cllr Patrick (Vice Chair) and Cllr Mason. Proposer (for the new Subgroup) Cllr Barlow, seconded by Cllr Jukes. All in agreement.

133. Correspondence:

- a) Email from Norfolk Greenways received on 17/02/2026. Closure of Nar Valley Way at West Acre for 5 days due to Infrastructure Improvement works: 23/02/2026. The Clerk placed it on the noticeboard.
- b) Email received from The Circuit (BHF) confirming Defib pad replacement process. All Cllrs aware.
- c) A Resident emailed on 18/02/2026 regarding parking signs being pulled off the post on St James Green (Pavillion entrance). Thanks go to the Residents who retrieved and replaced them.
- d) Email & nomination form from SLCC received on 23/02/2026 requesting nominations for Executive Members in Norfolk.
- e) Email confirmation received on 23/02/2026 from The Planning Inspectorate, registration identification number F52210474 The Drovers Solar Farm – (see under point 130, point 25)
- f) Email received from Necton Clerk on 24/02/2026 requesting any information as to CA's skatepark, as Necton are looking to install their own.
- g) Email & letter from RWE received on 26/02/2026 regarding deliveries of transformers to Necton site.
- h) Return email & letter from the office of Terry Jermy MP, regarding The Drovers Solar Farm. To view the letter, contact the Clerk.
- i) Email & TRO notification from NCC/NP Law regarding WTRO5199 Continuation of Road Closure of South Acre Road to 28th August 2026 (owing to increased water levels and safety concerns for road users) – (see under point 130, point 40)

- j) Email from Resident received regarding instance of fly tipping outside Rose Cottage, Massingham Road. The Housing Authority confirmed that after a recent visit to the property, that the items have been moved off public land.
- k) Survey completed regarding the adopted Castle Acre Neighbourhood Plan 26/02/2026 ahead of 9th March deadline. Thanks go to the Chair and M. Tate.

134. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (March) payment. CiLCA training commenced 13/01/2026. <i>(Module 1 commenced 16/02/2026)</i>	Total: £489.15 Training Hours: £53.60 Total Due: £542.75	
Castle Acre, St James PCC. Invoice dated 02/03/2026 for PC contribution to Churchyard maintenance in 2025.	Total: £1,000.00 VAT: NIL Total Due: £1,000.00	
1.K&M Invoice No: 9846 Dated 10/02/2026 Ref: 9019 Pyes Lane repair 2.K&M Invoice No: 9900 Dated: 27/02/2026 Ref: 9011 Back Lane repair	1.Total: £80.00 VAT: £16.00 Total Due: £96.00 2. Total: £80.00 VAT: £16.00 Total Due: £96.00	
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	
BCKLWN weekly litter bin collection. Inv: BC110304630 01/06/2025.	Annual Total: £780.60 VAT: Nil Total Due: £78.06	
BCKLWN Dog Bins Monthly instalment Inv: BC110305225. No payment March <i>(awaiting updated invoice for 2026/27)</i>	Total: - VAT: - Total Due: -	<i>Note: Direct Debit, 10 payments only due 15/04/2025 to 15/01/2026</i>
1.SSE (DD) February Payment Inv. no: IV?	1.Total: £ - VAT: £ - Total Due: £ -	

For invoice period: 01/02/2026 – 31/02/2026 (outstanding)		
2. Final <u>September 2025</u> Payment Inv. No: IV04105158. For invoice period 01/09/2025 – 30/09/2025	2.Total: £24.88 VAT: £1.24 Total Due: £59.89	
3. Updated Invoice Structure reference 8701672882 dated 07/02/2026 IV 04066639	3. Total Due: £86.81	
4. <u>Updated</u> credit notes structure reference: CN01109972 17/02/2026 for billing period 23/07/2023 – 31/01/2024	4. Total: £-342.46 VAT: -£17.12 Total Credit Due: -£359.58	
<i>Note: New DD info. Received 21/02/2026 refers to CAPC account as a 'Church'. Correction sent, awaiting new DD information.</i>	<u>Current Total Credit Balance: £212.88</u>	
Unity Trust Bank Charges (DD)	£7.00	
Authorised for online payment by- Date: 12/03/2026 Signatory 1: Cllr Tim Hubbard Signatory 2: Cllr Neil Patrick		

Cllr Moriarty proposed the approval of the accounts to be paid, Seconded by Cllr Barlow. All agreed.

135. Village Maintenance:

Fly tipping reported to BCKLWN on 19/02/2026 ref: DDWPFSXH. W3W location professes.fenced.describes – (Status: Cleared / Resolved 20/02/2026)

St James Green (Pavillion Entrance) Parking signs repaired on 21/02/2026 with thanks to Residents.

TH (Chair) reported an unsafe, collapsing tree to English Heritage on the southeastern corner of the Castle site on 24/02/2026. (Status: Resolved)

Clerk reported faulty streetlight to K&M in Back Lane (by Little Lane) on 27/02/2026. (Status: Repaired / Resolved)

139. Public questions: N/A

Clerk Note: Cllr Mason requested the following points for the April agenda a) Capping Stones for Non-Conformist Burial Ground b) Gravestone survey data.

The meeting closed at 9:34pm

Next PC meeting: Thursday 9th April 2026 at 19:30pm in the CA Village Hall.