



Castle Acre Parish Clerk: Ms Amy Hart
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NOTICE IS HEREBY GIVEN OF THE CASTLE ACRE AGM (MEETING ONE) TO BE HELD AT CA VILLAGE HALL ON THURSDAY 14th MAY 2026 AT 19:00, FOLLOWED BY THE CA PARISH COUNCIL MEETING AT 19:30 (MEETING TWO), REGARDING THE FOLLOWING BUSINESS:

CAPC ANNUAL GENERAL MEETING

MEETING ONE

1a) ELECTION OF CHAIR and signing of "Declaration of Acceptance of Office".

1b ELECTION OF VICE CHAIR (as above)

2. APOLOGIES:

Cllr Ilga Chakrabarti & KLWNBC Cllr Alistair Beales

3. DECLARATIONS OF INTEREST:

4. APPOINTMENT OF COMMITTEES: Review of Cllr's allocated specific tasks and responsibilities. To appoint Cllrs to specific council committees (Hr Subgroup, Solar Steering Group, CAPFA)

5. CONFIRMATION OF CORE POLICIES 2026: Standing Orders, Financial Regulations, Code of Conduct & Schedule of Publication.

6. APPROVAL OF FINANCES: Reviewing and signing off the internally audited **Annual Governance and Accountability Return (AGAR)** (Price & Co.) for external audit (PKF Littlejohn) & confirmation of any CIL spending for the year.

ANNUAL PARISH ASSEMBLY (The Community Forum)

A meeting for the parish's **electors**.

7. CHAIR'S REPORT: A summary of the council's activities over the past year.

8. FINANCIAL SUMMARY: A simplified report on the council's income and expenditure.

9. LOCAL ORGANISATION REPORTS: Short presentations from any local groups (e.g., Village Hall Committee, CA School. Confirmed: Mark Aitken Resident of Saham Toney & Mike Bennett NDP & Solar Representative of Sporle by Palgrave PC).

10. OPEN FORUM & GUEST SPEAKERS: An opportunity for residents to ask questions and raise issues regarding the parish. (Q&A on High Grove & The Drovers Solar 'Farm'/Power Station).

Signed:

A handwritten signature in black ink, appearing to be 'AA' with a long horizontal stroke extending to the right.

Dated: 08/05/2026

Full PC meeting (meeting two) 14/05/2026 at 19:30 in the CA Village Hall

THE CA PARISH COUNCIL MEETING AT 19:30, REGARDING THE FOLLOWING BUSINESS:

MEETING TWO

1. APOLOGIES

Cllr Ilga Chakrabarti, NCC/CAPC Cllr Jim Moriarty & KLWNBC Cllr Alistair Beales

2. MINUTES of the PC meeting 9th April 2026.

3. DECLARATIONS OF INTEREST

4. HEALTH & SAFETY Reports on any new H&S issues. 'Defib' new battery installed on 02/05/2026/new pads (to store). Tree report (Ligna Lime Trees Survey, Stocks Green) – update.

5. PLANNING

Information only:

Ref: SNN5 – 5828 15/04/2026

BCKLWN.

Verification of residential property address '16 High Street, Castle Acre, King's Lynn, Norfolk, PE32 2BQ.

Ref: 26/00315/F 22/04/2026

Householder: Side fence to side of property to a height of 1.8m high at 108 Foxes Meadow, Castle Acre, PE32 2AT.

(Updated application/amends received)

6. UPDATES ON ACTIONS REQUIRED FROM PREVIOUS MEETINGS

42. (2022) South Acre Rd and Ford, NCC TRO application/extension – update.

25. (2024) The Drovers Solar Farm/Power Station. Preliminary Examination Phase OFH Hearing 6th May & issue specific meeting 7th May. Solar subcommittee and communications – update.

30. (2025) Historical CAPC Documents to hold or file at NRO – (Cllr Fisher to update).

2. (2025) Illuminated 20 MPH School Road Sign in Back Lane to improve safety of Castle Acre School children (at School Start/Finish times) – (Clerk to update on progress).

11. (2026) Grit Bin Bailey Street - Application request to NCC. (Clerk followed up on 31/03/2026)

12. (2026). Removal of rotten gate posts and reinstatement, Pales Green – resolved.

13. (2026) TTSR fuel surcharge – update.

14.(2026) Capping Stones & installation, Non-Conformist Burial Ground – Chair to update.

7. REPORTS

- Highways, Village Hall, CA School, CA Heritage Group, CA Biodiversity, CAPFA, Allotments (plot 11), BCKLWN & NCC.

8. MATTERS REQUESTED BY COUNCILLORS

- a) Interested Parties, citing concern that the PINS link to sign up for May 6/7 hearings for The Drovers redirecting users away from confirming attendance. Further concern due to several 'copy & paste' responses on PINS Representations page – update.
- b) Potential CAPC draft Newsletter A4 full colour, fold in half 190-gsm quote for 550 copies, Minuteman Press, £94.00 (7-day quotes only) – update & discuss.
- c) Notification from CAPFA, additional storage Container to be placed on the field – update.
- d) Document Control Register and any Cllr notes/decision to adopt – Cllr Jukes to update.

- e) To open potential further new Unity Trust savings account offering higher interest rates – Chair to update.
- f) Thanks to NCC Cllr Jim Moriarty for his years of support and dedicated service – Chair.
- g) Proposal to use Scribe Accounting Software – Clerk to update.
- h) Holkham Estates. Summer grazing livestock on pastures around the village, use of permissive paths.
- i) Clear Councils Insurance renewal – update & discuss.

9. CORRESPONDENCE

- a) Email received on 10/04/2026 from a Resident concerned about any potential Biodiversity loss regarding the removal of the Bowls Club boundary hedge and the installing of new fencing – update.
- b) Email/certificate received from BCKLWN Address Management Officer regarding the verification of residential property address ‘16 High Street, Castle Acre, King’s Lynn, Norfolk, PE32 2BQ’ – update.
- c) Letter received (via post) from SLCC regarding SLCC Membership renewal – update.
- d) Solar Article received on 20/04/2026 from Resident of Saham Toney – update.
- e) Request from Chair of CAPFA for cake stall on Stocks Green for 20th June 2026 – update.
- f) Email & letter from CIL payments dated 24/04/2026 regarding Parish Payment Notice of £5620.29 (planning application 25/01297/F) to be received by 28th April 2026 – update.
- g) Email from Castle Rising Resident received on 28/04/2026 requesting information on any ‘visible bin policies’ that CAPC may have – update.
- h) Verbal notification from Resident informing PC of continuing building works on Stocks Green, taking longer than anticipated – update.
- i) Email received on 28/04/2026 from BCKLWN Heritage Volunteer Coordinator regarding King’s Lynn Heritage Volunteers’ Open Day (Tuesday 2nd & Wednesday 3rd June 2026, 10:00am – 3:00pm 29 King Street, Kings Lynn).
- j) Verbal notification from Resident on 05/05/2026 concerned about Cows in permissive pathway (field west of Priory) – Clerk to update.
- k) Email from Developer received on 07/05/2026 requesting contact details for Landowners parcels of land as laid out in the CA Neighbourhood Plan – Clerk refused (ref: Data Protection Act, GDPR 2018).

10. ACCOUNTS

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (May) payment	Total: £587.65	
Clerk Salary (from 1 st April as per LGS, SCP 26 @ £19.32 per/hr)	Training Hours: £64.40	

CiLCA training commenced 13/01/2026, 3.333 hrs / per month. <i>(Module 1 commenced 16/02/2026)</i>	Total Due: £652.05	
Reimbursement to Clerk: Shafer Shop: 1.5 x pack of 500 A4 printer paper. Xerox Performer: 2.500 x A3 printer paper. Inv: 206-4031142-8990715, dated 05/05/2026	Total (1&2): £22.55 VAT: £4.51 Total Due: £27.06	
Norfolk Assn of Local Councils Inv: 2872, dated 30th May 2026. 1. Annual Subscription 26/27: 2. National ALC fee: (Note: New NALC account)	1.Total: £192.29 2.Total: £58.80 VAT: NIL Total Due: £251.09	
Suffolk Assn of Local Councils. INV: 31388 Dated 15/04/2026. <i>Unit 5a (Unit 5a omitted in first bill)</i>	Total: £35.00 VAT: £7.00 Total Due: £42.00	
Clear Councils, Local Councils Insurance Policy (Ecclesiastical Insurance). Policy number: LCO000764 Renewal date 01/06/2026	Total: £653.54 Arrangement Fee: £55.00 Total Premium: £708.54	
Holkham Estates, Allotment Rents. Inv. S11092, dated 11/04/2026	Total: £100.00 VAT: NIL Total Due: £100.00	
Reimbursement to Clerk for Defib battery/Adult/Child pad bundle (Budgens Defib). Defib Warehouse, First Rescue Training & Supplies Ltd. Inv: 185628 dated 14/04/2026	Total: £270.00 VAT: £54.00 Total Due: £324.00	
TTSR Inv: 10890 dated 30/05/2026 Invoice 1 of 4 Grass cutting (as per agreed quote Nov 2024).	Total: £545.37 VAT: £109.07 Total Due: £654.44	
DM Fencing. Inv. Ref: Pales Green dated 28/04/2026.	Total: £371.98	

Replacement gate post and new fencing/weld mesh on gate at Pales Green.	VAT: NIL Total Due: £371.98	
Gary Lake grass cutting contract April: May 2026:	£421.42 £421.42 VAT: Nil Total Due: £842.84	
Tree condition survey – Stocks Green. Ligna. Inv: 5111, dated 20/04/2026	Total: £375.00 VAT: £75.00 Total Due: £450.00	
2 x Charcoal Pier Caps 735 mm (Non-Conformist Burial Ground) @ £60.10 ea. <i>(Note: to be taken from remaining ring-fenced NLF grant fund)</i>		Total: £120.20 Delivery: £100.00 VAT: £44.04 Total Due: £264.24
Cleaner Corners, Bus Shelter clean (interior/exterior) 23/04/2026. Inv 1410 dated, 03/05/2026	Total: £15.00 VAT: NIL Total Due: £15.00	
Village Hall PC Meetings April 2026-December 2026 Inv PC2026/002 @£25.00 per meeting	Total: £200.00 VAT: NIL Total Due: £200.00	
NALC website hosting Inv: 2811 July 2025-March 2026 dated 17/03/2026	Total: £52.50 VAT: £10.50 Total Due: £63.00	
SLCC Membership Inv No: MEM258959, dated: 24/04/2026. Note: Subscription start date: Monday 01 Jun 2026. Subscription end date: Monday 31 May 2027 <i>(Cost based on Clerk salary/hours. SLCC updated with SCP change on 20/04/2026)</i>	Total: £158.00 VAT: NIL Total Due: £158.00	
BCKLWN weekly litter bin collection. Invoice BC110368377, dated 01/04/2026 10 x month DD payment plan confirmed on 02/04/2026 to commence on 01/05/2026 to 01/02/2027.	Total: £80.14 VAT: NIL Total Due: £80.14 Annual Total: £801.36	
BCKLWN Dog Bin Monthly instalment Inv: BC110367998 dated 01/04/2026	Total: £1594.32 VAT: £318.86 Annual Total: £1,913.18	

April & May 10 x instalments payment plan @ £191.32 pcm. £191.32 thereafter.	Total Due: £382.64	
1.SSE (DD) Payment for March 2026 for period 01/03/2026-31/03/2026. Inv. no: IV4308469 <i>Note: Account was in dispute. Oct to Dec invoices credited and re-charged at correct contract rate. New DD info. Received 21/02/2026 refers to CAPC account as a 'Church'. Correction sent, awaiting new DD information.</i>	1.Total: £ 72.44 VAT: £3.62 Total Due: £76.06 Previous credit balance: £138.78 New Credit balance: £62.72	
Unity Trust banking charges (DD)	£7.00	
Authorised for online payment by- Date: Signatory 1: Signatory 2:		

Note: VAT 126 return for £577.88 submitted by Clerk to HMRC on 24/04/2026 & received on 05/05/2026

11. VILLAGE MAINTENANCE

12. PUBLIC QUESTIONS

Signed:



Dated: 08/05/2026

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