



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 April 9th, 2026, at 7:30pm.

Present: Tim Hubbard (Chair), Cllr Neil Patrick, Cllr Laurie Fisher, Cllr Stuart Barlow, Cllr Anne Mason, Cllr Liam Manson & Cllr Grant Jukes.

In attendance: One member of the public.

1. Apologies: Cllr Ilga Chakrabarti, NCC/CAPC Cllr Jim Moriarty & BCKLWN Cllr Alistair Beales.

2. Minutes of PC meeting 12th March 2026 & 20th March Solar Subcommittee meeting.

- Proposer (of the Minutes of 12th March 2026) Cllr Jukes, Seconded by Cllr Mason. All in favour.

- Proposer (of the Minutes of 20th March 2026) Cllr Barlow, Seconded by Cllr Fisher. All attendees (present on the 20th of March Subcommittee meeting) in favour.

3. Declaration of Interests: None.

4. Health & Safety Defib update: Cllr Chakrabarti reported defib operating at 1/3 bars and recommended new battery & pads be purchased (£270.00 (exc. VAT). Proposer of the Defib battery & pads purchase) Cllr Fisher, seconded by Cllr Manson. All in favour.

Trees Update: Professional tree survey conducted 01/04/2026 on Lime Trees, Stocks Green, (Ligna quote ref: Q6340, £375 exc. VAT). Ligna Surveyor noted good health of trees recommending re-pollarding, Nov 2027 or 2028 as budgets allow. Clerk awaits the official report.

5. Planning

Ref: 26/00491/LB 16/03/2026

Variation of condition of planning application 24/01725/LB: Listed building application. The proposed works will entail linking the two properties to create a single family-home, ensuring the future use of the cottages at 15 St James Green (deadline: 16/04/2026).

Castle Acre PC continues to support this application to ensure the future use of the property as a family home. Proposer, (to support the application) Cllr Fisher, seconded by Cllr Patrick, all in agreement.

6. 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. CAPC noted the addition of a new depth measure board, attached to the Foot Bridge.

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

Cllr Jukes has checked and proposed the Defib Risk Assessment, seconded by Cllr Fisher, all in agreement. Clerk to place adopted RA on CAPC website.

25. (2024) The Droves Solar Farm.

All those registered as Interested Parties are invited to attend a preliminary meeting on 6th May and a further Issue Specific Hearing on 7th May. The deadline to register to speak or observe is 22nd April 2026. TH (Chair) confirmed attendance.

Note: No Residents have yet responded to the April NVN request for help with response to this NSIP.

Cross Party Central Norfolk Action Alliance Steering Group bringing together groups, PC's & Residents with MP's Jermy, Wild & Freeman to be held on 17th April 2026, venue tbc, organised by the office of George Freeman MP.

Reminder: Local MP James Wild's office looking to further understand local concerns would attend a 'Community Conversation' (regarding Renewable Energy & The Droves Solar Farm), meeting with Residents at the Village Hall (dates tbc).

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 emailed a written report: "Government has confirmed **three unitary councils** as its chosen way forward for Norfolk as part of its Local Government Reorganisation agenda. The Government agrees that three unitary councils, including a dedicated council for the West, will best serve the people and places of our large and diverse county."

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). No update.

7. (2025) Parish Infrastructure Investment Plan (PIIP) & CIL. No new updates.

11. (2026) Grit Bin Bailey Street - Highways Engineer Andy Wallace has confirmed that he will investigate this request w/c 13/04/2026.

12. (2026). Removal of rotten gate posts and reinstatement, Pales Green. The Chair has instructed the contractor to undertake the works.

13. (2026) CAPC updated policies adoption.

a) Schedule of Publication: Proposer (to adopt policy) Cllr Jukes, Seconder Cllr Barlow. Vote in favour, with one abstention.

b) Code of Conduct: The Chair noted alteration to 'currently Borough Council of King's Lynn & West Norfolk' in section six & twelve. Cllr Jukes requested that Item 1, 'treat others with respect' be altered to 'courtesy'. Proposer (to adopt policy with amends) Cllr Jukes, seconded by Cllr Barlow. All in favour.

c) Standing Orders: Cllr Mason requested the addition of 7.5 'Working parties will circulate a copy of Risk Assessments to Clerk'. Proposer (to adopt policy with amends) Cllr Manson, seconded by Cllr Patrick. All in favour.

d) Financial Regulations: The Chair requested alterations as follows:

7.1 The RFO shall act as the banking system administrator. IB Access: View the account, submit and authorise payments (VSA)

7.2 One authorised Signatory (not the submitter) will separately approve payments **only** following Council approval and signing off at a meeting.

12.3 **In the event of PC approved investments**, the council shall maintain an Investment Policy.

16.3 Assets must be verified annually **to confirm their existence, location and condition**.

Proposer (to adopt policy with amends) Cllr Fisher, seconded by Cllr Manson. All in agreement. Clerk to amend and circulate all updated policies prior to updating.

7. REPORTS

Highways: See point 11.

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

<https://hallbookingonline.com/castleacre>

The five-year electrical inspection has been carried out, and a new fuse-box installed April 2026, all electrical upgrades completed to regulation. A new, secure storage shed has been installed.

School: Annual Duck race for the Friends of Castle Acre School is set for 10th May 2026.

Biodiversity: Cllr Manson thanked all those involved in the East Green regeneration works in March including CA Horticultural Society. Plans for wildflower planting on Pales Green. Cllr Mason has located Roadside Nature Reserve Peddars Way information no. 221 from NCC/Norfolk Wildlife Trust.

CAPC Heritage Group Report:

13 March – 9 April 2026

Birdwatching / Wildlife Survey Walks – 19 March 31 bird species noted; brimstone and peacock butterflies; three bee species on goat willow; roe deer. 9 April Spring migrating birds arriving.

Non-invasive archaeological investigation of the Outer Bailey, Castle – 30 March

Preparation of room at the Priory for the Identification Day event 15 April.

EH Estates Team Meeting Monday 16 March assessed repairs at the Priory and the Castle and how the volunteers could help with maintenance after work undertaken.

EH Volunteers – Plant Survey at the Castle 30 March. Problem with bikes inside earthworks of outer Bailey. Concerns raised with EH who responded quickly.

Gravestone survey data issue to be deferred to the next meeting when PCC representative Cllr Chakrabarti should be in attendance.

CAPFA: Cllr Patrick updated that at the AGM on 1st April, committee members stood down and were re-elected. The annual fund-raising Fete is planned for Sept 6th, 2026. Bowls Club: A new perimeter fence for two sides of bowls club had been erected.

The Chair informed the PC that the SLA had been checked by both Chair of CAPFA and himself, amendments and updates need to be made to addendums. CAPFA will now utilise the same broker as CAPC (Clear Insurance) & underwriter (Ecclesiastical) which remove any areas that were covered by both policies and reduce premium. CAPFA Public Liability cover now confirmed at 10 million.

BCKLWN: See point 6, 28.

NCC: None.

8. Matters requested by Councillors:

- a) LGR Decision, outcomes and explanation. Cllr Beales to update at the May meeting.
- b) Cllr Chakrabarti has requested a new Defib battery be purchased. See point 4.

- c) Draft Document Control Index (Annual). Cllr Jukes updated that the draft will be versioned, each policy assigned an 'Owner' and numbered. A further Biannual Document Control Index will be drafted.
- d) Non-Conformist Burial Ground Capping Stones. The Chair confirmed Attlebridge Concrete Products have provided a quote of £60.10 each + £100.00 delivery. Proposer (purchase of bespoke capping stones) Cllr Mason, seconded by Cllr Fisher. All in agreement.
- e) Gary Lake payment schedule sent on 30/03/2026 for cutting season April 2026. Clerk waits for a signed copy to be returned.
- f) Drovers Solar Farm Clerk analysis report investigating outside representation. The Clerk delivered the report, with PC recommendations. For a full report contact the Clerk.
- g) TTSR temporary fuel surcharge for next four invoices, totalling £151.88 + VAT (£37.97), to commence 30/04/2026 to expire after fourth billing. Cllr Barlow proposed further investigation for information regarding how the figure was calculated, seconded by Cllr Patrick. All in agreement.
- h) Service Level Agreement (SLA) between CAPC/CAPFA for 26/27. See point 7.

9. Correspondence:

- a) Email from Chair of VH Committee regarding booking system/website.
- b) Email from PKF Littlejohn (NO0093) 2025/26 AGAR external auditor instructions. Clerk to confirm Internal Auditor.
- c) Email from Resident received on 24/03/2026 concerned about livestock on 'Castle Acre Water Meadows'. Clerk has contacted Holkham Estates to request the reinstatement of damaged Livestock warning signs and awaits a response.
- d) Request from CA Hort Soc for additional date **29/05/2027** (in addition to 23/05/2026) for a plant and cake stall on Stocks Green. Discussed - All in agreement.
- e) Request from Sheridan School (Special Education) received on 23/03/2026 enquiring about fishing on River Nar for students (under ten's) & response received from Charles Rangley-Wilson and CA Fishing Club Chair, David de Stacpole. Clerk has called School to inform of CA Fishing Club guidance.
- f) Email from Cllr Beales received on 25/03/2026 regarding CA RNR's (a joint NCC and Norfolk Wildlife Trust scheme). Thanks to Cllr Beales.
- g) Email received on 25/03/2026 from Ligna Consultancy confirming 01/04/2026 as a potential day for proposed tree Survey Work (Quote ref: Q6340). Confirmed.
- h) Email received on 27/03/2026 from BCKLWN planning regarding an extension to the 'Call for sites' deadline, to Friday 1st May 2026.
- i) Email received on 30/03/2026 from RAF Marham confirming night flying/training 30/03/2026-01/04/2026 between 1300-2200 hrs.
- j) Email & audit received on 31/03/2026 from 'area Chair' of Norfolk Ramblers Footpaths. Clerk to respond thanking NRF for their hard work, but as it is not a Statutory duty of the PC, Cllrs will decline the opportunity extended to personally check all footpaths cited, as requested.

10. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (April) 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.		

(Module 1 commenced 16/02/2026)	Total Due: £652.05	
Defib Battery & Pads Bundle (Ipad sp1 Adult/Child Electrode Pads & battery bundle. Defib Warehouse.	Total: £270.00 VAT: £54.00 Total Due: £324.00	
CAPFA Reimbursement of 2026/27 Annual Insurance. Policy number: CHA03513. Inv: 107 dated 02/04/2026	Total Due: £1,270.71	
Norfolk Rivers Internal Drainage Board, notice of drainage rates: 01/04/2026 to 31/03/2027. Dated: 01/04/2026. Upper Nar District (Total Hectares: 17.041/42.109 Acres) Account ID: 60-0263-0	Total: £36.11 VAT: NIL Total Due: £36.11	
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 of £80.14 pcm tbc.	Annual Total: £801.36	
BCKLWN Dog Bins Monthly instalment Inv: BC110305225. No payment March (awaiting updated invoice for 2026/27)	Total: - VAT: - Total Due: -	<i>Note: Direct Debit, 10 payments only due 15/04/2025 to 15/01/2026</i>
1.SSE (DD) March Payment 21/03/2026 Inv. no: IV04184003 For invoice period: 01/02/2026 – 31/02/2026 <i>Note: New DD info. Received 21/02/2026 refers to CAPC account as a 'Church'. Correction sent, awaiting new DD information.</i>	1.Total: £70.57 VAT: £3.53 Total Due: £74.10 Current total credit balance: £138.78	
Unity Trust Bank Charges (DD)	£7.00	

Authorised for online payment by- Date: 09/04/2026 Signatory 1: Cllr Liam Manson Signatory 2: Cllr Neil Patrick		
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Cllr Manson proposed the approval of the accounts to be paid, Seconded by Cllr Patrick. All agreed.

11. Village Maintenance:

Clerk reported broken Livestock Sign to Holkham estates on 26/03/2026 (Status: awaiting response)

Archer Lane pothole – Resolved.

East Green hedgerow, weeded, mulch & arisings stacked. Tree planted (Acre Campestre) by CA Horticultural Society in memory of a resident and one of founding members.

Clerk reported buckled and overturned street sign outside No 1 St James Green to NCC Highways on 29/03/2026 at Orchard Lane Status: Scheduled for inspection (further reminder about broken Archer Lane Street sign also sent).

The Chair proposed a quote for cleaning of the bus shelter, three times a year (£45). Proposer (to accept quote) Cllr Fisher, Seconded by Cllr Jukes. All in agreement.

12. Public questions:

A Resident thanked Chair, Cllrs & Officer for their hard work.

The meeting closed at 9:09pm

Next PC meeting: Thursday 14th AGM May 2026 at 19:00, followed by CAPC meeting at approx. 19:30 in the CA Village Hall.