



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 ON THURSDAY 11th JUNE 2026 AT 19:30, REGARDING THE FOLLOWING BUSINESS:

1. APOLOGIES

2. MINUTES of the PC meeting 14th May 2026 & Solar Steering Group 15th May 2026.

3. DECLARATIONS OF INTEREST

- Cllr Liam Manson ref: 26/00866/F – Arch House

4. HEALTH & SAFETY Reports on any new H&S issues. ‘Defib’, Tree report – update.

5. PLANNING

26/00866/F (29/05/2026)

Householder: Installation of conservatory at rear at Arch House, 12 Bailey Street, Castle Acre, PE32 2AG.

Deadline for comments: 19th June 2026.

26/00650/F (28/05/2026)

Householder: Installation of 15 solar photovoltaic panels. The panels will be flush mounted to the existing roof and arranged as a compact array, with no alterations to the roof form, ridge height or structure of the building. The Old Vicarage, Priory Road, Castle Acre, PE32 2AA.

Deadline for comments: 22nd June 2026.

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 (open floor hearing) Hearing 6th May & issue specific meeting 7th May and submissions 2nd June. 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) – update.

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

- 14.(2026) Capping Stones & installation, Non-Conformist Burial Ground – Chair to update.
- 15. (2026) Scribe Software – Clerk to update (demonstration attended 26/05/2026)
- 16. (2026) CA Parish Newsletter
- 17. (2026) Clear Councils Renewal, completed for 1st June 2026.

7. REPORTS

- Highways, Village Hall, CA School, CA Heritage Group, CA Biodiversity, CAPFA, Allotments, BCKLWN (Cllr Alister Beales) & NCC (Cllr Lee Jarvis).

8. MATTERS REQUESTED BY COUNCILLORS

- a) Greenbarnes & Online Noticeboard Quotes, proposal for ‘Castle Acre Community Notices’ Board, Stocks Green, unglazed or glazed bay noticeboard, potentially funded by retained CIL. – Clerk to update.
- b) Heritage Group Storage Box & Items (NLF project 2022) – update.
- c) AGAR figures to finalise prior to 31/06/2026 PKF Littlejohn external audit deadline – Chair to update.
- d) First Responder, nearest to Castle Acre is based in Swaffham – Clerk to update.
- e) Holkham Fencing (permissive path), Priory Barn Field, Common Lane, Minns Meadow – Chair to update.
- f) Recycling credits for MW White (Blue recycling bin on CAPF) 1.300 T of mixed paper recycling for period 01/01/2026 to 12/01/2026 submitted to NCC on 04/06/2026 – update.

9. CORRESPONDENCE

- a) Email / letter received on 13/05/2026 from (Director of Partnerships & Philanthropy) requesting a PC donation for Norfolk Citizens advice – update & discuss.
- b) Email / letter received on 15/05/2026 from KLWNBC Democratic Services regarding new Local Plan Consultation – update.
- c) Return email received from Director of Orari (UEA) regarding traffic monitoring on Massingham Road – Cllr Jukes to update.
- d) Email received on 21/05/2026 from KLWNBC regarding Charity event notice for Castle Acre Primary Academy 6th June (ref: 26/00610/LA_TEN) – update.
- e) Email & Emergency WTRO notice (WTRO6953) received from NCC/NP Law on 26/05/2026 regarding temporary road closure at Priory Road due to burst water main – update.
- f) Email received from KLWNBC on 06/01/2026 re: Temporary Event Notice ref: 26/00660/LA_TEN (27/06/2026) – update.
- g) Email received on 02/06/2026 from Visitor to Castle Acre, concerned about Dogs with potential ‘polluting’, ‘spot on’ flea treatments (and Dog Owners) accessing the River Nar SSSI – update.

10. ACCOUNTS

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (June) payment Clerk Salary (from 1 st April as per LGS, SCP 26 @ £19.32 per/hr) CiLCA training commenced 13/01/2026, 3.333 hrs / per month. <i>(Module 1 commenced 16/02/2026)</i>	Total: £587.65 Training Hours: £64.40 Total: £652.05 Income Tax: - £8.80 Total Due: £643.25	
Gary Lake grass cutting contract: June 2026:	£421.42 VAT: Nil. Total Due: £421.42	
NALC website hosting fees Inv. 3123, dated 25/05/2026. May 2026 until March 2027 <i>Note: Previous NALC website hosting Inv: 2811, July 2025-March 2026 dated 17/03/2026</i>	Total: £72.40 VAT: £14.48 Total Due: £86.88	
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 April & May 10 x instalments payment plan @ £191.32 pcm. £191.32 thereafter.	Total: £1594.32 VAT: £318.86 Annual Total: £1,913.18 Total Due: £382.64	

SSE (DD) Payment for April 2026 for period 01/04/2026-30/04/2026. Inv. no: IV04455130	Total: £65.68 VAT: £3.28 Total Due: £68.68 Credit balance: -£62.72 Total Due: <u>£6.24</u>	
Unity Trust banking charges (DD)	£7.00	
Authorised for online payment by- Date: Signatory 1: Signatory 2:		

11. VILLAGE MAINTENANCE

Village Streetlight Survey – Cllr Patrick to update.

12. PUBLIC QUESTIONS

Signed:



Dated:

Next PC meeting: Thursday 9thth July at 19:30 in the CA Village Hall.