



Castle Acre Parish Clerk: Ms Amy Hart
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Minutes of Castle Acre AGM (meeting one) held on Thursday 14th May, 7pm followed by CA Parish Council monthly meeting (meeting two) at 7:30pm, business conducted at Castle Acre Village Hall.

CAPC ANNUAL GENERAL MEETING

MEETING ONE

Present: Cllr Tim Hubbard, Cllr Neil Patrick, Cllr Stuart Barlow, Cllr Laurie Fisher, Cllr Anne Mason, Cllr Liam Manson, Cllr Jim Moriarty and six members of the public.

1a) ELECTION OF CHAIR

Proposer (to re-elect Cllr Tim Hubbard as Chair for 2026/27) Cllr Barlow, seconded by Cllr Fisher. All in agreement. TH (Chair) signed the Declaration of Acceptance of Office, Clerk to return to electoral office.

1b ELECTION OF VICE CHAIR (as above)

Proposer (to re-elect Cllr Neil Patrick as Vice Chair for 2026/27) Cllr Mason, Seconded by Cllr Fisher. All in agreement. Cllr Patrick to complete the Declaration.

2. APOLOGIES:

Cllr Ilga Chakrabarti & KLWNBC Cllr Alistair Beales

3. DECLARATIONS OF INTEREST:

None

4. APPOINTMENT OF COMMITTEES:

- **Hr Subgroup** – TH (Chair), NP (Vice Chair) & Cllr Mason.
- **Solar Steering Group** – TH (Chair), Cllr Barlow, Cllr Chakrabarti, Cllr Mason, two Castle Acre Residents and one South Acre Resident.
- **CAPFA** (Castle Acre Playing Field Association) – Cllr Patrick CAPC Representative, TH (Chair) Deputy.

5. CONFIRMATION OF CORE POLICIES 2026: Adoption of current Core Policies (Standing Orders, Financial Regulations, Code of Conduct & Schedule of Publication). All in agreement and implemented as per April 2026 minute reference 13 a, b, c & d including the new Publication Scheme.

6. APPROVAL OF FINANCES: Income & Expenditure Cash sheets (April 1 2025 – March 31 2026) circulated and presented to full Council. Initial *draft* **Annual Governance and Accountability Return AGAR** presented and internally audited for external audit (PKF Littlejohn) deadline 30th June. Confirmation of no CIL spending in FY 25/26 with £1, 875. 54 in ringfenced reserve. Clerk & Chair signed the CIL report for KLWNBC and will publish on CAPC site. Fixed Asset Register confirmed with draft figure total: £37.731.52. Reminder: Cllr Mason to check original storage box & tool (NLF) values to add to FAR if backdating to 2020 is possible. Clerk to check with SLCC. Draft AGAR figures to be confirmed at the CAPC June meeting.

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ANNUAL PARISH ASSEMBLY (The Community Forum)

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

7. **CHAIR'S REPORT:** Cllr Tim Hubbard (Chair) presented his annual report. Several projects have been undertaken in the Village, and the PC thanked all members of the community who have helped and supported the Village and Parish Council in any way. He recognised the PC has a significant increase in workload due to The Drovers planning process and would like to thank the Solar Steering Group, Residents, Cllrs & MP's who have engaged with the process and supported the PC. See: [Hearings over Drovers Solar Farm take place in King's Lynn | Eastern Daily Press](#)

Further thanks went to the volunteers who gave up their time to work on East Green, to the Village litter-picking team, the SAM2 Operator, the heritage volunteer group, volunteer carpenter (who has fixed the Village Map, Noticeboard and Gates), Village Committees, especially CAPFA and Village Hall and of course, our dedicated group of Cllrs.

- For a copy of Chair's annual report, please contact the Clerk.
- At 7:28pm, Cllr Moriarty proposed to extend the AGM, seconded by Cllr Fisher. All in agreement.

8. FINANCIAL SUMMARY:

Castle Acre PC has now moved its bank accounts from HSBC to The Unity Trust Bank. We have three accounts; one a business account used for all PC payments and receipts. The other two, 'Savings Accounts', are interest bearing, one for restricted and unrestricted donations which had a financial year end balance of **£6,237.13p** the second held funds of **£14,155.82p** at year end, allocated to what was the CANLHP funds, along with the Business account reserve. Total combined balances / reserves at the year-end were **£21,101.52p** with **£557.78p** owed to the Parish Council, (a vat refund).

9. LOCAL ORGANISATION REPORTS:

Village Hall Committee: Cllr Moriarty confirmed that the VH Committee will be undertaking a major project to repair the eastern section of the roof. This will be an expensive project any donations will be gratefully received. Justgiving page: <https://www.justgiving.com/charity/castleacrevillagehall>
The online booking system is operating well and the VH is currently busy. The hall has carried out a successful electrical upgrade in 2026. The Clerk reported that a new Broadband provider is in place. VH Committee to hold AGM on 24 June 2026, 5pm.

Resident of Saham Toney: A Resident of Saham Toney, (part of The High Grove project planned adjacent to his property) received a PINS planning application nineteen months ago. The resident has contacted eleven parishes, MPs, Developers (RWE/IGP) and opposition groups. He estimated the Drovers project would require 18,000 trucks per annum and 200-300 staff per day (200 cars) using local roads within a concentrated area. The proposed 4.5 metre solar panels resemble streets of housing and will require ten years to grow hedges and sixty years to grow trees to fully cover. Biodiversity: Stone Curlew. Build must be 1.5 km from any nest, if nest found for 6-8 weeks work must stop (Current Drovers 'Mitigation zone' does not consider 1.5 km rule). The PC could make *specific requests* such as the removal of fields or specified margins. Three out of five DCO's/plans have been sold onto another developer. Community benefit fund, not yet engaged with by IGP as backed by a financial asset management company. European backed RWE (High Grove) has a track record of providing community benefit and research/work in Solar (RWE 11.5 million community fund ringfenced for High Grove). F35 aircraft from Marham (runway 23) may have a direct impact on design of The Drovers Solar Farm (due to glint & glare).

Mike Bennett NDP & Solar Representative of Sporle by Palgrave PC: Sporle by Palgrave will be making the next detailed submission by 2 June 2026. He would like Castle Acre & Sporle to work together to coordinate their responses. He requested a meeting with the CAPC steering group prior to the

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submission date. Note: Sporle PC have requested the removal of three fields on the northern edge of western side of the site and await Developer response.

- Cllr Mason stated that CAPC are continuing to represent South Acre Residents, as South Acre is unparished.
- The Chair thanked Saham Toney Resident and Mike Bennet of Sporle by Palgrave PC for their contributions, both left the meeting at 19:56pm

CA School: Executive Head Teacher Anne Neary summarised CA Primary Academy's Summer 26 report to the PC.

A significant increase in pupils from last year's 74 to 83 (across three classes, mixed Reception/Year One, mixed Year Two/ Three and a mixed Year Four/Five/Six). School intake for Reception this September is small and it will lose nine Year Six pupils. A small drop predicted in the Autumn, but if trend of in-year intake continues numbers projected to be around 80-85.

Statistics: Children with additional needs: 39% (increase of 6% since the last report)

Children with additional needs at a more complex level: 14% (2% increase since the last report). CA School maintains three times the national level and will have several children with an EHCP joining in September.

Girls 51% (increase of 5% since last report)

Boys 49% (decrease of 5% since last report)

Children who speak English as an additional language: 6% (decrease of 2% since last report) (Norfolk 12.5%)

Children entitled to free school meals: 34% (increase of 6% since last report)

Future projects: Addition of an eight place Nursery (offering Nursery to Yr 6), Library Bus/Outdoor Learning Area. For full report, contact the Clerk

- The Chair thanked The Head for her report and AN left the meeting at 20:04pm

10. OPEN FORUM & GUEST SPEAKERS:

A Castle Acre resident raised concern about No.15 Massingham Road (The Old Butchers Shop) deteriorating brickwork. It was RESOLVED that Cllr Moriarty will follow up with KLWNBC who have a 'last line of defence' service for dilapidated buildings that may cause a hazard to the public.

A resident who is an allotment tenant requested the PC consider the potential of bringing mains water supply to the allotments. The Chair confirmed that this would undoubtedly increase costs to all tenants, with a significant monthly water bill which would need to be carefully monitored and equitably divided, not an easy process to manage. The Clerk noted that there is currently no Allotment Association to manage the decision or process.

- The meeting closed at 20:10pm.

May 2027 AGM.....

(To be signed)



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THE CA PARISH COUNCIL MEETING AT THE DEFERRED TIME OF 20:10, REGARDING THE FOLLOWING BUSINESS:

MEETING TWO

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

In attendance: Three members of the public.

13. Apologies: Cllr Ilga Chakrabarti & BCKLWN Cllr Alistair Beales.

14. Minutes of PC meeting 9th April 2026.

- Correction 'Norfolk Wildlife' to 'Norfolk Wildlife Trust'. Proposer (of the Minutes of 9 April 2026) Cllr Manson, seconded by Cllr Jukes, with seven votes in favour and one abstention.

15. Declaration of Interests: None.

16. Health & Safety Reports on any new H&S issues. New defib battery installed on 02/05/2026. Thanks to Cllr Patrick for installing and storing pads till replacement due date of Nov 2027. Tree condition survey report of 01/04/2026 circulated (Ligna Lime Trees Survey, Stocks Green), the trees are in good health, recommend to plan for works within about the next two years.

17. 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. All Cllrs Aware.

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

Householder: Side fence to side of property to a height of 1.8m 108 Foxes Meadow, Castle Acre, PE32 2AT. (Updated application/amends received)

- The Chair noted that Highways made no objection to 1.8 m height. Cllr Fisher updated that the corrugated steel had been replaced with shiplap wood.

Cllr Fisher proposed that PC make no further comment on the application, Seconded by Cllr Mason.
Passed with seven votes in favour and one abstention.

18. 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.

Cllr Moriarty received confirmation that the Consultant's comments on the 'delegated powers report' are under further review by NCC / NP Law and that the Borough Council has recently supported the closure of West Acre Ford.

25. (2024) The Droves Solar Farm.

The Droves Solar complex located North of Swaffham and South of Castle Acre has now entered the 'Examination Phase' of the NSIP (Nationally Significant Infrastructure Project) process, with the initial hearings (in person or Teams) commencing on May 6 & 7 at the Dukes Head, Kings Lynn. During the opening hearings the representation and questions from the CAPC Steering Group and Residents of Castle Acre, South Acre, Sporle by Palgrave and James Wild MP were put forward to the Applicant's legal team, via Antony Johnson, the Government's Independent Planning Inspector. The Examination Timetable will be published by the Planning Inspectorate, on Droves section of the Planning Inspectorate website 27 May. In the meantime, a recording and transcript of the 7 May meeting is available in the [examination library](#).

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. See below, BCKLWN.

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). Cllr Moriarty confirmed that the sign & posts are on order from Highways and awaits the date of installation.

11. (2026) Grit Bin Bailey Street - Highways Engineer Andy Wallace has confirmed that he will investigate this request. The Clerk has chased again and awaits a response.

12. (2026). Removal of rotten gate posts and reinstatement, Pales Green. The Chair updated council that the works are now complete (slightly lower cost than original quote).

13. (2026) TTSR fuel surcharge 2026. The Chair updated CAPC that the three-year contract (starting in 2025) included a year-on-year (below inflation) rise of 2%, which could not anticipate the recent unexpected increases to fuel prices. The contractor has confirmed the removal of the proposed surcharge, in the event of a fuel price reduction. Proposer Vice Chair (for CAPC to pay the requested surcharge), seconded by Cllr Fisher. RESOLVED with seven votes in favour and one abstention.

14.(2026) Capping Stones & installation, Non-Conformist Burial Ground. The Chair has arranged for manufacture of the capping stones & installation by Sean Allen (Builder) (Teleporter & operator to be supplied by The Wicken). Cllr Moriarty asked if the road would need to be closed for installation. Cllr Patrick confirmed that this would only take ten minutes 'per capping stone/lift' so a full closure should not be required.

19. REPORTS

Highways: No new updates.

Village Hall: See CAPC May AGM Minutes.

School: See May AGM Minutes.

Note: Chair of Friends reported that the Annual Duck has raised £1,421.50 and thanked all that sponsored a Duck!

Biodiversity: Cllr Manson reported that wildflowers had been sown on Pales Green (mixed annuals to encourage pollinators as part of the PC's Biodiversity plan). Clerk to confirm area with TTSR and request no mowing of the area for this cutting season. The Chair reported that the Horticultural Society plans to plant further trees and snowdrop bulbs at East Green over the coming autumn / winter.

CAPC Heritage Group Report:

April – 14 May 2026

Archaeology

14 April Preparation of the Priory Barn for the Finds Cleaning and Identification Day.

15 April Finds from the Castle Investigations Cleaning and Identification - with NCC retired Finds Expert Andrew Rogerson. Pottery from C12 onward found and fully recorded.

English Heritage Volunteers – 6 May Plants and Wildlife Survey at the Castle.

Future Plans – Morning at the Church to showcase the Gravestones Survey – what we did and the results.

CAPFA: The Chair confirmed a new storage container has been placed behind the pavilion and the area tidied. The SLA has been checked by both Chair of CAPFA and himself, amendments and updates need to be made to addendums. CAPFA will now utilise the same Insurance broker & underwriter as the PC making review of both policies easier. CAPFA Public Liability new cover confirmed at 10 million.

BCKLWN: Cllr Moriarty confirmed that the next stage of Devolution will be the setting up a mayoralty for Norfolk & Suffolk. Once LGR is complete, there will be no further voting on devolution.

NCC: Awaiting contact from newly elected Reform Cllr Lee Jarvis.

20. Matters requested by Councillors:

- a) Interested Parties, citing concern that the PINS link to sign up for The Drovers hearings May 6/7 redirecting users away from confirming attendance. Several 'copy & paste' responses on PINS Representations page. Cllrs aware.
- b) Potential CAPC draft Newsletter A4 full colour, fold in half 190-gsm quote for 550 copies, Minuteman Press, £94.00. Proposer (to defer to June), Cllr Patrick, seconded by Cllr Manson. All agreed.
- c) Notification from CAPFA, additional storage Container to be placed on the field. See point 19.
- d) Document Control Register and any Cllr notes/decision to adopt. Clerk confirmed as 'Document Owner' for all adopted policies. Cllr Jukes, Owner of SAM2 RA and Cllr Chakrabarti for Defib RA. Proposer (to adopt Register) Cllr Fisher, seconded by Cllr Jukes. All in agreement.
- e) Opening further new Unity Trust savings account offering higher interest rates. Due to recent decreases to CAPC saver account interest, Chair to research a further fixed term rate savings account.
- f) Thanks to NCC Cllr Jim Moriarty for his years of support and dedicated service. The Chair led thanks to Cllr Moriarty for his years of support and invaluable experience and help to the County Council, Parish Council and the Village.
- Cllr Patrick left at 21:07
- g) Proposal to use Scribe Accounting Software. Clerk updated PC with the possibility of bringing CAPC's accounting 'online', Clerk to attend demonstration on 26/05/2026.
- h) Holkham Estates. Summer grazing livestock on pastures around the village, use of permissive paths. The Chair has met with Holkham herdsman and updated Holkham Estates on the repair work needed to

secure the boundaries of the permissive pathways in Priory Fields. In the meantime, CAPC advises walkers to check [How to enjoy the countryside safely near livestock](#) and to close gates after passing through, especially in areas where livestock are grazing.

- i) Clear Councils Insurance renewal. CAPC/CAPFA policies to be checked by Chair, Clerk & Cllr Barlow for any areas of duplicated cover prior to premium payment.
Cllr Jukes noted the risk associated with moving the SAM2 from each position. Clerk noted.

21. 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. All Cllrs aware.
- 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'.
- c) Letter received (via post) from SLCC regarding SLCC Membership renewal.
- d) Solar Article received on 20/04/2026 from Resident of Saham Toney – see AGM minutes (meeting one) point 9.
- e) Request from Chair of CAPFA for cake stall to be held on Stocks Green, 20th June 2026. All in agreement, Clerk to confirm with CAPFA.
- 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.
- g) Email from Castle Rising resident received on 28/04/2026 requesting information on any 'visible bin policies' that CAPC may have. Cllr Moriarty updated that KLWNBC requests that residents put bins out by 7am on the day of collection and remove once emptied, this is however not enforceable.
- h) Verbal notification from Resident informing PC of continuing building works on Stocks Green property, taking longer than anticipated.
- 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) – see point 20, g.
- k) Email from an unknown Developer received on 07/05/2026 requesting contact details for Landowners with parcels of land as laid out in the CA Neighbourhood Plan – Clerk refused (ref: Data Protection Act, GDPR 2018).

22. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (May) 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. (Module 1 commenced 16/02/2026)	Total: £587.65 Training Hours: £64.40 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.	Total (1&2): £22.55 VAT: £4.51 Total Due: £27.06	

Inv: 206-4031142-8990715, dated 05/05/2026		
Norfolk Assn of Local Councils Inv: 2872, dated 30 th 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). <i>Renewal date 01/06/2026</i>	Total: £653.54 Arrangement Fee: £55.00 Total Premium: £708.54	
Holkham Estates, Allotment Rents. Inv. S11092, dated 11/04/2026 Note: new account for Holkham.	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	
DM Fencing. Inv. Ref: Pales Green repairs dated 28/04/2026. Replacement gate post and new fencing/weld mesh on gate at Pales Green. Note: invoice lower than original quote.	Total: £371.98 VAT: NIL Total Due: £371.98	
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	

Gary Lake grass cutting contract April: May 2026:	£421.42 £421.42 VAT: Nil Total Due: £842.84	
Tree condition survey – Lime Trees, 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 Meeting costs 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 of £80.14 pcm tbc.	Total: £80.14 VAT: NIL Total Due: £80.14 (Annual Total: £801.36)	
BCKLWN Dog Bins Monthly instalment Inv: BC110305225. No payment March. <i>Direct Debit, 10 payments only due 15/04/2025 to 15/01/2026</i>	Total Due: £382.64 (Total: £1594.32 VAT: £318.86	

	Annual Total: £1,913.18)	
1.SSE (DD) March Payment 21/03/2026 period 01/03/2026-31/03/2026. Inv. no: IV4308469 <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: £ 72.44 VAT: £3.62 Total Due: £76.06 Previous credit balance: £138.78 New Credit balance: £62.72	
Unity Trust Bank Charges (DD)	£7.00	
Authorised for online payment by- Date: 15/05/2026 Signatory 1: Cllr Liam Manson Signatory 2: Cllr Tim Hubbard		

Note: VAT 126 return for **£557.88** submitted by Clerk to HMRC on 24/04/2026 & repayment received on 05/05/2026

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

23. Village Maintenance:

Cllr Fisher noted that he had reports from a Mobility Scooter user, unable to access the road beyond bollards at South Acre Ford due to (unlawful) parking beyond road closure signs. Requested a suitable article on considerate parking be placed in the NVN article.

24. Public questions:

None.

- The meeting closed at 9:22pm

Next PC meeting: Thursday 11th June 2026 at 19:30, in the CA Village Hall.

Signed.....

Dated: