



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

Present: Tim Hubbard (Chair), Vice Chair Cllr Neil Patrick, Cllr Laurie Fisher, Cllr Stuart Barlow, Cllr Ilga Chakrabarti, Cllr Grant Jukes, Cllr Anne Mason, Cllr Liam Manson & NCC Cllr Lee Jarvis.

In attendance: Six members of the public.

36. Apologies: CAPC/KLWNBC Cllr Jim Moriarty & KLWNBC Cllr Alistair Beales.

- The Chair welcomed new NCC Cllr Lee Jarvis, thanked him for attending the meeting and wished him well in his new role.

37. Minutes of PC meeting 11th June 2026

- Proposer (of the Minutes of 11th June 2026) Cllr Barlow, seconded by Cllr Fisher, all in agreement.

38. Declaration of Interests:

None.

39. Health & Safety Reports on any new H&S issues. No new issues. Defibrillator fully serviceable. Reminder: Chair to contact Holkham Tree Officer regarding South Acre road & Cherry Trees on St James Green.

40. Planning

None.

41. 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.

Cllr Jarvis discussed the current TTRO and latest TRO application, potential outcome for the South Acre Road and Ford. The current TTRO *could be* extended again for a further six months. I was noted again, the current TTRO excludes use by all motorised vehicles and only allows access for pedestrians, cycles and horses. Some trail bike users are still choosing to ignore and are illegally breaching the current TTRO terms on a regular basis. NCC are aware of the recent damage to the highway sign on the southern side of the ford.

CAPC heard from Residents regarding a variety of Health & Safety and Biodiversity concerns in respect of both four wheeled vehicles and motorcyclist groups crossing the ford.

Cllr Fisher proposed that progressing a 'revised' TRO, with the current TTRO traffic restrictions, limitations, would be favoured to the current TRO application still being considered by NCC which could allow motorcycles continued access to the road the ford. Seconded by Cllr Mason. All in Favour. Cllr Jarvis will progress and provide CAPC with feedback.

25. (2024) The Drovers Solar Farm.

The Drovers Solar DCO is still in the 'Examination Phase' of the Nationally Significant Infrastructure Project (NSIP) process, the initial hearings commenced on May 6th 2026.

7th July meeting between Island Green Power (The Drovers) RWE (High Grove) with representatives from Castle Acre Parish Council, Sporle Parish Council, Holme Hale Parish Council and other registered 'Interested Parties'. The meeting discussed the 'cumulative' impacts of both solar plant projects. Topics covered included the objections raised by the MOD & RAF Marham, Transport, Traffic impacts, Fire Risks, Battery Storage siting, Water Management & Deer (A1065 road safety). A Community Benefit fund was not discussed. Clerk to liaise with James Wild MP regarding availability for a community meeting.

Next round of hearings is provisionally booked for the w/c 7th September 2026.

To sign up for project updates independently, please visit: [Get updates | The Drovers Solar Farm](#)

<https://uk.rwe.com/project-proposals/high-grove-solar-farm/>

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

28. (2025) Devolution of Norfolk & Suffolk update. (see point 42)

30. (2025) Historical CAPC Documents to hold or file at NRO. Cllr Fisher confirmed the collection of the CAPC historical Documents from the previous clerk.

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 new updates.

11. (2026) Grit Bin Bailey Street - Highways (Andy Wallace) confirmed approval for the location of the new Grit Bin, South end of Bailey Street. Clerk to investigate options for purchase.

14.(2026) Capping Stones & installation, Non-Conformist Burial Ground the Chair updated the meeting that planned works to the 'Non-Conformist Burial Ground' are now complete! Thanks to The Wicken and their manager for their loan of a JCB Telehandler and to a local builder for his hard work. This project has been completed by the CA Heritage Group, led by Cllr Anne Mason with the help of National Lottery Heritage Funding. Sincere thanks go to the volunteers involved in the project. You are all much appreciated, thank you.

15. (2026) Scribe Software – The Clerk is due to attend Scribe training via Pentney PC and will report back to CAPC on the system's efficacy in the coming weeks.

16. (2026) CA Parish Newsletter – Clerk circulated V4 and to check with Minuteman Press if quote was still valid with free delivery still available. Clerk will submit a CMYK print ready document for fold over insert in the September edition of the NVN. Thanks to the clerk for all her hard work.

17. (2026) Banking savings account. No new updates.

42. REPORTS

Highways: Thanks to Cllr Alistair Beales for arranging further works to the unadopted road at De Warrene place. Potholes were repaired on 08/07/2026 with the cost of the repair shared 50/50 between KLWNBC and Freebridge Housing Association.

Village Hall: No new updates.

School: No new updates.

Biodiversity: Cllr Manson (local vet) produced an article on Flea Treatments for Dogs and potential impacts on the environment in and around the River Nar SSI. The Clerk to place in Nar Valley News and online. For full article, visit [News – Castle Acre Parish Council](#)

CAPC Heritage Group Report:

12 June 2026 – 9 July 2026

Birdwatching / Wildlife Survey Walk 9th July

English Heritage

Work at the Priory 29 June

Castle Plants and Wildlife Survey 1 July

Gravestones Survey Morning to be held on 22 August 10am – 1pm.

CAPFA: Preparations ongoing for annual fete to be held on the Playing Field on 6 September 2026.

Castle Acre allotments (Water): Cllr Moriarty proposed to stand as CAPC liaison with allotment holders.

Proposer, Cllr Mason, seconded by Cllr Fisher. All in agreement.

An PG allotment tenant confirmed the setting up of an Allotment WhatsApp group to share information, (no formal Allotment Association). Several tenants are keen to investigate provision of water supply to the site. The meeting also discussed better rainwater collection and storage. Permission from the Landowners, Holkham would be required (outside of current T&Cs and lease agreement).

BCKLWN: No new updates.

NCC: Cllr Jarvis emailed the following report:

- Local Government Reorganisation (LGR): On 25th June 2026 NCC applied to the High Court, for a 'Judicial Review' challenging the Government's decision-making process.
- Local Member Funding (LMF) has been redirected to both Highways and Norfolk Fire & Rescue Service with previous applications honoured.
- In addition to role as County Cllr, appointment as a 'substitute member of the police and crime panel', scrutinising the work of the Police and Crime Commissioner on areas such as Police and Crime Plan, policing budget and council tax precept and reviewing complaints relating to the Commissioner (where appropriate).

43. Matters requested by Councillors:

- a) SSE Contract ending at the end of 30 Sep 26. All in agreement for SSE contract renewal ref: QP00633366. Clerk to confirm with SSE.
 - b) Cllr Moriarty to stand as Cllr with Allotments as area of responsibility - See point 42.
 - c) Refurbishment of a Community Noticeboard: After discussion Cllrs have accepted the kind offer of a resident to refurbish the Jubilee Noticeboard by Massingham Road (Bus Shelter). Proposer, Cllr Fisher, Seconded by Cllr Manson. All in agreement.
 - d) Payment to building contractor, installation of the Capping Stones at the Non-Conformist Burial ground – Sincere thanks go to Sean Allen, who has completed the works free of charge.
- Cllr Lee Jarvis left the meeting at 9:07pm.

44. Correspondence:

- a) Email received on 15/06/2026 from a WW2 Evacuee, looking to locate 'Rose Cottage'. All Cllrs aware.
- b) TRO Notice from NCC/ NP Law received on 22/06/2026, ref: KLTRO53 Temporary Road closure at Newton Road due to burst water main.
- c) Email received on 25/06/2026 regarding potential scattering of ashes in Castle Acre. Authority for the scattering of ashes in the Parish is outside CAPC remit. Chair has suggested the planting of a memorial tree as an alternative option.
- d) Email received on 25/06/2026 wishing to know if planning permission would be required to replace front and back exterior doors on Bailey Street. Clerk confirmed, as this project is within the conservation area and if it involves significant changes such as altering the size and shape/material of the existing doors and/or door frame, planning permission might be required. Advised: Seek advice from the planning department, provide CAD mock-ups, specs/pictures of existing and proposed doors.
- A member of the public confirmed on 30/06/2026 NCC Planning recommends like for like replacements.
- e) Email received on 26/06/2026 from Highways regarding placement of new Grit Bin on Bailey Street – All Cllrs aware. Clerk to confirm purchase options.

- f) Email received on 27/06/2026 from Cllr Lee Jarvis regarding Reform parties' recent decision to redirect LMF (Local Members Funds) to Highways Investment and Norfolk Fire & Rescue Services - See point 42.
- g) Email received on 07/06/2026 from Trainline Partnership Manager requesting that CAPC link their website to the Parish Council's page – Proposer (not to provide free advertising to Trainline) Cllr Chakrabarti, seconded by Cllr Barlow. All in agreement.

45. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Clerk Salary (July) payment Clerk Salary (from 1st 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> Clerk Salary (August) payment Clerk Salary (from 1st April as per LGS, SCP 26 @ £19.32 per/hr) CiLCA training commenced 13/01/2026, 3.333 hrs / per month.	Total: £587.65 Training Hours: £64.40 Total: £652.05 Income Tax: - £30.00 Total Due: £622.05 Total: £587.65 Training Hours: £64.40 Total: £652.05 Income Tax: - £30.00 Total Due: £622.05	
Gary Lake grass cutting contract: July 2026: Gary Lake grass cutting contract: August 2026:	£421.42 VAT: Nil. Total Due: £421.42 £421.42 VAT: Nil. Total Due: £421.42	
NALC Inv. no. 3220 1 year domain renewal for castlacreparishcouncil.gov.uk July 2026 to July 2027, dated 31 st July 2026	Total: £57.90 VAT: £11.58 Total Due: £69.48	
BCKLWN weekly litter bin collection. Invoice BC110368377, dated 01/04/2026 10 x month DD payment plan confirmed on 02/04/2026 to commenced on 01/05/2026.	July Total Due: £80.14 VAT: NIL August Total Due: £80.14 VAT: NIL Total Due: £80.14 (Annual Total: £801.36)	

BCKLWN Dog Bins Monthly instalment Inv: BC110305225. No payment March 26. <i>Direct Debit, 10 monthly payments due 15/04/2026 to 15/01/2027</i>	Total: £1594.32 VAT: £318.86 Annual Total: £1,913.18 Total monthly: £191.32	
SSE (DD) Payment for May 2026 for period 01/05/2026-31/05/2026. Inv. no: IV04533121	Total: £64.01 VAT: £3.20 Total Due: <u>£67.21</u>	
Unity Trust Bank Charges (DD)	July: £7.00 August: £7.00	
Authorised for online payment by- Date: 09/07/2026 Signatory 1: Cllr Liam Manson Signatory 2: Cllr Neil Patrick		

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

46. Village Maintenance:

- Village Streetlight Survey – Cllr Patrick to defer to September meeting.
- The Chair reported potholes at De Warrene Place to KLWNBC Cllr Beales on 20/02/2026. Resolved - see point 42.
- Archer & Orchard Lane signs reported to KLWNBC Officers by Cllr Moriarty. All Cllrs aware.
- Village Gates repainted by a local volunteer. Clerk to pass our sincere thanks to the resident.

47. Public questions:

- After attending the Parish Update training (BC Planning) session on 22 June, the Chair & Cllr Barlow recommended a review of CAPC's draft PIIP (Parish Infrastructure and Investment Plan) ahead of KLWNBC completion of the new local plan.

- The meeting closed at 9:23pm

Next PC meeting: Thursday 10th September 2026 at 19:30, in the CA Village Hall.

Signed.....

Dated: