

**MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on
WEDNESDAY 1st MARCH 2023 IN THE VILLAGE HALL**

Attendance: Mr Read in the Chair, Mrs Jeffreys, Mr Harris, Mr Edwards, Dr Harris, Ms Johnson, Mr Hill, Dr Bacon, Mr Jordan, Mrs Briscoe, Cllr Taylor (District Councillor), Cllr Price (County Councillor), Mrs Cunningham (Clerk) and eight members of the public.

The meeting is being recorded for the purpose of producing the minutes.

Meeting started: 19.02

1. Apologies and approval of absences

Apologies received and accepted from Mr Filgate and Cllr Grove-Jones.

2. Declarations of interests

Mr Jordan declared an interest in the Poor's Trust.

3. To approve as accurate minutes of the previous meeting

The minutes from the Parish Council meeting held on 1st February were approved by all, following an amendment request from Dr Bacon, of the word 'evasive' to 'invasive' in item 4.1. Chairman duly signed.

4. Public participation session (10 minutes)

4.1 **Public** – No items raised.

4.2 **Cllr Grove-Jones** – Although absent, Cllr Grove-Jones provided a report which Mr Read read aloud: In summary, NNDC agreed a precept rise of £4.95 at a budget setting council meeting. It is unfortunate this had to be agreed at a time of financial constraints, but this small rise is necessary to keep council services intact. Hopefully, mitigation terms for nutrient neutrality will be agreed soon to allow some new building to go ahead.

4.3 **Cllr Taylor** – Joined meeting later and provided update.

4.4 **Cllr Price** –The 'County Deal' is now in a stage of public consultation and full details are available at www.norfolk.gov.uk/countydeal. The County budget is also available to view on the website. Duncan Baker MP raised funds for 112 generators, which have now been taken to Ukraine. The recent East Coast flood commemorative exhibition raised £359.65 for Sea Palling Lifeboats.

5. Matters Arising

Report on actions from the previous meeting:

c/f - Village Hall - Mrs Jeffreys to update the PC with any costings, information etc - To be discussed under item 9.

4.1 – Public - Parishioner requested invasive lighting to be added to agenda & will supply information prior to meeting – Parishioner absent, so will add subject in future.

5 - Filing of old PC records - Mr Harris to prepare schedule of documents before filing at Records Office. To be discussed under item 10

4.1a – Public - Complaint re Anglian Water - Clerk posted request of procedures to Anglian Water. Mr Read read response aloud: the incident in question was due to an unforeseen water main burst. AW offer a free Priority Service that may be helpful to those of a pensionable age. The service allows them to offer extra help to those customers that may need it. Mr Jordan suggested this service should be added to the magazine. Ms Johnson added this service is also available for electricity. **Action: Mrs Jeffreys to draft message for magazine.**

4.1 – Public - Complaint re water at Lea Road - Cllr Price advised he has contacted Highways re drainage points in Lea Rd.

c/f - Playing field – Due to fly-tipping and damage caused to the playing surface by vehicles, Mr Read to chain and lock gates - Mr Read thanked Mr Hill for repairing the gate hanging post, that is now chained and padlocked. The reason for the gate closure has been clearly notified in the magazine.

6.1 - Planning – Land off Long Lane - Dr Bacon drafted letter objecting to planning application - Clerk emailed. Dr Bacon attended PC meeting at Ludham, who raised similar objections. No response yet

6.2 - Planning – 24 St Catherines Avenue - Clerk to confirm no objection to planning application - Clerk emailed. No response yet.

8.1 - Correspondence – Mud on roads on/around Fenside - Agreed to await response from Highways - further discussion under item 11.1

8.2 - Correspondence – Request for Bus Shelter - Dr Harris to research. For discussion under item 11.2

8.3 - Correspondence – To discuss parishioners request for speed limit restriction at Catfield Staithe. Clerk emailed Highways. Mr Read read Highways response aloud and parishioner advised of outcome. Mr Harris stressed the priority should be speeding through the main road of the village.

9 - Offer of Allotments - Mrs Briscoe to ensure agreement between tenants and PC conditions agree to those of the PC and Poors Trust. To be discussed under item 12

11 - Replacement of Village bench - Bench to be fixed in permanent location - Mr Read thanked Mr Edwards for his assistance to affix in position. Mr Read requested an official letter to be written to the Donor thanking them for their donation. **Action: Clerk to write letter thanking donor.**

12.1 - Highways Inspection Parish Visit - Due to busy schedule, Highways are unable to provide date. Cllr Price advised the inspectors are part of the gritting team.

12.2 - To discuss possible creation of pedestrian verge alongside the Mushroom site - Letter sent to Highways Boundaries dept. To be discussed under item 7.1

12.4 - Any other Highways or road safety issues - Concerns re Flo Gas lighting causing motorists confusion, as lights are similar height to cars. Clerk to write to Highways. To be discussed under item 7.3

13.2 - Bank Account - Clerk to check for interest paying account - To be discussed under item 14.3

c/f - Finances – Precept Following on from NNDC admittance of an error in taxbase calculation. Clerk to confirm no change to precept request - Clerk actioned.

14.1 - Village Hall - Mr Hill to examine VH roof again to ascertain reason for leak - Mr Hill inspected again and cleaned and filled potential gap but could not see obvious hole causing leak.

15 - Meeting Date - Following agreed change to meeting date. Clerk booked VH for May meeting.

6. Planning

6.1 **Any planning matters** – No planning applications received.

7. Highways & Road Safety

7.1 **To discuss any update re possible creation of pedestrian verge alongside the Mushroom site**
Cllr Price advised County has written to the owners advising the fence is on Highways land and asked them to move it before 31st March. If not, County will either take legal action or employ a contractor and bill the owner. Regarding the footway, he also advised the Parish Partnership Scheme will launch again in June, should the PC wish to consider a trod for this area.

7.2 **To discuss any update re Catfield route hierarchy**
Mr Harris said there was a good response from Highways but not all the roads are marked on the accompanying map, e.g., Fenside, Hall Road & Lodge Road need clarification. The '4C' marked roads verge cutting will be reduced to once per year in May, which he said environmentally is not the best time. The response states hedges and trees are not Highways responsibility but the adjacent owners. Mr Harris proposed the PC ask for clarification regarding the 'unmarked' and '4C' marked roads and request the verges be cut once at the end of the season, instead of in May. Mrs Jeffreys seconded. Majority in favour with one abstention.
Action: Clerk to contact Highways.

7.3 **To discuss update re light pollution from the FloGas site on Long Lane (toward Potter Heigham)**

Mr Hill suggested someone should speak to the FloGas manager directly to express the concerns of the PC and volunteered to go and speak to them. Mrs Jeffreys proposed Mr Hill speak to FloGas. Mr Jordan seconded. All in favour. **Action: Mr Hill to meet and discuss with FloGas.**

7.4 **Any other Highways or road safety issues** - None

8. Environmental

8.1 To discuss any Catfield Environmental Group updates

A parishioner advised litter and old tree guards were removed from Sandholes and they are recording its species and identified 112 so far. Mulch ordered for the playing field hedging, which they hope to apply on 11th March community litter pick. Tim Harris provided a talk on Catfield Fen where they learned about issues affecting conservation and got links to potential naturalist organisations they could support. The group are working on mapping the footpaths in the village. Andrew Alston has provided information re a new capital grant for farmers, and they will check if there are suggestions that can be made to local farmers for environmental improvements to their holdings, such as pond restoration and hedging. The first Bingo evening is 3rd March and a Plant Sale on 20th May. The Group are asking for help with items e.g. temporary fencing, gazebos, portaloos and volunteers for the Village Fete on 25th June.

8.2 **Any other Environmental issues** - None

9. Progress update on the Village Hall information

Mrs Jeffreys proposed and asked if the PC can agree on the next steps and asked for a couple of Cllrs to review and critique the information gathered so far. She would then like to present the information to all the Councillors in full, before the opening the display up to the public. Mr Jordan seconded. All in favour. Mr Read thanked Mrs Jeffreys for her work on this so far. **Action: Mrs Jeffreys to arrange date for Cllrs meeting**

10. Filing of Parish Council records - to discuss the Catalogue of Records & Issues Arising

Mr Read said there are noticeable gaps in the information currently held by the PC, mainly between 1987-2000. Dr Bacon advised he has accessible copies of his own Minutes back to 1997 and can provide duplicates to replace those missing documents but also has other typed Minutes back to 1987 which need locating. Mr Harris is currently holding all other documentation and referred to a lack of correspondence on file from 2003 to date. Dr Bacon passed a bag containing various documents to Mr Harris including an assortment of correspondence received. **Action: Clerk to ask previous Clerk if she is still holding any Catfield PC documents. Mrs Jeffreys to investigate options of digitalising documents.**

11. Correspondence

11.1 To discuss update re mud on roads on and around Fenside, including cleaning of water grups

Mr Harris referred to a letter from Dr Parmenter, who advised there is a problem with run-offs of phosphates and nitrates in the Fen. The RSPB are also monitoring this, and Mr Harris said he will be taking this forward to NE. He also passed around a large ariel photo of the Fen.

Mr Harris asked Cllr Price if Mr Le-May recognised the damage caused. Cllr Price said as various vehicles use the road - farm, delivery, waste collection etc – verge overrun will happen on occasions but Fenside is on the program to be topped. He said, although Mr Le-May has seen photographs of the damage to the verges, he has not witnessed, or seen photos of, a specific farm vehicle causing the damage. Mr Harris said there are 5 eyewitnesses prepared to make statements and read aloud a section from the Highways Act. Cllr Price said he is happy to pass the statements onto Highways. Mr Hill and Mrs Briscoe both agreed with Cllr Price, as the evidence provided is that of tracks only. Mr Hill stressed farm vehicles are the same width as delivery lorries and dustcarts. He also added the verge has encroached onto the tarmac by around 40cm. Mr Harris proposed the PC obtain the 5 statements for Highways and regarding the water, he proposed, the PC take note of Dr Parmenter's suggestion not to clear the grups,

note her paper and await further response from NE. Mrs Briscoe seconded. Majority in favour with one abstention. **Action: Mr Harris to obtain eyewitness statements for Highways review.**

11.2 **To discuss request for bus shelter (village hall side/opposite on Parkers Close)**

Dr Harris had researched the shelters and advised the cost will be approx. £4k per shelter. Planning permission and fitting costs will be additional. If a shelter is required on the opposite side, permission will also need to be granted by the Housing Trust. Cllr Price advised the PC may be able to apply for some funding, as part of the next Parish Partnership Scheme later in the year and said regarding accessibility, Highways may also need to raise the kerb. Mrs Jeffreys proposed the PC look into pre-application advice from the planning officers for one shelter outside the VH. Mr Edwards seconded. All in favour. Cllr Price offered to obtain information from Highways. **Action: PC to investigate pre-application advice from the planning dept.**

11.3 **Any other correspondence** – none received.

12. Update on Catfield United Charities area of land for possible allotments

Ms Johnson advised, she along with a couple of workers supplied by Mr Harris, scrapped the area and pulled back the brambles and divided the land into 4 pitches (6m x 10m) and 2 pitches (8m x 8m). Space around the fruit trees will be kept clear. An existing bird hide could become a village project to be made useable again. She said glass sheets were left for use by the tenants on site. The PC are awaiting formal approval of the agreement from the Poor's Trust who are requesting more photographs of the site. A parishioner asked if the CEG could look after the fruit trees, which Ms Johnson agreed they could. Ms Johnson suggested the first 6 tenants pay initially, before moving onto the land, and will then be charged annually, at Michaelmas, effectively giving them 18 months for the price of 12. **Action: Ms Johnson to finalise and liaise with the Poor's Trust. Mrs Briscoe to review the agreement between the PC and tenants.**

Cllr Taylor requested permission to provide his report and apologised for arriving late. Permission was granted. He advised on 17th March, Stalham town hall are holding a job search event and some Catfield businesses have been invited. 20 providers are signed up in total and anyone looking for a job, could attend the event. NNDC held an extraordinary meeting where the draft local plan was discussed. Their next step will be for the examiners to review/approve the plan.

13. To discuss any update re safety measures for Catfield Village Hall recreation ground

Mrs Jeffreys said all the main work has now been completed, other than the mound which needs to be made smoother to avoid any trip hazards. Once actioned, the playground can be reopened as the major safety issues will have been addressed. Mr Read thanked Mrs Jeffreys and Mr Hill for their hard work.

14. Finance

14.1 **To approve payments**

Cheque 101310 – Clerk salary & expenses

Cheque 101311 - £15.20 – Mr Edwards – refund cost of bench fixings

Cheque 101312 - £129.95 – Mrs Jeffreys – refund cost of bark for playground

Cheque 101313 - £170.40 – Mr Hill – refund cost of parts for playground

Cheque 101314 - £2500 - The Clerk requested some funds be transferred from Barclays to Lloyds Bank and, allowing for unrepresented cheques to be debited, suggested £2500. All in agreement to transfer £2500.

It was also discussed that any funds held in savings accounts with Barclays should be transferred into the bank account, giving easier access to these funds, so once the cheques are all presented and direct debits transferred, the Barclays accounts can be closed. **Action: Clerk to ask previous Clerk to arrange transfer of Barclays savings accounts into the existing Barclays cheque account.** All in agreement to proceed and payments approved. Cheques duly signed.

14.2 **To approve addition of Clerk as a delegate to new bank account and sign documentation**

The Clerk provided a form for signing which will allow her permission to view the Lloyds bank accounts online. This does not give any other access other than viewing rights. All in agreement. Mr Harris and Ms Johnson signed the document.

14.3 To discuss update re bank account

The Clerk explained Lloyds bank offer a savings account with 0.6% interest. Mr Edwards suggested the PC arrange for the full balance to be transferred to the new account, then look into other savings account options which offer better interest rates. All in agreement to transfer funds then investigate savings options thereafter.

14.4 To agree Bank Reconciliation

All Cllrs had been emailed reconciliation. All in agreement. Chairman signed approval.

14.5 Any other financial matters

The Clerk presented a direct debit mandate, which will allow the recycling collection to be paid from new Lloyds Bank account. Mr Harris and Ms Johnson signed mandate.

15. Progress reports for information

15.1 All Saints Church – Dr Bacon reported they are looking into having a Friends of Catfield Church, similar to that at Ludham. Mr Read said a parishioner advised the grass hadn't been cut near the war memorial. Dr Bacon said it wasn't the church responsibility but said it had lorry tyres gone over it damaging the grass.

15.2 Poor's Trust – Mr Harris asked if the valuations had been carried out. Dr Bacon advised they have been done and had a meeting to discuss the rents and may be able to update further at the next meeting.

15.3 Any other reports - None

16. Matters for next Agenda and information

To confirm the date of the next meeting, scheduled for **5th April 2023**.

No decisions can be under this item, for information purposes only

Mr Read reminded all regarding the upcoming elections. All necessary documents and explanation of the procedure had been emailed to all Cllrs. Dr Bacon explained the forms must be hand delivered to Cromer.

Meeting finished at 10.07 pm

Chairman Signature: _____

Date: _____

Chairman Name: _____