

CATFIELD PARISH COUNCIL

To: Members of Catfield Parish Council

You are duly summoned to attend the next meeting of Catfield Parish Council to be held at 7.00pm on **Wednesday 7th June 2023** at Catfield Village Hall.

S Cunningham

Susie Cunningham

Date: 31st May 2023

Clerk, Catfield Parish Council

catfieldparishcouncil@gmail.com

07555 197530

Public Attendance

Members of the public and press are welcome to attend.

At item 4, the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 10 minutes duration and will be followed by any County/District Councillors' reports.

AGENDA

1. **Apologies and approval of absences**
2. **Declarations of interests**
3. **To approve as accurate minutes of the previous meeting**
4. **Public participation session (10 minutes)**
 - 4.1 Public
 - 4.2 Cllr Taylor & Cllr Bayes
 - 4.3 Cllr Price
5. **Confirm day of future Parish Council meetings**
6. **Matters Arising**

Report on actions from the previous meeting
7. **Planning**
 - 7.1 PF/23/0861 - Malthouse Corner, Malthouse Lane, Catfield - Change of use of the land to a caravan site for single caravan for Gypsy and Traveller residential use; hard standing, portacabin and installation of cess tank (part retrospective)
 - 7.2 Any other planning matters
8. **Highways & Road Safety**
 - 8.1 Any update of possible pedestrian verge alongside the Mushroom site
 - 8.2 Any update re light pollution from the FloGas site on Long Lane (toward Potter Heigham)
 - 8.3 Update re possible car parking arrangement for playing field
 - 8.4 Discuss D23 20 - Highways Act 1980 Section 31 – Land at Goffins Lane, Ludham
 - 8.5 Any update re car parking at Polker Lodge, Elderbush Lane
 - 8.6 Any other Highways or road safety issues

9. Correspondence

- 9.1 To discuss any response from Highways re Fenside
- 9.2 To discuss any update re Lea Road hedge/gate
- 9.3 Any update re proposed bus shelter
- 9.4 Dangerous tree – New Road
- 9.5 Any other correspondence

10. Environmental

- 10.1 Catfield Environmental Group updates
- 10.2 Any other Environmental issues

11. Filing of Parish Council records – update re Catalogue of Records & any Issues Arising

12. Finance

- 12.1 Approval of the Certificate of Exemption
- 12.2 Approval of the Annual Return Governance Statement
- 12.3 Approval of the Accounting Statements of the Annual Return
- 12.4 Sign off approved Year End Accounts
- 12.5 Sign off approved Year End Bank Reconciliation
- 12.6 To review and approve quarterly Bank Reconciliation
- 12.7 To review and approve quarterly Accounts
- 12.8 Complete documentation to add Mrs Jeffreys to Lloyds bank account as a new signatory
- 12.9 To sign letter of authority to request closure of all Barclays Bank accounts
- 12.10 To approve payments
- 12.11 Any other financial matters

13. Policies

To review existing policies:

- 13.1 Data Protection
- 13.2 Financial Regulations
- 13.3 Standing Orders

To consider new policies:

- 13.4 Complaints Procedure
- 13.5 Grievance Policy

14. Any update on the Allotments

15. Discuss options for Councillor training

16. Progress reports for information

- 16.1 All Saints Church
- 16.2 Poor's Trust
- 16.3 Village Hall
- 16.4 Any other reports

17. Matters for next Agenda and information

To confirm the date of the next meeting, scheduled for **5th July 2023**.
No decisions can be under this item, for information purposes only