MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on WEDNESDAY 17TH MAY 2023 IN THE VILLAGE HALL

Attendance: Mr Read in the Chair (up to 1.), Mr Harris in the Chair, Mrs Jeffreys, Mr Edwards, Dr Harris, Ms Johnson, Dr Bacon, Mr Jordan, Mrs Briscoe, Mr Roberson, Mrs Plowman, Mr Snelling, Cllr Price (County Councillor), Mrs Cunningham (Clerk) and ten members of the public.

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

Meeting started: 19.35

All Councillors signed the 'Declaration of Acceptance of Office' form and passed to the Clerk for witnessing.

1. Election of Chairman
Ms Johnson nominated Mr Harris as Chairman. Mrs Jeffreys seconded. No opposition and all in favour. Mr Harris accepted the position and said it was with regret that Mr Read was standing down, as he has been a first-rate Chairman. Following a round of applause, Mr Read stood down and Mr Harris signed the Declaration of Office form as Chairman and chaired the meeting.

2. Election of Vice-Chairman
Mr Edwards nominated Mrs Jeffreys as Vice-Chair. No opposition and all in favour. Mrs Jeffreys accepted the position and signed the Declaration of Office form as Vice-Chair.

Mr Harris said Mr Filgate should be thanked for his PC service. As Chairman of the CEG, he ensured environmental issues were raised and although the PC had already spoken about Mr Hill's contributions, Mr Harris said he supported his ability to speak freely and moving forward, encouraged others to continue to do so. Following in Mr Read's footsteps, he also added that parishioners would be welcome to participate. Mr Harris also recognized Mrs Grove-Jones, who took the time to regularly attend the meetings and to congratulate Cllr Taylor on his re-election. Mr Roberson, Mr Snelling and Mrs Plowman were also welcomed as new Parish Councillors.

3. Apologies and approval of absences
Apologies received and accepted from Cllr Taylor and Cllr Bayes (attending the District Council AGM)

4. Declarations of interests
None declared.

5. To approve as accurate minutes of the previous meeting
Other than spelling of the word 'fete', Mrs Jeffreys proposed the minutes from the Parish Council meeting held on 5th April were approved. Mr Jordan seconded. All in agreement. Chairman duly signed.

6. Public participation session (10 minutes)

6.1 **Public -** A parishioner thanked the PC on behalf of the Lea Rd residents for all the support provided in acknowledgement of the planning application withdrawal. A second parishioner asked if the hedge outside the VH could be clipped back. Mr Harris said this would be addressed. Another parishioner asked if organisations such as the BA, Wildlife Trust, EA, NCC and NNDC had been contacted regarding the allotments. Ms Johnson confirmed as there is no change of use, there is no need for any notification.

6.2 **Cllr Taylor & Cllr Bayes –** Although absent provided a joint report which Mr Harris read aloud. Following a visit to Fenside with Duncan Baker MP, they agreed action must be taken to rectify this matter. Mr Le May has agreed to make the pothole a priority and a meeting proposed to discuss possible resolutions, which they will be happy to attend.

Duncan Baker MP, alongside NNDC, NCC, and the local DWP office are hosting an apprenticeship fair for residents of North Norfolk on 26th May at North Walsham Community Centre. Over 200 have booked to attend but you will be able to turn up on the day. If anyone would benefit from networking, please encourage them to attend.

6.3 **Cllr Price –** Out of his 13 parishes Cllr Price said Catfield has the greatest public attendance and wanted to state his appreciation for Mr Read, Mr Filgate and Mr Hill. Conservative group leader, Cllr Kay Mason Billig has been voted as the new leader of NCC. There is a new timetable for the mobile library, which he said is a saving of approximately £40-£60k per year.

7. Matters Arising

Report on actions from the previous meeting

4.4 - Mushroom Site - Enforcement letter sent regarding Mushroom Site fence expired 31st March and no action yet taken - Cllr Price advised the owners are not responding quickly and Highways will keep pressure on. He said, in future, regards to a possible trod, Trend are keen to support local communities. **Action: Cllr Price to update.**

c/f - Update on Village Hall - Mrs Jeffreys to send presentation to Cllrs, in preparation for a meeting.

6.2 - PF/21/3414 – Milestones Hospital, The Street - Clerk responded referring to previous objection letter along with referencing second letter regarding change of usage. Awaiting response. **Action: Clerk to check for response**.

7.2 - Light Pollution from FloGas site – Clerk contacted Ludham PC, who believe there is no longer a problem. Catfield PC to check on lighting and update at next meeting. **Action: Clerk to add to agenda.**

7.4 - Possible car parking arrangement for playing field - Mr Edwards to investigate cost of a couple of signs and cost of potential knee rail fence - To be discussed under item 9.4

8.2 - To discuss response from the EA/NE re the discharge of polluted water into the Ants Broads and Marshes SSSI – **Action: Mr Harris to provide further update once results confirmed**.

9.1 - Car parking at Polker Lodge, Elderbush Lane - Mr Jordan took photos of the area. Clerk sent to Cllr Price, who passed onto the police. Dr Bacon said there are 3 issues - the legality of the cars on the highway, obstruction near a dangerous road junction and parking on the triangle on the junction. Mr Roberson proposed the PC send a letter to the local PC Pritty. Mrs Jeffreys seconded. All in favour. **Action: Clerk to write to local PC.**

9.2 - Request for bus shelter - Cllr to be delegated as lead-person - To be discussed under item 11.2

10 - CUC area of land for possible allotments – Finalising agreements - To be discussed under item 12

12.1 - VHMC– Donation re Jubilee celebrations - Mrs Jeffreys to discuss under item 15.5

12.2 - Donation to Catfield Primary School for Coronation commemorative coins - No invoice received – **Action: Ms Johnson to chase invoice.**

12.3 - Renewal of upcoming Microsoft subscription - Clerk renewed

12.5 - Bank Accounts - how to close the two Barclays zero-balanced accounts - Dr Bacon proposed draft closure letter on headed paper, signed by signatories. Mr Harris seconded. All in favour. **Action: Clerk to draft letter to close Barclays accounts.**

12.6 - Asset Register - VHMC Village Hall insurance policy - To be discussed under item 13.2

12.7 - Internal Audit - instructed Mo Anderson-Dungar to do audit. To be discussed under item 15.1

13 - Filing of Parish Council records - Mr Harris to continue to review and list documents. Mrs Jeffreys to update on costing. To be discussed under item 16

15 - Risk Assessment - Mr Harris to draft wording for risk assessment. Actioned

16.3 - VH roof leak - Mrs Briscoe to confirm area of leak - Mrs Briscoe provided location. **Action: Mrs Jeffreys to discuss at VHMC meeting.**

8. Planning

8.1 **PF/23/0946 - 6 Chestnut Close, Catfield** - Erection of porch beneath existing canopy to front of dwelling and single storey extension to rear of dwelling. Mr Harris proposed as no objections from neighbours, the PC has no comment. Mr Edwards seconded. All in favour.

8.2 **PF/23/0747 - 5 Thorn Road, Catfield** - Single storey rear extension to dwelling. Dr Bacon advised an objecting neighbour mentioned roof angles that were being drawn to the planning officers' attention and proposed the PC note the neighbours concern regarding the roof angles and to ensure these are checked. All in favour.

8.3 **Any other planning matters**

a) Mr Harris noted the kind comments from a parishioner regarding the Lea Road planning withdrawal.

b) Mr Harris advised the PC has received notification today for 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) at Malthouse Corner, Malthouse Lane. It was noted NNDC received the application on 17th April, but the PC only received today. Following on from a similar, previous application and as the Cllrs will not have had time to research thoroughly today, Mr Harris proposed Dr Bacon and Mrs Briscoe draft an initial 'blocking' letter to send to planning dept and add to the next agenda for further discussion. All in favour. An extension to the date has been requested. **Action: Dr Bacon/Mrs Briscoe draft initial letter. Clerk to chase extension and add to June agenda**.

9. Highways & Road Safety

9.1 **Any update of possible pedestrian verge alongside the Mushroom site** – Discussed under 'Matters Arising'. Cllr Price to update at next meeting.

9.2 **Any update re Catfield highways inspection** – Mr Read had accompanied the inspector and advised him of the problem areas he was aware of, including the hedge opposite the shop, restricting visibility, and the newly tarmacked footpath near the turn off for Ludham, that is now breaking up. The inspector informed Mr Read that grips cannot be dug from the highways onto the private land beyond, if they do this is an offence as water must not be taken off the highways into private land.

A parishioner advised New Road had recently been badly tarmacked, they tarmacked around a car, and it is uneven. A parishioner said on 12th April the drains were cleared at Lea Road and within 2 weeks they were full at the bottom. Mr Harris said the PC should write to Highways to advise them. Mrs Jeffreys said the resident had no notification the road was being tarmacked. Dr Bacon said they need to advise their operating procedures regarding notification for parked vehicles. **Action: Clerk to write to Highways requesting procedures.**

9.3 **Any update re light pollution from the FloGas site on Long Lane** (toward Potter Heigham) – discussed under 'Matters Arising'.

9.4 **Update re possible car parking arrangement for playing field** – Mr Edwards obtained a quote for the 2 signs (£73+vat plus £10 artwork set-up) and would also need stakes in the ground and plywood to mount the signs to. A parishioner suggested the PC trial the sign for a few months and review again. Mr Edwards proposed to trial the sign. The PC will review the success of the policy in 3 months. Mr Snelling to obtain alternate print quote. Mr Jordan proposed Mr Edwards purchase the signs, based on the lowest quote. Mr Edwards to circulate wording of signage. Mr Roberson to obtain quotation for knee-rail fencing**. Action: Mr Snelling to obtain alternate print quote. Mr Roberson to obtain knee-rail fence quote. Mr Edwards to circulate wording for sign and arrange printing.**

9.5 **Any other Highways or road safety issues** – None raised.

10. Environmental

10.1 **Catfield Environmental Group updates** – A parishioner advised the playing field hedging is growing well. The species list for Sandholes is growing. The footpath walk was cancelled due to bad weather but will be reinstated. Money from NNDC's Sustainable Communities fund has been received and a bench and two planters are on order. A group visit to the Common Road Smee nature reserve site in Martham is booked. The Easter bingo session was a success. There is a plant sale on 20th May. Planning for the village fete (25th June) will be publicised in the Catfield News and social media is being used to help attract volunteers.

10.2 **Any other Environmental issues –** Dr Bacon said a parishioner asked if he could moor his boat at Johnny Crowe Staithe. He said access to the staithe is now overgrown and the parishioner has volunteered to cut this back and pay the previous rate of £200. Dr Bacon added it is good to maintain a track record of moorings. Dr Harris queried that the PC's only mooring, to a former Parish Cllr, may seem a little 'shady', so Mr Harris suggested a low-key advert be placed in the magazine explaining of possible moorings with challenging access. Following a discussion regarding how much to charge, Mrs Plowman proposed a 1-year licence to moor for £200 and the parishioner clears the area to obtain own access. Mrs Jeffreys seconded. All in favour. **Action: Clerk to invoice parishioner and Mrs Jeffreys to draft an advert for magazine.**

11. Correspondence

11.1 **To discuss any update re mud on roads on and around Fenside**
Mr Harris summarised the situation to date. Cllr Price advised the next step would be a meeting and suggested a list of attendees. Mr Harris said that there does appear to be progress and because of the copious evidence provided, Highways have recognised there is a problem. He read aloud a letter he had drafted, welcoming Highways offer of a meeting to engage with all concerned to discuss and agree if the farmer/contractors can access the Fenside land from the north entrance along Lodge Road and a report regarding how water issues in Fenside might be addressed will be included. Following a suggestion by Highways, Dr Bacon explained that a TRO usually excludes access, so as Fenside is a dead-end road, a TRO, as a possible solution would not necessarily work. Mr Harris proposed his draft letter be sent to Highways, which was agreed unanimously. Following Highways response, the PC will then discuss the best attendees for the meeting. **Action: Clerk to send letter to Highways.**

11.2 **To designate co-ordinator re proposed bus shelter**
Cllr Price advised the PC can apply to the Parish Partnership Scheme from June and suggested the PC also contact Trend. Mrs Jeffreys said, because of possible complications the PC had previously discussed, just focus on one bus shelter initially, which was agreed. Dr Harris and Mr Jordan proposed to lead the project jointly, with Mrs Jeffreys helping to investigate grants available. Mr Edwards seconded. All in favour.

11.3 **To discuss NALC representative**
All in agreement to renew the membership. Mrs Jeffreys proposed Mrs Briscoe as the NALC representative. All in favour. Mr Harris requested the NALC password be sent to all and suggested the new Cllrs carry out Cllr training. Ms Johnson suggested refresher training for all. **Action: Clerk to notify Cllrs of password and investigate training available for new Cllrs.**

11.4 **Any other correspondence –** None received.

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

Ms Johnson thanked Mrs Briscoe for her help and confirmed photos have been taken and the agreement signed by the CUC and Mr Read, as then Chairman. She also said there is the possibility of increasing to nine plots but will need to look at grant options. Original agreement and photos passed to the Clerk for retention.

13. Insurance

13.1 **To agree Insurance policy renewal** – Renewal emailed to all Cllrs and all confirmed policy seen. Mr Edwards to confirm that the PC policy includes the play equipment and will advise Cllrs by email of findings, so payment can be made. All in agreement to proceed with policy providing Mr Edwards confirms play equipment covered. **Action: Mr Edwards to confirm play equipment covered. Clerk to then arrange payment.**

13.2 **To review insurance policy for Village Hall** (held by VHMC**) –** All seen the policy. It was noted policy excludes play equipment, but all agreed policy adequate.

14. To discuss and agree Playground Inspection – Three quotes seen by Cllrs. Mr Edwards proposed the PC proceed with the original, lowest Rospa quotation and if possible, have a Cllr freely observe the inspection. All in favour. **Action: Clerk to book inspection.**

15. Finance

15.1 **To note the Internal Audit report and discuss matters raised** – Mr Harris said it was an excellent audit report. All matters raised were discussed and all agreed to proceed with auditor's recommendations.

15.2 **To approve payments** – Payment list supplied to all prior to meeting. All in agreement to proceed and cheques duly signed.
Cheque 000001 – Clerk wages for April (including mileage, mobile phone & Microsoft refund)
Cheque 000002 – NALC annual subscription & website - £319.15
Cheque 000003 – BHIB Ltd (insurance) - £578.52

15.3 **Update re bank accounts & resign documentation to add Clerk as a delegate to Lloyds account -** Clerk provided update on latest discussion with Lloyds. The bank acknowledged they did not action the original delegate request form and new forms are needed to add Clerk. £40 compensation received. Replacement forms presented & signed by existing Lloyds signatories.

15.4 **Complete documentation to remove Mr Read from Lloyds bank account and add new signatory** – Clerk presented forms for existing signatories to sign to remove Mr Read from the bank account. In order to maintain the same number of signatories, Mrs Jeffreys volunteered to be the replacement signatory. **Action: Clerk to obtain Mrs Jeffreys information to enable new signatory forms to be signed at next meeting.**

15.5 **Update re jubilee contribution made to VHMC** – Mrs Jeffreys forwarded, by email, evidence of invoices and costings for the jubilee. All satisfied with the explanation.

15.6 **Any other financial matters** – None raised.
Dr Bacon proposed the PC proceed with all financial elements raised. Mr Harris seconded.

16. Filing of Parish Council records – update re Catalogue of Records & any Issues Arising – All in agreement to postpone discussion to the next meeting. Mr Harris said the PC need to identify what should be digitalised and what should be placed in storage.

17. Matters for next Agenda and information

To confirm the date of the next meeting, scheduled for **7th June 2023**. Agreed

To exclude the public

Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for item 18 of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act, i.e., information relating to any individual – Public excluded from meeting.

18. Employment review update & salary

Dr Harris provided a verbal update, having previously provided a written summary of the Clerk's review to the PC, and a pay increase, backdated to April, was agreed by all.

Meeting finished at 10.10 pm.

Chairman Signature:____________________________ Date:___________________________

Chairman Name:_______________________________