

MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on
WEDNESDAY 5TH APRIL 2023 IN THE VILLAGE HALL

Attendance: Mr Read in the Chair, Mr Harris, Mr Edwards, Dr Harris, Mr Hill, Dr Bacon, Mr Jordan, Mrs Briscoe, Cllr Grove-Jones (District Councillor), 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: 19.03

1. Apologies and approval of absences

Apologies received and accepted from Ms Johnson, Mrs Jeffreys and Cllr Taylor. Mr Filgate was absent.

2. Declarations of interests

Mr Jordan, Dr Bacon and Dr Harris 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 March were approved by all. Chairman duly signed.

4. Public participation session (10 minutes)

4.1 **Public** – Two issues raised for discussion during Highways section – a) road condition/passing point and parked cars by Polker Lodge and b) potholes in general.

4.2 **Cllr Grove-Jones** – Due to the pre-election period (purdah) little information is currently being supplied by NNDC. Land off Long Lane was visited by an enforcement officer who confirmed the landowner has moved back with his trailer. Planning permission has been refused and we await news of the enforcement. A new motion has been passed called 'Debate Not Hate' to support all Parish, Town and District Cllrs from abuse, including via social media. No update on nutrient neutrality.

4.3 **Cllr Taylor** – Although absent provided a report which Mr Read read aloud; Over 100 people attended the Jobs Fair in Stalham which was well received. Any issues with refuse collection, caused by the Serco operatives recent strike action, you can contact Cllr Taylor. NNDC phone lines will be down on the 12th April (6am to 10am) for a rework of the telephone system.

4.4 **Cllr Price** – Enforcement letter sent regarding Mushroom Site fence expired 31st March and as no action taken, Cllr Price will keep the pressure on and provide update asap. Work will start to repair bridge at Potter Heigham and will then be reopened to traffic. Andrew Proctor is temporarily standing down at NCC due to health reasons. Dr Harris thanked Cllr Price for information provided regarding bus shelters. **Action: Cllr Price to update re Mushroom Site**

5. Matters Arising

Report on actions from the previous meeting:

c/f – Public - Complaint re Anglian Water. AW replied offering free Priority Service for Water. Similar service available for electricity. Mrs Jeffreys drafted message for magazine.

c/f – Public - Complaint re drainage at Lea Road. Cllr Price forwarded information.

c/f - Village hall bench - Mr Read requested Clerk to write letter of thanks to forward to anonymous donator. Mr Read posted letter of thanks to donator of bench.

7.2 - Highways & Road Safety - Not all roads were marked on the response from Highways. Clerk to contact Highways regarding 'unmarked' and '4C' roads for clarification. To be discussed under item 7.2

7.3 - Light Pollution from FloGas site - Mr Hill to meet with FloGas - To be discussed under item 7.3

9 - Update on Village Hall - **Action: Mrs Jeffreys to arrange date for Cllrs meeting.**

11.1 - Mud on roads on/around Fenside - Mr Harris to obtain eyewitness statements for Highways review. To be discussed under item 9.1

11.2 - CUC area of land for allotments - Ms Johnson to finalise and liaise with Poors Trust. Mrs Briscoe to review the agreement between PC and tenants - To be discussed under item 10
 14 – Banking - Clerk to ask previous Clerk to arrange transfer of Barclays savings accounts into existing Barclays cheque account - To be discussed under item 12.5

6. Planning

- 6.1 **PF/23/0382 – 15 St Catherines Avenue** – Erection of single storey rear extension – no objections raised providing there are no objections from neighbours.
- 6.2 **PF/21/3414 – Milestones Hospital, The Street** – Re-consultation of conversion of the former Milestones Hospital to a residential development consisting of 21 dwelling houses and internal renovation works – Mr Harris said Natural England commented to say they had not changed their opinion and for the PC, it is unclear the amendments have addressed the issues that were raised in our previous letter. He also added an issue, raised previously by Dr Harris, with regards to patients that would have been treated at Milestones are being moved outside the county for treatment. **Action: Clerk to respond referring to previous objection letter along with referencing second letter regarding change of usage.**
- 6.3 **PF/23/0634 – Barneybees, Lime Road** - Change of use of land from agricultural to amenity /garden land – A parishioner confirmed the area is slightly less than 1/3rd of an acre (0.12 hectares) and will bring the garden to similar length and depth as neighbouring gardens. Dr Bacon said this is a reasonable size plot for a garden and no objections were raised.
- 6.4 **Any other planning matters** – none received or raised.

7. Highways & Road Safety

- 7.1 **To discuss any update re possible creation of pedestrian verge alongside the Mushroom site**
 Cllr Price said once the fence is moved, a trod could possibly be installed by applying to the Parish Partnership Scheme during June, and confirmed a trod would be maintained by Highways but if left as a grass verge this may not.
- 7.2 **To discuss any update re Catfield route hierarchy**
 Mr Harris said the response shows all unmarked roads are 4A2, which means they are cut twice a year and asked for a date for the next highways inspection. Dr Bacon said the bottom half of Fenside Road verge cutting is often missed. Cllr Price will 'put pressure on' as an urgent physical inspection is needed with the Parish Cllrs, to identify all issues.
- 7.2 **To discuss update re light pollution from the FloGas site on Long Lane (toward Potter Heigham)**
 Mr Hill spoke to the FloGas manager to express concerns of the PC. They advised the sensors and timers had been 'upset' making the more powerful, emergency security lights turn on and off at incorrect times. Dr Bacon said there seems to be an improvement over the last couple of weeks. Mr Hill advised FloGas have spent a lot of money on additional security. Cllr Price said this was also on the agenda at Ludham PC and they have also discussed with FloGas, who are willing to listen to complaints but stressed, as a potential terrorist target, the rules are different and have greater need for lighting. The Ludham DC will be contacting Environment Health Team at NNDC for further guidance. **Action: Cllr Price will ask Ludham clerk to keep PC updated.**
- 7.4 **Possible car parking arrangement for playing field** – Mr Edwards wondered if a barrier could be added to allow some restricted parking but keep the field closed to vehicles. A parishioner suggested a knee rail fence with a padlocked hinged section to allow grass-cutter access. **Action: Mr Edwards to investigate cost of a couple of signs and cost of potential knee rail fence.**
- 7.5 **Any other Highways or road safety issues** – Dr Bacon raised issue of huge pothole on Fenside. Cllr Price said potholes should be reported on the website.

8. Environmental

- 8.1 **To discuss any Catfield Environmental Group updates** – Mr Read confirmed everyone had seen the written update. There were no further questions. Mr Read thanked them for brightening the village. A parishioner said more helpers are needed for the village fate.

- 8.2 **To discuss response from the EA/NE re the discharge of polluted water into the Ants Broad and Marshes SSSI.** Mr Harris confirmed Dr Jo Parmenter investigated and they believe they have identified the source of the problem. EA have also carried out tests and they are awaiting the results but have confirmed it is not the school. **Action: Mr Harris to provide further update once results confirmed.**
- 8.3 **Light pollution in Catfield** – Added at request of Mr Filgate, but absent from meeting.
- 8.4 **Any other Environmental issues** – none.

9. Correspondence

- 9.1 **To discuss any update re mud on roads on and around Fenside** – Mr Read read aloud an email received from a parishioner. Mr Harris had drafted a letter to send to Highways, which he read aloud, asking them to respond to specific points in the PC letter of 24th January. He added to resolve the issue, would be to transit from the north. Mr Harris said we have now sent Highways the evidence, as requested and Cllr Price said he was disappointed the PC had not received a reply previously and he will chase. After a long debate, Mr Harris proposed the PC send the drafted letter asking Mr Le-May and his boss, Mr Chris Alston, (Highways) to review the requested evidence to see if sufficient for them to assess and provide a conclusion. Mr Edwards seconded. Majority in favour. One against.

Dr Bacon pointed out the issue raised earlier by a parishioner, who had now left, had not been discussed during the Highways section. He had said the car parking at Polker Lodge, Elderbush Lane, is now worse. Dr Bacon said Highways have made it worse by tarmacking the verge you drive around to pass the parked cars. Mr Jordan also said there has been a vehicle parked on the triangular junction and Mr Read said this is eroding the French drain. Cllr Price requested photos of the area. **Action: Mr Jordan to take photos of the area. Clerk to send to Cllr Price.**

- 9.2 **To discuss any update re request for bus shelter** (village hall side/opposite on Parkers Close) Mrs Briscoe did ask the PC to consider the position of the proposed bus shelter, so this does not restrict wheelchair access into the Village Hall. Dr Bacon advised the PC would need planning permission and the position must also not be within visibility splays of the VH and the adjoining roads. Dr Harris said the PC should apply for just one shelter initially, as the PC would need to obtain funding to help pay for it from the Parish Partnership Scheme. It was suggested the PC wait until after the May elections to appoint a designated Cllr responsible for moving this forward. Mr Hill suggested attaching a covered shelter to the village hall, for a fraction of the cost, which will not obstruct pathways or visibility splays but there is concern that the bus will not see anyone waiting and drive past. **Action: Next meeting - designate Cllr as lead person.**
- 9.3 **Any other correspondence** – Email received from a parishioner re the FloGas lighting was considered and discussed but there have been complaints received because the lighting has become excessive which may cause road safety issues. Ludham DC are contacting the environmental health team for further guidance. The outcome of the security lighting changing at FloGas is not the responsibility of Catfield PC.

- 10. **Update on Catfield United Charities area of land for possible allotments** – There was some confusion regarding what had and hadn't been approved by CUC. Mrs Briscoe requested PC approval of a clause regarding pesticide use and said once she had all relevant photos, she will liaise with the CUC to finalise. Dr Bacon said there was still rubbish on the plot which the CUC will clear on 15th April and volunteers are welcome. **Action: Mrs Briscoe to finalise agreements.**

- 11. **To discuss any update re safety measures for Catfield Village Hall recreation ground** – Mr Read said the major work is now complete and the area is looking good.

12. Finance

- 12.1 **To approve payments**

Cheque - Clerk salary & expenses

Cheque - NALC – Course for Clerk - £108.00

Cheque - Rowan Nichols – Grass cutting the Rond 2022 - £200.00

Cheque - VH Management Committee – Donation re Jubilee celebrations - £500

All payments approved. Referring to the £500 contribution for the jubilee celebrations, Mr Edwards asked as the celebrations have finished, queried was the money spent and whether it's still needed as the PC now have a bus shelter to fund, and as being paid by taxpayers' money the PC should ask to see the receipts for the money spent. Dr Bacon proposed the PC pay the agreed £500 and ask the VHMC for evidence that the full amount was spent. Mr Jordan seconded. Majority in favour. One against. Depending on the outcome, the PC could ask for any unused money to be returned, so this can be put toward the cost of the bus shelter. **Action: Clerk to request evidence of spend from VHMC.**

- 12.2 **To discuss possible donation to Catfield Primary School for Coronation commemorative coins.** As the school can reclaim vat, it was agreed to donate the net total of £243.22. Agreed by all. No objections. **Action: Clerk to advise school.**
- 12.3 **To approve renewal of upcoming Microsoft subscription** –yearly renewal due in April. All in agreement to renew. **Action: Clerk to pay on credit card and reclaim funds in May.**
- 12.4 **To re-sign documentation to add Clerk as a delegate to new bank account** – due to an error with Mr Harris' signature, Mr Harris had to go to a branch to verify his signature, which hopefully means the bank can proceed to add Clerk as a delegate.
- 12.5 **To discuss update re bank accounts** – Previous Clerk no longer has online access to Barclays Bank account. It was agreed to transfer £10,000 from Barclays to Lloyds Bank. Cheque signed. **Action: Dr Bacon to ask Barclays how to close the two zero-balanced accounts.**
- 12.6 **To review Asset Register** – All Cllrs had received and seen register. There was a query regarding the insurance held on the VH, as this is insured by the VHMC. All in agreement and register approved. **Action: Clerk to ask the VHMC for copy of the Village Hall insurance policy.**
- 12.7 **To discuss and agree Internal Auditor** – Two options provided - NALC £200 and Mo Anderson-Dungar £45. All in agreement to proceed with Mo Anderson-Dungar. **Action: Clerk to instruct.**
- 12.8 **To review and agree accounts to date** – Accounts provided and all in agreement. Accounts approved.
- 12.9 **Any other financial matters** – As original form rejected due to signature error, a replacement direct debit mandate for recycling collection was signed by Dr Bacon and Mr Jordan.

13. Filing of Parish Council records – update re Catalogue of Records & any Issues Arising – Mr Read advised there were some missing documents, and as Dr Bacon produced additional documentation at the last meeting, Mr Read and Mr Harris are currently checking through to ascertain if anything is still missing. Once finalised, Mr Harris offered to take documents to the Records Office. The previous Clerk confirmed she does not hold any other Catfield documents. Some information will need to be digitalised and Mrs Jeffreys is investigating the cost to do so. **Action: Mr Harris to continue to review and list documents. Mrs Jeffreys to update on costing.**

14. Policies - to review existing policies - Cllrs had been sent policies. Mr Harris proposed, as there have been no changes to the four existing policies, these should be agreed for another year. All agreed.

- 14.1 Data Protection – reviewed, approved.
- 14.2 Financial Regulations – reviewed and approved.
- 14.3 Standing Orders – reviewed and approved.
- 14.4 Code of Conduct – reviewed and approved.

15. Review Risk Assessment – Mr Harris said the missing documentation is a risk that the PC hasn't complied with and should be added to the risk assessment, so this does not happen again. Revision to be made to include. Rest of assessment acceptable and approved. **Action: Mr Harris to draft wording for risk assessment. Clerk to include in document.**

16. Progress reports for information

- 16.1 All Saints Church – No updates to report.
- 16.2 Poor's Trust – Dr Bacon advised the annual inspection of sites completed. Next meeting on 26th April. No other updates.
- 16.3 Village Hall – Mr Hill asked regarding the hole in the roof. Mr Hill concerned that wooden roof would become damaged if not repaired. **Action: Mrs Briscoe to confirm area of leak**
- 16.4 Any other reports - None

17. Matters for next Agenda and information

Date of the next meeting confirmed for 7pm on **17th May 2023**. This will be preceded by the Annual Parish Meeting at 6.30pm. **Action: Clerk to contact relevant parties to request reports for Annual Parish Meeting and to confirm date/time with magazine.**

18. Clerk yearly review – booked for 24th April.

Mr Read advised, with sadness, as of the next meeting, he will be standing down from the Parish Council due to health reasons. Mr Harris said speaking on behalf of the PC, he would like to thank him and emphasised Mr Read joined the PC to represent the views and interests of parishioners. Mr Read said the PC has to do what's best for the village. Mrs Briscoe personally thanked Mr Read how he dealt with her request regarding obtaining a ramp for the village hall.

Meeting finished at 10.42 pm

Chairman Signature: _____

Date: _____

Chairman Name: _____