

MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on
WEDNESDAY 6th SEPTEMBER 2023 IN THE VILLAGE HALL

Attendance: Mrs Jeffreys in the Chair (Vice-Chair), Ms Johnson, Dr Bacon, Mr Jordan, Mrs Briscoe, Mrs Plowman, Mr Roberson, Cllr Bayes (District Councillor), Cllr Price (County Councillor), Mrs Cunningham (Clerk) and thirteen members of the public.

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

Meeting started: 19.00

1. Apologies and approval of absences

Apologies received and accepted from Mr Harris, Dr Harris, Mr Edwards, Mr Snelling and Cllr Taylor.

2. Declarations of interests

Mrs Plowman declared an interest in Fenside (9.1), Mrs Briscoe in Ludham Road (7.2), Mr Jordan in CUC and Dr Bacon also declared interest in CUC and as Church Warden and member of the Diocese and safe-guarding group.

3. To approve as accurate Minutes;

3.1 Of the previous meeting – Mr Jordan proposed the minutes from the Parish Council meeting held on 2nd August be approved. Mrs Briscoe seconded. All in favour. Vice-Chair duly signed.

3.2 Of the Annual Parish meeting – Although minutes for the Annual Parish (AP) meeting will be officially approved at the next AP meeting, the PC agreed a non-official pre-approval. No amendments necessary.

4. Public participation session (10 minutes)

4.1 **Public** – Mrs Jeffreys had been contacted by a parishioner advising the football field grass cutting had not been cut adequately. Dr Bacon advised that if there is rubbish against the fences, the mower cannot cut up to the boundaries. Mrs Jeffreys proposed the PC write to the grass cutters asking them to ensure they cut up to the boundaries, where safe to do so. Ms Johnson seconded. All in favour. **Action: Clerk to contact grass cutters.** A parishioner highlighted the corner of Ludham Rd/the old Potter Heigham Rd grass needs cutting for safety reasons. Mr Jordan said the PC requested Highways to add to their schedule last year. **Action: Cllr Price to follow up with Highways and PC report on website.**

4.2 **Cllr Bayes** - No update on Malthouse Lane but they will ensure the PC is aware of any further updates. No planning application received by NNDC for Store Galore and were informed the time frame had been extended to 6-weeks. They will discuss why this extension has been granted with the head of planning. Cllr Bayes thanked the PC for appointing representatives to work on the Stalham High Street Taskforce initiative. A meeting will occur end Sept/early October. He thanked all the members of the PC who attended the planning training event. The Wayford Bridge work has been delayed until Oct 2024. Stalham High Street will be closed for 14 weeks for pavement resurfacing, from early November. Dr Bacon expressed concern re Malthouse Lane and Cllr Bayes advised it will be called to committee by Cllrs Taylor/Bayes, if the Ludham Cllr (Cllr Vardy) does not.

4.3 **Cllr Price** – 3 speed roundels requested for Catfield. Work has begun on the sinkhole in Lea Rd.

5. Matters Arising

Report on actions from the previous meeting:

a. St Catherines Avenue - Dogs roaming. Dr Bacon confirmed that CUC have agreed to pay for wire netting if the neighbours can do the work to install. Dr Harris is keen to meet with the owner of the dogs before they proceed further. **Action: Dr Bacon/Mr Jordan/Dr Harris to keep PC updated.**

b. Update on Village Hall Information Gathering -To be discussed under item 16.3

- c. Possible car parking arrangement for playing field - Mr Roberson to obtain knee-rail fence quote. Mr Edwards to arrange printing, install signs and put litter bin in place. To be discussed under item 8.2
- d. Standards Committee Hearing - To be discussed under item 6
- e. Malthouse Lane Planning Application - Cllr Bayes provided update under item 4.2
- f. Siting of mobile home on land off School Rd/Ludham Rd - Dr Bacon proposed the PC approach the NNDC Enforcement Officer as a breach of planning regulations. To be discussed under item 7.2
- g. Retrospective planning & other issues raised regarding Store Galore - To be discussed under item 7.3
- h. Mushroom Site - Clerk to ask Cllr Price for guidance how to proceed with pavement/trod and to request maintenance of verge added to cutting regime. Clerk actioned. To be discussed under item 8.1
- i. New Road Tarmac - Clerk to collate Highways issues raised and submit to Highways inspector. Clerk actioned. Inspection taken place. To be discussed under item 8.3
- j. Other Highways Issues – Limes Road - Clerk to add to list of Highways issues and submit to Highways inspector. Actioned. Parishioner advised. Inspection to be discussed under item 8.3
- k. Correspondence – Dangerous Tree now cut. Parishioner happy with outcome. No further actioned.
- l. Correspondence – Fenside – Discuss response. To be discussed under item 9.1
- m. Correspondence – Lea Rd Hedge/Gate - Mr Snelling to arrange for landowner's email to be passed to Lea Rd residents. Mr Snelling to update. **Action: Carried forward to next meeting**
- n. CEG - Mrs Jeffreys to pass costs for recycling bins to CEG - To be discussed under item 9.5
- o. Clarify responsibility for maintaining area between the playing field hedge and road - Mr Jordan to cut back brambles - Not yet actioned. **Action: Mr Jordan to cut back brambles**
- p. Recreation Ground report findings - Mrs Jeffreys to circulate findings to the PC and the PC to make suggestions how to proceed at the next meeting - To be discussed under item 11
- q. Update on Allotments - Ms Johnson to arrange working party - To be discussed under item 15
- r. Poors Trust - Dr Harris to draft a CUC 'job description' - Actioned. To be discussed under item 16.2

6. Standards Committee Hearing - To discuss recommendations made in respect of sanctions

When asked regarding the recommended sanctions, which the PC had previously agreed to, Dr Bacon re-iterated he will not apologise. Mrs Jeffreys read aloud a proposal submitted by Mr Harris prior to the meeting advising the Clerk had sought advice from NNDC's Standards Committee (SC) about the options available to the SC and PC, given that Dr Bacon has made clear he has no intention of following the recommendations in apologising to the Snellings. The PC have recently undertaken comprehensive training and this incorporated a significant section on the Code of Conduct. He added, because of this I would propose the PC accept this as sufficient and 'appropriate' Code of Conduct training. Dr Bacon confirmed he will partake in the recommended Equality & Diversity training, with the next session being in October. Mrs Jeffreys continued, Cara Jordan, on behalf of the SC advised it has no "enforcement powers" and nor does the PC under its Code of Conduct. Mr Harris feels, in these circumstances the PC should conclude the issue by placing on record it believes it was inappropriate and unambiguously wrong for Dr Bacon to have failed to apologise to the Snellings. Mrs Plowman proposed that the PC have followed and agreed the recommendations and as Dr Bacon said he will attend the recommended course, this shall conclude the subject. Ms Johnson seconded. All in favour with one abstention (interest). **Action: Clerk to inform Standards Committee of PC actions & book training.**

7. Planning

- 7.1 **Any update re 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) – Discussed under item 4.2
- 7.2 **Any update re siting of mobile home on land off School Road/Ludham Road** – Mrs Jeffreys read aloud an update from the Planning Enforcement Officer (PEO) advising they are not inviting a retrospective application, but the owner may move the static to the rear of Catefelda and that would be 'permitted' as ancillary accommodation. The PEO advised the owner to take planning advice and update them with their intended actions and timescales. Dr Bacon added the response is ambiguous as the static caravan should be moved to the garden curtilage of Catefelda, not on the agricultural field and asked who could then live in the caravan. Mrs Briscoe

asked for the PEO to specify what section of permitted development rights he is referring to. Dr Bacon proposed the PC clarify the exact garden curtilage, and whether he means reposition within the curtilage or on the agricultural land. Mr Roberson seconded. All in favour with one abstention (due to interest). **Action: Clerk to request clarification from PEO.**

- 7.3 **Any update re retrospective planning & other issues raised regarding Store Galore Containers** Cllr Bayes discussed under item 4.2 and advised the 6-week period begins from the date the enforcement was given. **Action: Clerk to update the parishioners who raised the issue.**

- 7.4 **Any other planning matters** – None

8. Highways & Road Safety

- 8.1 **Update of possible pedestrian verge alongside the Mushroom site** – Cllr Price advised a trod, rather than a footway, will be more realistic, but Highways are concerned that future planning may change the frontage and suggested the PC liaise with the landowner to establish their immediate plans for the land. He said the verge will be added to the cutting scheme. After a long discussion, the Cllrs were in agreement that as the verge is Highways land, the PC should discuss with Highways only. Dr Bacon proposed the PC contact Highways directly regarding a trod/pathway. Mr Jordan seconded. All in favour. **Action: Clerk to contact Highways.**

- 8.2 **Update re possible car parking arrangement for playing field** – Mrs Jeffreys confirmed the signs are in place, the gates are open, and the litter bin has been put up. **Action: Mr Roberson will obtain knee-rail fencing quote for the next meeting**

- 8.3 **Highways inspection update** – Mrs Plowman and Mr Jordan reported they, along with Mr Harris, escorted the inspector around the village, highlighting all Highways issues they were aware of. The inspector advised them anyone can report defects directly via the Highways website. A photograph or What3Words should be used to identify the location and, if a pothole, take a photo from above and/or measure the depth. Cllr Price advised the Highways link is on the PC website. Mrs Jeffreys proposed an article should be placed in the magazine giving advice how to report. Mr Jordan seconded. All in favour. **Action: Mrs Jeffreys to submit to magazine.**

- 8.4 **Any other Highways or road safety issues** – Mrs Jeffreys said some of the repaired potholes on The Street are sinking. Cllr Price advised that the issue would need to be reported again via the Highways website. Mrs Jeffreys proposed to take photos of the potholes and send to Cllr Price for him to follow-up. Mr Roberson seconded. All in favour. **Action: Mrs Jeffreys to report issue.**

9. Correspondence

- 9.1 **To discuss any response from Highways re Fenside** – Mrs Jeffreys read aloud a response from Highways suggesting a meeting to include Mrs Jeffreys as the one required Parish Cllr, however the PC had initially requested three members be present. Dr Bacon recommended the PC compromise with 2 Cllrs and Ms Johnson proposed Mrs Jeffreys attend the meeting along with Mrs Plowman as a Parish Cllr with a declared interest, which Cllr Price said he would support. Mr Roberson seconded. All in favour. **Action: Clerk to respond to Highways to confirm meeting.**

- 9.2 **Update re proposed bus shelter** – Mr Jordan advised Dr Harris was contacting planning but there are no current known updates.

- 9.3 **Update re possible new Noticeboard** – Mr Edwards was obtaining quotes and as not present, item to be carried forward to next meeting.

- 9.4 **To discuss correspondence regarding renaming of Cannon Wake Court compensation and Cannon Wake church plaque** – Mrs Jeffreys read aloud an email received from a parishioner. Dr Bacon reiterated his declared interest and advised NNDC arranged for the residents to receive £200 compensation and the diocese of Norwich provided the money and when the case was investigated, the Church supported it and pressed NN to change the name. A parishioner had previously contacted the residents and offered to help anyone with their paperwork to change the name. Regarding the £200 compensation, there was some discussion that having just 2 examples was not sufficient and the locations stated are not comparable to Catfield. Mr Jordan and Mr Roberson agreed the PC are making assumptions on behalf of the residents, as no-one from the road has approached the PC to say the amount was insufficient. Following a long

discussion, Mr Jordan proposed the PC make contact with the residents. Mrs Briscoe seconded. 5 in favour with 2 abstentions (1 due to interest). Ms Johnson offered to visit the residents to ask them how they coped with the changes, offering any guidance or assistance. Following a further discussion regarding the plaque, the PC will note the comments but feel no action is required. **Action: Mr Jordan & Ms Johnson to make contact with the residents.**

- 9.5 **To discuss correspondence regarding safety issues around recycling bins** – Mrs Jeffreys advised CEG had raised concerns regarding the litter left around the recycling bins and it has also been evident that bottles are being pulled from the bins and smashed. Dr Bacon said the children causing this are known and said if the Cllrs see the bins are nearly full, they should ask the Clerk to contact the recycling company to empty the bin. Mr Roberson asked if alternative bins would be a solution. A parishioner questioned if injuries occurred from the contents of the bins were covered under the insurance policy, which was unknown. Mrs Jeffreys proposed the PC find out if alternative bins are available and whether the PC's insurance policy covers injuries caused by the contents. Mr Jordan seconded. All in favour. **Action: Clerk to research alternative bins and check policy.**

- 9.6 **Any other correspondence** - None

10. Environmental

- 10.1 **Catfield Environmental Group updates** - Litter pick postponed to 16th September (10am VH) and will aim to clear mess by the recycling bin. Daffodil bulb-planting around the village to take place on 23rd September on the grassed area by Trend, with further sessions scheduled for 7th and 14th October. The planters have been filled with seasonal flowers for immediate colour, tulips will be added this autumn and wildflower plugs scheduled for next year. The group are keeping the grass mowed. Playing field hedge maintenance was completed and plants are surviving. They thanked Cllr Jordan for agreeing to keep brambles/bracken in check. Sandholes species list has grown to 431 thanks to Andy Beaumont. The 4th footpath walk is scheduled for 10th September. The first of 4-bingo sessions is on 15th Sept, at 7 pm.

- 10.2 **Any other Environmental issues** - None

11. **Recreation Ground Inspection Report Findings** – Mrs Jeffreys asked if this could be deferred to next month. All in agreement to defer.

12. Finance

- 12.1 **Any update re Lloyds and Barclays bank accounts** – The Clerk advised Barclays rejected the PC letter to close the account, even though the letter contained all information requested on the form and presented the required form to Mr Jordan and Mr Bacon for signing. **Action: Clerk to post signed closure form to Barclays.**

- 12.2 **To approve payments** - Payment list supplied to all Cllrs prior to meeting, which all received. Mrs Jeffreys proposed all payments made. Mrs Plowman seconded. All in agreement to proceed and cheques duly signed.

Cheque 000014 – Clerk salary for August (including mobile phone). Clerk explained last month's salary cheque total did not include the mobile phone payment in error, so this is included this month.

Cheque 000015 – CUC (peppercorn rent for allotment 2023/24) - £1

- 12.3 **Any other financial matters** – none raised.

13. Policies - annual review of existing policies:

- 13.1 **Grants & Donations** – Mrs Briscoe questioned if the £250 limit should be increased but it was agreed as there is a separate clause for exceptional circumstances this was acceptable. The PC agreed to adopt the policy.

- 13.2 **Health & Safety** – Dr Bacon raised some concerns regarding some points on the policy. Mr Roberson and Mrs Jeffreys proposed highlighted points be checked and then amended. All in agreement. **Action: Re Point 4, Clerk to confirm if insurance covers Cllrs as volunteers and**

how it covers other (i.e. parishioners) volunteers. Once answered, Clerk to amend policy. Re Point 6, remove wording 'is responsible for'. Point 7.c, correct Americanised spelling.

- 13.3 **Equality & Diversity** – All satisfied with policy, but Ms Johnson feels the PC should have an Equality and Diversity Officer. Mrs Briscoe proposed the PC adopt the policy and the proposal of an Equality and Diversity Officer should be added to the next agenda for further discussion. Ms Johnson seconded. All in agreement to adopt policy with no changes. **Action: Clerk**

14. **Filing of Parish Council records – update re Catalogue of Records.** The Clerk had emailed and provided an update. Ms Johnson proposed the PC take the USB option, load the USB onto the laptop, seal the USB in a bag, purchase an external hard drive as a back-up to the Clerk's computer and copy the scanned data to the Cloud using One Drive, or equivalent. Mr Jordan seconded. All in favour. Mrs Jeffreys proposed the Clerk purchase an external hard-drive up to the value of £75. Mr Jordan seconded. All in agreement. Dr Bacon proposed all Cllrs have access to the scanned documents, if required. Mrs Briscoe seconded. All in favour. **Action: Clerk to request USB, purchase external hard drive and upload all information to the Cloud. Mr Harris to arrange for original documents to be sent to the Records Office.**

15. **Any Update on the Allotments** – Ms Johnson advised she is trying to source some compost bins. She said the plots need to be advertised in the magazine. **Action: Mrs Jeffreys to submit to magazine.**

16. Progress reports for information

- 16.1 **All Saints Church** – Dr Bacon said other than grass cutting, there are no other updates.
- 16.2 **Poor's Trust** – The appointment of 2 members will be scheduled on the next agenda. It was discussed that it would be good to have a CV from anyone wishing to be appointed. Ms Johnson questioned if the CUC constitution should be reviewed to allow more than 4 appointed trustees. Ms Johnson volunteered to review the Charities Commission and discuss after the appointment at the next meeting. All in agreement. Dr Bacon also confirmed the CUC have terminated the tenancy of the boatyard as of March 2024 and the trustees will run the boatyard and administer it themselves. **Action: Ms Johnson to review Charities Commission.**
- 16.3 **Village Hall** – Mrs Jeffreys had previously presented the VH options to the Parish Cllrs and summarised more information is needed before presenting to the village. Mrs Jeffreys said she also presented it to the VHMC and their thoughts agreed with the PC. Mrs Jeffreys proposed the PC write to the VHMC confirming they maintain the VH as they are contractually obliged and if the money is spent, it is spent and the PC to obtain further information before presenting to the village. Mr Roberson seconded. All in favour. **Action: Clerk to email VHMC. Mrs Jeffreys to continue fact-finding.**
- 16.4 **Any other reports** - None

17. Matters for next Agenda and information

Confirmed date of the next meeting, scheduled for **4th October 2023.**

Meeting finished at 10.00pm.

Chairman Signature: _____

Date: _____

Chairman Name: _____