

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

Attendance: Mr Harris (Chairman), Ms Johnson, Mrs Jeffreys, Mr Edwards, Mr Snelling, Dr Bacon, Mr Jordan, Mrs Plowman, Mr Roberson, Cllr Bayes (District Councillor), Mrs Cunningham (Clerk) and fourteen 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 Mrs Briscoe, Dr Harris and Cllr Price.

2. Declarations of interests – None declared.

3. To approve as accurate Minutes of the previous meeting - Mrs Jeffreys proposed the minutes from the Parish Council meeting held on 4th October be approved. Mr Jordan seconded. All in favour. Chairman duly signed.

4. Public participation session (10 minutes)

4.1 **Public** - A parishioner said houses were still being advertised for sale under the original road name of Canon Wake Court. This was deferred to be discussed under item 10.5

4.2 **Cllr Bayes** – Cllr Taylor is negotiating with the planning dept to ensure the Store Galore application inflicts as little harm as possible and they are not expecting to call it into committee as the PO seem agreeable to the proposals. Members of the public are welcome to join the Cllrs on their community action initiative, cleaning Catfield road signs on 14th November (2.30-4.30pm). Milestones application has been called into full committee and the meeting date will be confirmed. DC Surgeries are being held to give constituents the opportunity to discuss any issues, Catfield's will be 4.00-5.30pm on 13th November, at the VH. Mr Harris proposed this should be advertised on social media, the website and, in future, in Catfield magazine. Mrs Plowman seconded. All in favour. Cllr Bayes is a NNDC appointed member of the Broads Internal Drainage Board and the next meeting will be 8th February. Dr Bacon asked as the IDB are moving, could the DC check where the old documents will be stored. **ACTION:** Cllr Bayes to confirm.

4.2a **Discuss NNDC Planning meeting** – Cllrs Taylor and Bayes will visit Catfield with the new Assistant Director on 14th November. Mrs Jeffreys proposed Mr Harris attend the meeting as the PC representative. Ms Johnson seconded. All in favour. **ACTION:** PC to advise Mr Harris of all issues to discuss with the AD, prior to the meeting

4.3 **Cllr Price** – No report received.

5. Matters Arising

Report on actions from the previous meeting

- a. St Catherines Avenue - Dogs roaming – Mr Jordan advised the situation has been assessed and the CUC have obtained a quote for the work. Agreed to keep as action point. **ACTION: CUC to update**
- b. Other Highways Issues - Repaired potholes on The Street are sinking (advised at Sept meeting) - Mrs Jeffreys to take photos, as hole filled with water. **ACTION: Mrs Jeffreys to report issue.**
- c. Correspondence – Lea Rd Hedge - Mr Snelling to forward landowner's email to residents – Actioned.
- d. Retrospective planning and discuss other issues raised regarding Store Galore Containers - Mr Harris to draft letter to planning - Actioned. Letter sent. Discussed under item 6.3
- e. Mushroom Site - Mr Harris & Mrs Jeffreys to meet with the landowner. Ms Johnson to monitor traffic & walkers. Mrs Jeffreys to survey businesses. Discussed under item 7.1
- f. Car Parking at Playing Field - PC to review car park - Discussed under item 7.2
- g. DC planning meeting - Cllr Taylor to confirm date for meeting - Discussed under item 4.2a

- h. Appointment of CUC trustees - CUC to submit new advert to magazine and Clerk to schedule vote in Dec - Discussed under item 9
- i. High Light levels on Long Lane - Mr Roberson to contact company. Cllrs to monitor and update - Discussed under item 10.2
- j. Proposed Bus Shelter - Mr Jordan to check wheelchair access and provide Clerk with map. Clerk to submit application on receipt - Discussed under item 10.3
- k. Canon Wake Court compensation and plaque - Mr Jordan and Ms Johnson to make contact with residents - Discussed under item 10.5
- l. Barclays Bank Closure - Clerk to contact parishioner requesting assistance re Barclays closure - Discussed under item 12.1
- m. Environmental Policy - Clerk to amend policy - Clerk actioned and sent to all Cllrs
- n. H & S Policy amendments - Clerk to add appendix to policy - Clerk actioned and sent to all Cllrs
- o. Risk Management Policy - Clerk to amend policy - Clerk actioned and sent to all Cllrs
- p. Filing of PC Records - Mr Harris to arrange for original documents to be sent to Records Office - Actioned. Discussed under item 13
- q. Update on Allotments - Mrs Jeffreys to submit advert to Magazine - Discussed under item 14
- r. Village Hall - Mrs Jeffreys to continue fact-finding. Clerk to email VHMC re continuing to maintain the VH as needed - Discussed under item 15.3

6. Planning

- 6.1 **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) – Still awaiting update.
- 6.2 **Any update re siting of mobile home on land off School Road/Ludham Road** – Mr Harris read aloud an update from the Planning Enforcement Officer advising it is the owner's intention to cease the residential occupancy imminently and will look to submit an application for a change of use of the land that is considered not residential. A parishioner advised the mobile home should have been moved in July. Mr Harris proposed the PC ask the PEO to confirm why the mobile home has not been moved. Mr Jordan seconded. All in favour. **ACTION: Clerk to email.**
- 6.3 **Any update re PF/23/2004 - Retrospective planning and other issues raised regarding Store Galore Containers** – Mr Harris read aloud the PC letter objecting to the application. A parishioner thanked the PC for their assistance and said he had a meeting with a planning officer, which went well. The parishioner confirmed that currently, there is no action needed from the PC.
- 6.4 **Any other planning matters** – Milestones. Since the agenda had been set, an email was received, from Cllr Taylor, advising the Planners find the revised application acceptable as the proposal's connection into Ludham's water treatment works mean the discharge is outside the governments nutrient neutrality policy and so is now not applicable and the reduction to 21 units is acceptable. Cllr Taylor had asked the PC if they wish to call it into committee, which a response was required within 24 hours. Following a long conversation, the PC would like to understand how the sewage issue has been overcome, they agreed affordable housing is needed in Catfield but questioned whether these 21 units would form part of the housing allocation. They discussed the hospital closed due to failed inspections but asked what evidence there is proving there is no demand for a mental facility. Once called to committee, Cllr Bayes advised he and Cllr Taylor will both have 3 minutes to discuss the case and he said he would be happy to raise the issues discussed by the PC. Mr Harris proposed the case be called to committee, with all in favour. **ACTION: PC to supply District Cllrs with a summary of issues.**

7. Highways & Road Safety

- 7.1 **Update of possible pedestrian verge alongside the Mushroom site** – Ms Johnson had monitored the route and reported some days, albeit with bad weather, there are around 80 people passing the site and said if walking on the verge it is dangerous and slippery. Dr Bacon added the County Council built a footpath to cross the A149 for children to walk to Stalham

school and those would also need a footpath to be able to walk safely through Catfield. It was also discussed that if Milestones is converted there will be an added requirement for a footpath.

ACTION: A meeting date has been agreed with landowner and Chairman & Vice-Chairman.

- 7.2 **Update re possible car parking arrangement for playing field** – Mr Edwards said it appears the signs are working but the PC will continue to monitor. **ACTION: PC to monitor**

- 7.3 **Discuss completion of Parish Partnership Application** – Combining item 10.3 in this discussion, the PC are in favour of proceeding with the bus shelter and agree this should be the priority for the PP scheme application. If the application is approved for 50% of the cost, the PC will need to fund the remaining half. Mr Jordan believes the proposed position of the shelter will still provide sufficient space for wheelchair access to the VH. As the application deadline date is due soon, Mr Harris proposed Mrs Jeffreys write to Cllr Price asking for his support for the bus shelter project. Mrs Jeffreys seconded. All in favour. **ACTION: Mrs Jeffreys to engage Cllr Price.**

- 7.4 **Discuss possible D-Day Road Beacons event** – Mr Edwards said as D-Day was a massive event in history the PC owe it to everyone to do honour it. Mr Harris proposed Mr Edwards investigate what is involved in the event and report back at the next meeting. All in favour. **ACTION: Mr Edwards to investigate and report at next meeting.**

- 7.5 **Any other Highways or road safety issues** – A Parishioner had written advising of a blocked drainage ditch in Limes Road causing flooding. This had previously been reported to Highways and was included in the most recent Highways inspection of Catfield. Although the PC agreed there has been unusually bad weather, Mr Harris proposed the PC, along with any parishioners, put together a list of the worst 5 or so sites to report to Cllr Price at the next meeting, for him to take action. Photos and What3Words should be used for exact location and everyone was reminded to report any issues directly on the Highways website (link on PC website). **ACTION: Clerk to collate list of issues and Mrs Jeffreys to follow up with social media. Clerk to add instructions to PC website.** Mrs Jeffreys added a message could be added to the magazine advising parishioners to report issues via the Highways website and forward details to the Clerk.

8. Environmental

- 8.1 **Catfield Environmental Group Updates** – A parishioner thanked the PC for replacing the glass recycling bins by the VH so promptly and Cllr Jordan for strimming the brambles on the playing field. A further 3,000 daffodil bulbs were planted at various sites and another 103 records have been added to the Sandholes species list. Two people have slipped and fallen on the steep and rough entrance to the site from The Street, and the PC was asked if any improvements could be made. As Mr Roberson offered to put in posts and handrail, Mr Harris proposed the offer and Mr Edwards seconded. All in favour. The planters have been replaced with tulips, pansies and crocuses and they will revisit the footpaths project next year. The next bingo session is on 17th November, but the December session has been cancelled to allow focus on the Catfield Does Christmas event on 2nd December. The festive market runs from 11am-4pm and the ticketed evening event includes food, bar, prize quiz, live music and karaoke. Ms Johnson added she, and Dr Bacon, attended an Equality, Diversity and Inclusion course and they were impressed that Catfield had an active environmental group. **ACTION: Mr Roberson to install post and handrail.**

- 8.2 **Dog fouling** – Mrs Jeffreys said there had been discussion on social media regarding dog fouling and all agreed it is an issue. Mr Harris confirmed the PC reviewed the dog bins a couple of years ago and they were placed in the best areas. Mr Jordan suggested the PC could contact NNDC to request a dog warden and Dr Bacon proposed NNDC can allocate a designated site for dog fouling, so there is an extra high fine for any dogs fouling there. All in agreement. **ACTION: Clerk to contact NNDC to request designated site request for VH play area.**

- 8.3 **Any other Environmental issues** – Dr Bacon advised he received a letter from NE requesting permission for them to investigate the soil and vegetation on Catfield's football field. Mr Harris proposed the proceed. All in agreement. **ACTION: Clerk to complete request form.**

9. **Discuss appointment of Catfield United Charities Trustees & review of Charities Commission** – An advert has been placed in the magazine for two trustees and candidates must apply to the Clerk by 30th November, for appointment at the December PC meeting.

10. Correspondence

- 10.1 **To discuss update re Fenside** – Mrs Jeffreys provided a full update of the meeting she, and Mrs Plowman, attended with Mr Le-May, Mr C Alston, the landowner and Cllr Pric regarding Fenside issues previously discussed at PC meetings. As only 3 Cllrs present are not affected, Dr Bacon confirmed as so many people have an interest, it makes it impossible to proceed, so all interests are disregarded. Mr Harris observed the landowner has now declined to use the northern access as he said he has the right to use Fenside but there is progress, as there appears no denial the farm vehicles broke up the banks. Mrs Plowman added it was a goodwill meeting to try to find a solution. Mrs Jeffreys confirmed Highways will measure the widths of the road to the edge of the tarmac, including tarmac which may be under potential creeping banks and no maintenance of the banks to be carried out until the width is established and further reviewed by the PC. She added according to section 130 of the Highways Act, the PC has some powers that can be enforced, if necessary. **ACTION: PC to await further update from Highways**
- 10.2 **To discuss high light levels on Long Lane** – Mr Harris read aloud an email received from a parishioner stating the cumulative lighting level is unnecessary and suggested shrouded downlighters should be sufficient. Mr Roberson had spoken to FloGas and although there was a timing issue with the car park lighting, he said the main issue is the angle of the lower lights. Mr Edwards suggested the PC seek guidance and proposed Mr Roberson initially speak again with FloGas and report back within 7 days then depending on the outcome, the PC contact Environmental Health and Planning Dept for further guidance. Mrs Jeffreys seconded. All in favour. **ACTION: Mr Roberson to contact FloGas. Clerk to contact EH and Planning.**
- 10.3 **Update re proposed bus shelter** – Discussed with item 7.3.
- 10.4 **Update on potential new noticeboard** – Mr Edwards contact is unable to supply a new noticeboard therefore, Mrs Jeffreys proposed Mr Edwards obtain 3 noticeboard quotes. Mr Roberson seconded. All in favour. **ACTION: Mr Edwards to obtain 3 quotations.**
- 10.5 **Update re correspondence regarding renaming of Canon Wake Court compensation** – Ms Johnson provided a detailed report of her findings from visiting the residents. She advised most houses were still going through the process of the name change and almost all felt it could have been handled better by NNDC to help them through the process. All but 1 agreed the £200 compensation was acceptable. Mr Harris proposed the PC ask NNDC to advise what they are going to do to visit and offer the residents further assistance. Ms Johnson asked what NNDC did to notify companies, such as Google, about the legal name change and what was the result of the consultation. Mrs Plowman seconded. All in favour. **ACTION: Clerk to contact NNDC.**
- 10.6 **Any other correspondence** – None
11. **Discuss Recreation Ground Inspection Report Findings** – Mrs Jeffreys advised there are no high-risk items on the report and due to the current VH discussions and, as it is now winter, work cannot be carried out. She suggested the PC should perhaps consider a new but reduced sized playground area. The PC would need to consider the costs and funding of the project during the precept discussions. Mrs Jeffreys proposed the PC digest the idea of a new contained play area and discuss at a later stage. Mr Roberson seconded. All in favour. **ACTION: Clerk to ensure added to budget/precept discussions.**
- ## 12. Finance
- 12.1 **Update re closure of Barclays bank account** – Dr Bacon advised the new closure form had been sent but the Clerk confirmed the account is still open and the PC are unable to withdraw the balance as the cheque book was sent with a previous closure form. Mr Harris proposed as Dr Bacon is the sole PC signatory, he call Barclays to identify the reason the account has not been closed. All in agreement. **ACTION: Dr Bacon to contact Barclays Bank.**

- 12.2 **To discuss 2024 Budget** – The Clerk had presented the initial budget draft to the PC. As the PC have been discussing some expensive items, such as a possible new playground, bus shelter, noticeboard and knee-rail fencing throughout the year, decisions will need to be made whether some, all or none are paid from existing reserves and/or the precept be increased to cover the costs. Dr Bacon confirmed any increase to the precept is a very small amount per household. Mr Harris proposed the PC digest the information provided and discuss further at the next meeting.
- 12.3 **To approve Payments** - Payment list supplied to all prior to meeting. Mr Harris proposed all payments be made. Dr Bacon seconded. All in agreement to proceed and cheques duly signed.
Cheque 000020 – Clerk salary for October (including mobile phone £6.86)
Cheque 000021 – NNDC - (May 2023 election costs) - £1466.08
Cheque 000022 – NALC (PC training) - £252.00
- 12.4 **Any other financial matters** – The Clerk confirmed a Barclays cheque for £500 issued in April to the VHMC had not been cashed. At a previous meeting it was advised the VHMC had lost the Barclays cheque, and the PC drew a replacement Lloyds cheque but did not issue this to the VHMC, as they were waiting for the Barclays account to be closed. As the Barclays cheque is now out of date the Clerk issued the previously drawn replacement Lloyds cheque to Mrs Jeffreys to pass to the VHMC. **ACTION: Mrs Jeffreys to present replacement cheque to VHMC**
13. **Update re filing of Parish Council records** – Mr Harris confirmed the scanned documents have now been filed and everything relating to the PC records is now complete.
14. **Update on the Allotments** – Ms Johnson confirmed one new person is interested. No other update.
15. **Progress reports for information**
- 15.1 **All Saints Church** – Dr Bacon said there is no update other than the grass is still growing.
- 15.2 **Poor's Trust** – Mr Jordan advised there is nothing to report.
- 15.3 **Village Hall** – Mrs Jeffreys declared an interest. The VHMC had approached the PC to pay for monthly hire of the hall. Mrs Jeffreys said they have had issues with bank accounts, which may be why the returns are late and confirmed they will ensure they advise the PC of any planned work at the VH. It was agreed the PC would pay monthly rent and Dr Bacon suggested a yearly payment should be made rather than monthly. Mr Edwards suggested a flat rate of £25 per meeting and Mr Harris proposed Mr Edwards suggestion and asked Mrs Jeffreys to submit the idea to the VHMC. Mr Edwards seconded. All in favour. **ACTION: Mrs Jeffreys to discuss with VHMC**
- 15.4 **Any other reports** - None
16. **Matters for next Agenda and information**
Next meeting scheduled for **6th December 2023**.

Meeting finished at 10.27 pm.

Chairman Signature: _____

Date: _____

Chairman Name: _____