

**MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on**  
**WEDNESDAY 4<sup>th</sup> OCTOBER 2023 IN THE VILLAGE HALL**

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

**2. Declarations of interests**

Mrs Jeffreys and Dr Bacon declared an interest as applicants for the Poors Trust.

**3. To approve as accurate Minutes of the previous meeting**

Mr Roberson proposed the minutes from the Parish Council meeting held on 6<sup>th</sup> September be approved. Mrs Plowman seconded. All in favour. Chairman duly signed.

**4. Public participation session (10 minutes)**

4.1 **Public** – A parishioner advised dogs have been fouling on the play area outside the VH. Mrs Jeffreys advised this had been identified on the playground inspection report and a larger sign maybe required. This will be addressed along with other inspection points raised.

4.2 **Cllr Taylor** - will be attending but had advised he may be late due to Chairing another meeting.

4.3 **Cllr Price** – No report received but he confirmed attendance to the Fenside meeting.

**5. Matters Arising**

Report on actions from the previous meeting;

- a. Grass Cutting on the Playing Field - Clerk contacted the grass cutters re cutting up to the boundaries.
- b. Corner of Ludham Rd/Old Potter Heigham Rd grass cutting. Clerk reported to Highways.
- c. St Catherines Avenue - Dogs roaming. Dr Harris advised the situation has been assessed and they are obtaining a quote for the work and materials. **ACTION: Clerk to keep as an action point.**
- d. Correspondence – Lea Rd Hedge/Gate. Mr Snelling advised the residents are obtaining additional information which may be available at the next meeting.
- e. Clarify responsibility for area between playing field hedge and road. Mr Jordan cut back brambles.
- f. Standards Committee Hearing - recommendations made in respect of sanctions. Clerk informed Standards Committee of PC actions and training booked for Dr Bacon on 25th October.
- g. Siting of mobile home on land off School Rd/Ludham Rd. Clerk to request clarification from Planning Enforcement Officer. To be discussed under item 6.2
- h. Retrospective planning and discuss other issues raised regarding Store Galore Containers. Retrospective planning received. To be discussed under item 6.3
- i. Mushroom Site - Clerk contacted highways re pavement/trod. To be discussed under item 7.1
- j. Car Parking at Playing Field - Mr Roberson to obtain quote for knee-rail fencing. To be discussed under item 7.2
- k. Other Highways Issues. Repaired potholes on The Street are sinking. **ACTION: Mrs Jeffreys to report**
- l. Correspondence – Fenside. Clerk confirmed meeting booked for 9th October. Mr Harris confirmed attendees will be Mrs Plowman, Mrs Jeffreys, Cllr Price, Mr Le-May and his boss, Mr Alston from Highways and Andrew Alston along with other contractors. To be discussed under item 10.1
- m. Canon Wake Court compensation and plaque. Mr Jordan and Ms Johnson to contact residents. To be discussed under item 10.4

- n. Safety Issues with recycling bins - Clerk to research alternative bins and check insurance policy. To be discussed under item 10.5
- o. Barclays Bank Closure - To be discussed under item 12.1
- p. Health and Safety Policy amendments - Clerk to check policy. To be discussed under item 13.2
- q. Equality & Diversity Policy – PC Equality & Diversity Officer to be discussed under item 14
- r. Filing of PC Records Clerk to request USB, purchase external hard-drive, upload to Cloud. Mr Harris to arrange for original documents to be sent to Records Office. To be discussed under item 16
- s. Update on Allotments - Ms Johnson to arrange working party. Ms Jeffreys to submit advert to Magazine. To be discussed under item 17
- t. Poors Trust - Ms Johnson to review Charities Commission. To be discussed under item 9
- u. Village Hall - Mrs Jeffreys to continue fact-finding. Clerk to email VPMC re continuing to maintain the VH as needed. To be discussed under item 18.4

## 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) – No update. It was agreed to postpone discussions until Cllr Taylor arrived.
- 6.2 **Any update re siting of mobile home on land off School Road/Ludham Road** – Mr Harris read aloud a response from the Planning Enforcement Officer advising that no-one should be living on the land. The owner will meet with the PEO before relocating the static caravan to the rear of the property. The PEO also advised an enforcement notice will be issued, as a last resort. Those effected, who were present at the meeting, were satisfied with the outcome, so far.
- 6.3 **Any update re retrospective planning and other issues raised regarding Store Galore Containers** – Some Cllrs had visited the site and agreed the traffic speed and 24-hour access is excessive. Mr Harris said the proposed barrier location is not ideal and the residents should be consulted, which they agreed. A parishioner, with an interest, advised the address should be Catfield, not Ludham and said the form refers to Watering Piece Lane Industrial Estate, which, he said, it is not. He also disagreed with several other points on the documents. Mr Harris volunteered to draft a letter stating all points why the PC oppose the planning. Mrs Jeffreys seconded. All in favour. **ACTION: Mr Harris to draft letter to planning.**
- 6.4 **Any other planning matters** - None

## 7. Highways & Road Safety

- 7.1 **Update of possible pedestrian verge alongside the Mushroom site** – Mr Harris read aloud an email from Highways who suggested the PC consult with the site landowner, to ascertain their future development intentions, which Mr Harris was agreeable to. Mrs Jeffreys offered to carry out a survey of the local employees to identify who would use the route. Dr Bacon said a trod was installed so Catfield children can walk to Stalham school and to get to the trod, they need this pathway as well. Ms Johnson said she will have the number of vehicles from existing stats and she may be able to monitor the number of walkers and she can also use the cameras for a week to monitor the route. Mr Harris proposed to meet with the landowner, along with Mrs Jeffreys. Ms Johnson to monitor the traffic and walkers and Mrs Jeffreys to survey the businesses. Mr Jordan seconded. All in favour. **ACTION: As per proposal.**
- 7.2 **Update re possible car parking arrangement for playing field** – Mr Roberson obtained a quotation for a 600mm high x 55 metre knee-rail fence, at a cost of £650+vat. It was questioned whether this would be worth the money. Mr Jordan proposed the PC keep the project live and review the situation monthly, particularly over the winter. Mrs Jeffreys seconded. All in favour. **ACTION: PC to review the playing field car parking. Clerk to keep topic live as action point.**
- 7.3 **Any other Highways or road safety issues** – None.

**Mr Harris welcomed Cllr Taylor**, who apologised for his tardiness. He advised, he and Cllr Bayes met with Russell Williams, the new head of planning, to raise concerns about several

applications. Mr Williams concurred and would speak to the officers to address the issues. They are in the process of arranging visits with Mr Williams, to Catfield, Stalham and Sutton to show these issues and asked for 3-4 representatives from CPC to escort them. Mr Roberson proposed Dr Bacon & Mr Harris attend and depending on dates either Mrs Jeffreys, Mr Snelling, Ms Johnson or Mrs Plowman may also attend. Mr Harris seconded. All in favour. **ACTION: Cllr Taylor to confirm the date.** The Stalham High Street Taskforce will meet on Friday and Cllr Taylor will update the PC in November. Cllrs Bayes and Taylor agreed they would like to spend a couple of hours each month giving back to their parishes. Catfield is next and they'd like to continue with road sign cleaning and asked if CEG or the PC would like to join them. Re Store Galore, he said the site notice will be put up next week and there will be a 3-week period to comment. He added he is minded to pull the application into full planning committee so this is voted on by democratically elected Cllrs. This gives everyone the chance to have their say. Dr Bacon said all neighbouring authorities send planning applications to consult the BA, but few received from NNDC. Cllr Taylor said NNDC is very coast focused but he will email Mr Williams.

## 8. Environmental

- 8.1 **Catfield Environmental Group Updates** – A parishioner advised they had a successful litter pick in September and it was good to see less litter on the playing field. The next litter pick will be in March 2024. The first bulb-planting session of the season was 23rd September, on the grassed area by Trend's goods entrance. Further sessions are scheduled for 7th and 14th October. Re bench and planters, a press release and photos have been sent to the EDP. The 4th footpath walk took place in East Ruston on 10th September. Catfield walks will resume in October or November. The group is looking at possible options for additional hedge planting on Sutton Road. The first Bingo session took place on 15th September and the next is on Friday 20th October. A Christmas event at the village hall, is being planned for 2nd December and there will be a Christmas Fayre, with seasonal refreshments, games and entertainment and stallholders selling festive goods and gifts. There will also be a ticketed evening event including a buffet, quiz and entertainment/karaoke.
- 8.2 **Discharge of polluted water into the Ants Broads and Marshes SSSI** – Mr Harris declared no financial interest but added it is a matter of general public interest. He said the number one water company in Norfolk carried out an independent inspection and provided an executive summary, which had been sent to all Parish Cllrs, confirming there are high levels of sewage going into the Marsh which needs rectifying. Mr Harris's lawyers have written to the EA advising they have a legal duty to resolve this issue. He added the school must take note and, as the new term started, the issue worsened. Mr Harris said there is no PC action, but he promised to update with any further developments.
- 8.3 **Any other Environmental issues** – none raised.

- 9. **Appointment of Two Catfield United Charities Trustees** – Dr Bacon requested item 9 and 15 be discussed jointly, which was permitted. Mr Harris advised on 15<sup>th</sup> September the Poor's Trust had obtained permission from the Charity Commission to expand the number of trustees by 2, from 4 to 6, however, the PC were only informed of the change on 30<sup>th</sup> September, after the agenda had been set. Dr Bacon said, at the last meeting, Ms Johnson would investigate how to change the constitution and he and Dr Harris investigated, and simple changes can be made quickly online. Mr Harris confirmed he, as Chairman, and the Clerk must ensure procedures are carried out correctly and said, as per the agenda, the PC must elect 2 trustees today. In addition, there is a second procedural issue as Dr Bacon submitted his application after the closing date. Dr Bacon said the date was not specified in the minutes, but Mr Harris confirmed as it was the CUC who produced an advert for the magazine, he would have been aware the closing date was 30<sup>th</sup> September. Ms Johnson said as the trustee term has been increased to a 4-years, Dr Bacon and Mr Beckley's terms would be extended by 12 months, which Mr Harris disagreed as they had been elected for a 3-year term only. Mr Harris also confirmed Mr Jordan and Dr Harris were also elected for a 3-year term only. Mr Cousens and Mrs Jeffreys, the current applicants present, provided a synopsis of their experience and history. Mr Beckley was unable to attend but provided his

CV which Mr Harris read aloud. The Cllrs completed voting slips, with up to 2 votes each. Mrs Jeffreys passed her vote to the Clerk as evidence she did not vote for herself. The result was;

Mr Cousens – 9 votes. Mrs Jeffreys – 4 votes. Mr Beckley – 4 votes.

Following historical procedures, in the case of a tie, the Chairman had the casting vote and in favour of getting new blood on board, chose Mrs Jeffreys. He declared Mr Cousens and Mrs Jeffreys as two new Trustees, each appointed for a 4-year term. Mrs Plowman proposed the additional 2 new trustee positions must be advertised again, in the next edition of the magazine and the next appointment vote should be at the December PC meeting. Mr Harris seconded. All in favour. **ACTION: CUC to submit new advert to magazine and Clerk to schedule vote in December meeting.**

## 10. Correspondence

- 10.1 **To discuss any response from Highways re Fenside** – No further update, as discussed at item 5.I, meeting to be held on 9<sup>th</sup> October.
- 10.2 **To discuss correspondence regarding high light levels on Long Lane** – Mr Roberson agreed there is light pollution and offered to speak to the company as its the two lower lights that are causing the issue and suggested a deflector or similar may help solve the problem but still give them the security. Mr Harris proposed it has been a long-standing issue and Mr Roberson should speak to the company. The PC shall continue to monitor the situation and will refer to NNDC's Environmental Services, if unresolved. Mr Jordan seconded. All in favour. **ACTION: Mr Roberson to contact company. Cllrs to monitor and report at next meeting.**
- 10.3 **Update re proposed bus shelter** – Dr Harris reported a Street Furniture Licence Application will be completed by the Clerk. The best position for the shelter was discussed and it was suggested the left of the main door, so it doesn't affect the exit, a possible new store or wheelchair access. Dr Harris proposed Mr Jordan provide the Clerk with a map to submit with the application and double check wheelchair access. Mr Roberson seconded. All in favour. It was agreed a 6-seat shelter would be better providing it does not encroach the splay. **ACTION: Mr Jordan to check wheelchair access and provide Clerk with map. Clerk to complete and submit application.**
- 10.4 **Update re correspondence regarding renaming of Cannon Wake Court compensation** – Ms Johnson said she had not made contact with the residents due to the weather but will be doing so shortly. **ACTION: Ms Johnson to update at next meeting.**
- 10.5 **Update re correspondence regarding safety issues around recycling bins** – The Clerk had arranged for the glass recycling bin to be replaced with an alternate bin with brushes around the rim, to help prevent vandalism. The PC will continue to monitor the litter.
- 10.6 **Any other correspondence** – A parishioner had emailed asking to obtain a fishing ticket. Dr Bacon advised any fishing enquiries should be referred to the Poor's Trust.

## 11. Recreation Ground Inspection Report Findings – Mrs Jeffreys asked this to be deferred to next month.

## 12. Finance

- 12.1 **Update re closure of Barclays bank account** – the Clerk advised Dr Bacon had contacted the bank to be told Mr Jordan is not a signatory, but it is still a previous Parish Cllr. Dr Bacon suggested the Clerk write asking for her to sign the bank closure form. The alternative will be to add new signatories to the account, before requesting closure. **ACTION: Clerk to contact parishioner requesting assistance regarding bank closure.**
- 12.2 **To note Bank Reconciliation** – All approved. Chairman duly signed.
- 12.3 **To note Accounts to date** – Accounts approved. Chairman duly signed.
- 12.4 **To approve Payments** - Payment list supplied to all prior to meeting. All in agreement to proceed and cheques duly signed.
  - Cheque 000016 – Clerk salary for September (including mobile phone, stamps £6 & external hard drive £42.93)
  - Cheque 000017 – NALC (autumn conference & AGM – Mrs Jeffreys) - £25.00
  - Cheque 000018 – Shredall SDS Group (scanning of PC documents) - £300.00
  - Cheque 000019 – NNDC (emptying of dog bins) - £776.88

12.5 **Any other financial matters** - None

### 13. Policies

#### **Annual review of existing policies:**

13.1 **Environmental Policy** – Dr Bacon proposed ‘Staithes’ should be added to the policy (footpaths, bridleways, byways and staithes). Mr Roberson seconded. All in favour. **ACTION: Clerk to amend policy.** The PC agreed to adopt the policy with the amendment.

13.2 **Discuss amendments to existing Health & Safety Policy** – Dr Bacon previously raised concerns regarding the policy, which the Clerk has provided answers from the insurers. Mr Roberson proposed the insurers information should be added as an appendix. Mrs Jeffreys seconded. All in agreement. **ACTION: Clerk to add appendix to policy.** PC agreed to adopt the policy with the amendment.

#### **To consider new policy:**

13.3 **Risk Management Policy** – Mr Harris proposed the PC adopt the policy but remove references to the finance and strategy group, as the PC do not have one. Mr Roberson seconded. All in favour. **ACTION: Clerk to amend policy wording.** PC agreed to adopt policy with the amendment.

14. **Discuss Proposal of PC Equality and Diversity Officer** – Ms Johnson volunteered to take on the role, as she has recently completed several courses on the subject. Mr Harris proposed Ms Johnson. Mrs Plowman seconded. All in favour.

15. **Review of Charities Commission (for Catfield United Charities)** – Discussed with item 9

16. **Update re filing of Parish Council records** – The Clerk advised the scanned information has been received on a USB and downloaded to the computer. An external hard drive has been purchased and the Clerk will transfer the documents to this also and One Drive is installed. The original documents will be dispatched to Mr Harris who will submit to the Records Office on receipt. Mr Snelling suggested the Chairman should retain the USB. All happy with update. **ACTION: Mr Harris to submit documents.**

17. **Update on the Allotments** – Ms Johnson will be taking the rotavator to the allotment. **ACTION: Mrs Jeffreys will arrange to advertise the allotments in the magazine.**

### 18. Progress reports for information

18.1 **NALC Autumn Conference & AGM** – Mrs Jeffreys advised there were some interesting speakers, but it was disappointing that only South Norfolk and Broadland were there to showcase their support for communities.

18.2 **All Saints Church** – Dr Bacon advised the grass is still being cut. Nothing else to add.

18.3 **Poor’s Trust** – Nothing extra to add from earlier discussions.

18.4 **Village Hall** – A parishioner asked the PC to email their approval for the VHMC to proceed with maintenance and upgrades to the hall and spend the money they have. She said they hope to have a new roof, new windows and doors, paint it all and have storage extended, to store bikes. The Clerk read a prepared VHMC draft email aloud and Mrs Jeffreys proposed approval of the email with her addition. Mr Snelling seconded. All in favour. Mr Harris requested details of the proposed works from the VHMC. The parishioner also advised a security light had been installed outside. **ACTION: Clerk to send email to VHMC.**

18.5 **Any other reports** – None

### 19. Matters for next Agenda and information

To confirm the date of the next meeting, scheduled for **1<sup>st</sup> November 2023.**

Meeting finished at 9.59 pm.

Chairman Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chairman Name: \_\_\_\_\_