

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

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

2. Declarations of interests

Mrs Briscoe declared an interest in Ludham Road.

3. To approve as accurate Minutes of the previous meeting – All in agreement that the minutes from the Parish Council meeting held on 1st November be approved and the Chairman duly signed.

4. Public participation session (10 minutes)

4.1 **Public** – Nothing raised.

4.2 **Cllr Bayes** - The AD of planning visited Catfield and met with the Chair. All planning issues within the parish were discussed and 2 sites visited. Cllrs Bayes and Taylor, along with the CEG and local residents, cleaned and cut back vegetation around the signs in the parish. Further dates to be agreed in the new year, and suggestions of activities would be welcome. DC surgeries will continue next year with dates and venues tbc. He and Cllr Taylor are working with Stalham Fire Service and First Responders to offer CPR and Defibrillator training across their 3 parishes. They attended Catfield does Christmas and were impressed with the event. The next Broads Internal Drainage Board meeting is scheduled for 8th Feb 2024 and Cllr Bayes is happy to report any issues he is made aware of. Store Galore negotiations are ongoing, and an extension has been granted until 22nd December to allow for a traffic survey. There is no update re Malthouse Lane.

4.3 **Cllr Price** – The County cabinet met and has recommended that a published devolution deal be accepted and an elected leader to be put in place in 2025. The County website has support for keeping warm and safe during winter and other useful information, including flooding advice.

5. Matters Arising

Report on actions from the previous meeting

a. Cllr Bayes – Broads Internal Drainage Board - Cllr Bayes to confirm where old documents will be stored after premises move - Cllr Bayes had no reply to request. **ACTION: Cllr Bayes to check at next meeting.**

b. NNDC Planning Meeting - PC to advise Mr Harris of all issues to discuss at meeting with new AD. Action Complete. Details to be discussed under item 6.1

c. St Catherines Avenue - Dogs roaming - The CUC have obtained a quote for the fencing. Mrs Jeffreys advised they are liaising with the owner and fencing will be erected.

d. Other Highways Issues - Repaired potholes on The Street are sinking (advised at Sept meeting) - Mrs Jeffreys yet to report issue as she has been unable to take photos as hole full of water and Cllr Price said photos are best without water. Cllr Price advised, for a serious pothole, send him the reference number once reported. **ACTION: Cllr Price to a) confirm NNDC criteria for claiming payment for damaged tyres, b) question why a contractor cannot be given immediate authorisation to repair another pothole in the same road they are working and c) highlight potholes should be repaired correctly the first time.**

e. Mobile Home on School Rd/Ludham Rd land - Clerk emailed asking why mobile home not been moved. To be discussed under item 6.2

f. Other Planning Matters – Milestones - Meeting date not yet confirmed.

- g. Mushroom Site - Mr Harris & Mrs Jeffreys to meet with the landowner - To be discussed under 7.1
- h. Car Parking at Playing Field - PC to review car park arrangements for playing field. Mr Edwards said the signs seem to have worked well. It was agreed to review Feb/Mar. **ACTION: Clerk to diarise.**
- i. Parish Partnership Application - Mrs Jeffreys to engage Cllr Price - To be discussed under item 7.2
- j. D-Day Road Beacons Event - Mr Edwards to investigate - To be discussed under item 7.3
- k. Other Highways Issues – Local Flooding - PC and parishioners to report worst sites to Clerk to collate. Mrs Jeffreys to follow up with social media. Clerk to add reporting instructions to website. Information collected. Website updated. Flooding to be discussed under item 7.4
- l. Environmental Group - Mr Roberson to install post and rail at The Street - Mr Roberson actioned
- m. Dog Fouling - Clerk to contact NNDC to request designated site request for VH play area. To be discussed under item 8.2
- n. Other Environmental Issues – NE request - Clerk to give written permission for NE to inspect soil & vegetation on the football field. Clerk Actioned
- o. Fenside – PC and parishioners to report worst flooded sites to Clerk. Mrs Jeffreys to follow up with social media. Clerk to add reporting instructions to website – Actioned.
- p. High Light levels on Long Lane - Mr Roberson to contact FloGas. Clerk to contact EH and Planning. To be discussed under item 9.1
- q. New Noticeboard - Mr Edwards to obtain 3 quotes - To be discussed under item 9.2
- r. Canon Wake Court compensation and plaque - Clerk to contact NNDC - To be discussed under 9.3
- s. Recreation Ground Inspection Report - Clerk to add cost of potential new playground in budget.
- t. Barclays Bank Closure - Dr Bacon to contact Barclays - Actioned. To be discussed under item 10.1
- u. Other Financial Matters - Mrs Jeffreys to present replacement cheque to VHMC – New cheque cashed.
- v. Village hall - Mrs Jeffreys to discuss £25 per meeting rent with VHMC. VHMC agreed with rent.

6. Planning

- 6.1 **Update following planning meeting with new Assistant Director of Planning** – Mr Harris had forwarded a report of the constructive meeting to all attendees and cc the Parish Cllrs but had no response from the AD, Mr Williams. Mr Harris proposed the PC send a letter to Mr Williams to note a general lack of enforcement, which then encourages people to proceed and apply for planning retrospectively. Mr Edwards seconded. All in favour to send letter. **ACTION: Mr Harris to draft letter to Mr Williams.** He added the PC need to have a copy of the officers' report for Milestones to prepare for the public hearing.
- 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 the home needs to be moved and occupancy ceased by 31st December. It also says the owner intends to apply for a 'change of use' of the land from countryside to residential and if so, the case would be put on hold pending an outcome. Mr Harris proposed the PC write strongly to the PEO, saying after 6 months, enforcement is expected. Mrs Plowman seconded. All in favour. **ACTION: Mrs Jeffreys feels the problem is the process rather than this sole case and agreed to draft a separate letter to the MP re challenging the process. Mr Harris to draft letter to the PEO, as per the proposal.**
- 6.3 **PF/23/2004 - Any update - Retrospective planning and other issues regarding Store Galore Containers** – No PC update received. A parishioner advised in the last week cameras have been installed and today the noise is being monitored.
- 6.4 **PF/23/0861 - Any update - 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)** – Mr Harris read aloud notes from a discussion with a former Parish Cllr, where initially there was considerable emphasis placed on the risk of explosion and a significant bund was built to protect the A149 but with a modest bund to the north (toward this site) with major gaps. Mr Edwards suggested the PC write to the HSE as they may have not given this issue much attention and ask them to visit and review the site again. Dr Bacon referred to a map where the site is positioned touching the primary explosion zone. Mr Harris proposed Mrs Briscoe draft a letter to HSE. Mr Edwards seconded. All in favour. **ACTION: Mrs Briscoe to draft letter to HSE.**

- 6.5 **Any update re Milestones** – As discussed in item 7.1
- 6.6 **Any other planning matters** – No further planning received.

7. Highways & Road Safety

- 7.1 **Update of possible pedestrian verge alongside the Mushroom site** – Mr Harris and Mrs Jeffreys had a good, constructive meeting with the landowner of the Mushroom Site, where Milestones was also discussed. The landowner agreed a footway is needed but suggested it should be on the Milestones/residential side with the existing boundary wall removed or moved back. Mr Harris added although the landowner is not opposed to the development of Milestone's, she gave good reasoning regarding the overdevelopment which could be added to the DC's briefing notes. The landowner was, in principle, positive about the front section of the Mushroom site being used for residences but was clear she did not want social housing. Mr Harris said NNDC has a policy that the site should remain industrial but there is a clause that where it has not been used for industrial purposes for a long time, an application can be made to request to change it. A second meeting with the landowner is being arranged.
- 7.2 **Parish Partnership Application for Bus Shelter** – The Clerk had completed the application and correlated all necessary documentation ready for submission. Cllr Price advised he will also submit a letter of support. Some questions were raised regarding the shelter design and Cllr Price advised, as it would be months before the PC received the funding, if successful, there may be flexibility to submit an alternative, same or lower priced shelter. Mrs Briscoe proposed the application is submitted, understanding there may be some flexibility with the final design of the bus shelter. Mrs Plowman seconded. All in favour. **ACTION: Clerk to submit the application.**
- 7.3 **Discuss possible D-Day Road Beacons event** – Mr Edwards researched costs involved and believes a beacon may be too expensive but did emphasise the importance of D-Day and believes it may be better for a larger event to be organised, not necessarily by the PC. Dr Bacon suggested an event in 2025 to mark the 80th anniversary of the end of WW2 may be better. Mrs Jeffreys suggested the PC consider the options and discuss at the next meeting. **ACTION: Clerk to contact Horning PC for information on their beacon.**
- 7.4 **Discuss local flooded roads** – A long list of flooded roads in Catfield had been collated which Mr Harris read aloud. Cllr Price said this has been a problem for a while as the ground water table is very close to the surface. **ACTION: Clerk to forward list to Cllr Price.**
- 7.5 **Discuss any update re Fenside** – No update received.
- 7.6 **Any other Highways or road safety issues** – No other issues raised.

8. Environmental

- 8.1 **Catfield Environmental Group Updates** – A parishioner advised there is no CEG meeting in December, but a tree will be decorated as part of the All-Saints Church Christmas Tree Festival on 16th-17th December. Monthly meetings are scheduled for 2024 and litter picks will be in March and September. Cllr Roberson was thanked for putting a railing at the entrance from The Street. Members joined Cllrs Taylor and Bayes cleaning road signs around Catfield. Bingo sessions are planned for 26th Jan (Burns Night theme), 23rd Feb & 22nd March. They thanked everyone who supported the Catfield Does Christmas event. The VH held a Christmas market and 60 guests attended the evening entertainment of a 3-course meal, a quiz and The Wicked Hamptons band. Mr Harris thanked everyone for a first-rate event organised for the village.
- 8.2 **Dog fouling** – Mrs Jeffreys said dog fouling is a problem for the village not specifically in one area and, following some guidance received from NNDC, suggested more information, data and evidence may need to be gathered by parishioners and PC. Mrs Jeffreys proposed to put together a plan of action to discuss at the next meeting. Mrs Plowman seconded. All in favour. **ACTION: Mrs Jeffreys to submit plan of action for next meeting.**
- 8.3 **Any other Environmental issues** – No issues raised.

9. Correspondence

- 9.1 **To discuss high light levels on Long Lane** – Mr Roberson provided an update following a discussion with the FloGas site manager. He explained lower lighting is on during working hours of approx. 5.30am-8.30pm and after being asked to alter the angle of the lighting to lessen the glare on the roads and surrounding areas, the manager refused. Dr Bacon suggested the PC should contact staff higher than the site manager. Mr Harris proposed as this has been discussed for around 3 years and the complainant's amenity has been affected, the PC should contact NNDC's Senior Environmental Protection Officer, NNDC Planning dept and FloGas higher office.
ACTION: Mrs Jeffreys to draft letter.
- 9.2 **Update on potential new noticeboard** – Mr Edwards advised various quotations and designs have been received and sent to the Cllrs. He suggested the Cllrs review the designs and give their preferred options to the Clerk. **ACTION: Mr Edwards proposed to do more research for discussion at the next meeting.**
- 9.3 **Update re correspondence regarding renaming of Cannon Wake Court compensation** – Mr Harris advised a response had been received from NNDC and described the situation as shoddy. Following a long discussion, Mr Harris proposed Mr Edwards draft letters to NNDC and to the church advising this has been shoddily handled and the residents should be given practical help if required and not just the offer of a phone call. Mrs Plowman seconded. Dr Bacon declared an interest as a member of the diocese safeguard group and abstained from the vote. Majority in favour, with two against. **ACTION: Mr Edwards to draft letters.**
- 9.4 **Elderbrush Lane parking** – A complaint had been received regarding residents parking on the junction triangle with parked cars obscuring the road. It was agreed this is a traffic safety factor. A parishioner advised the bank is being eroded as cars have to drive around parked cars. They added, NCC and Highways are part responsible as they tarmacked onto part of the field allowing the cars to park in the road, even though the road was/is a single track. Mr Harris proposed Dr Bacon draft a letter to the Police and copy Highways. Mrs Jeffreys seconded. All in favour. **ACTION: Dr Bacon to draft letter.**
- 9.5 **Any other correspondence** – Mr Edwards said a parishioner had contacted him asking for permission to put a skip on a grass verge, which he believed belonged to the PC. It was confirmed the land did not belong to the PC and, therefore, are unable to authorise permission.

10. Finance

- 10.1 **Update re closure of Barclays bank account** – The Clerk confirmed, thanks to Dr Bacon, the Barclays account has finally been closed and the balance transferred into Lloyds.
- 10.2 **To discuss 2024 Budget/Precept** – Budget variations have been distributed to the Cllrs, which consider capital items the PC have previously discussed they would, ideally, like to purchase for the village. As information provided by NNDC on the precept payments are unclear, it was agreed the Clerk would contact NNDC for further clarification. **ACTION: Clerk to confirm precept calculations and provide Cllrs with budget variations. Cllrs to review all basic costs and respond to Clerk prior to the next meeting.**
- 10.3 **To note Bank Reconciliation** – The bank reconciliation had been distributed to the PC & Mr Harris proposed approval. Mrs Jeffreys seconded. All in favour. Chairman duly signed.
- 10.4 **To note Accounts to date** – The accounts to date had been distributed to the PC & Mr Harris proposed they be approved. Mrs Jeffreys seconded. All in favour. Chairman duly signed.
- 10.5 **To approve Payments** – Payment list supplied to all prior to meeting. Mr Harris proposed payments be approved. All in agreement to proceed and cheques duly signed.
Cheque 000023 – Clerk salary for November (including mobile phone, refund of PAYE payment made to PC behalf, stationery, and back-dated pay rise).
Cheque 000024 – The Broads Society - £16.00
Cheque 000025 – Garden Guardian – Playing field and children's play area yearly grass cutting - £2032.80 inc vat
Cheque 000026 – NALC Allotment training (Ms Johnson) and the trainer's travel expenses for PC training held in June and July - £84.60

A cheque request for £300.00 payable to the VHMC was rejected, as the invoice stated VH annual rent from Sep23 – Sep 24 and it was agreed payment would be made from Dec23.

ACTION: Clerk to contact VHMC for invoice to be amended.

10.6 **Any other financial matters** – No other financial matters.

11. Appointment of two Catfield United Charities Trustees – The PC had received 3 applications. The PC were handed voting slips for completion, which were passed to the Clerk. Dr Bacon handed his slip directly to the Clerk as evidence he did not vote for himself. To avoid confliction, due a connection to an applicant, Mr Edwards did the same. The result was: Dr Bacon - 3 votes, Ms Croft - 5 and Mr Read - 7 votes. Mr Harris declared Ms Croft and Mr Read as two new Trustees. Mr Harris expressed appreciation to Dr Bacon for his service for over 30 years, to the Poor's Trust.

12. Discuss Recreation Ground Inspection Report – Mrs Jeffreys has been reviewing different playground options, allowing for sustainability, full accessibility and wheelchair access, and including installation, the costs are approximately £30k, excluding any grant funding. **ACTION: PC to consider costs and precept implications at the next meeting.**

13. Review of Bus Services – Mrs Jeffreys is gathering evidence and will submit information to the PC, to support the Council's Milestone case.

14. Discuss and approve quotes for the 2024 grass cutting contract – The Clerk had circulated quotes to the PC. Mr Harris proposed to continue with the current contractor, as the quote was satisfactory and the PC are satisfied with his work. All in agreement. **ACTION: Clerk to confirm to contractor.**

15. Progress reports for information

15.1 **All Saints Church** – Dr Bacon advised there are lots of Christmas events listed in the magazine.

15.2 **Poor's Trust** – Mrs Jeffreys welcomed the 2 new trustees and confirmed they are working to increase the Trust's digitalisation via a website and social media page and are currently gathering names for the distribution.

15.3 **Village Hall** – A parishioner advised some flooring in the VH will be repaired in January. The main hall floor will be polished, and an electrical inspection will be carried out in the new year. Dates should not affect PC meetings. Mrs Briscoe said wheelchair access to the VH could be improved. **ACTION: Mrs Briscoe to provide wheelchair suggestions to Mrs Jeffreys for VHMC discussion.**

15.4 **Allotments** – Ms Johnson advised she had completed a NALC allotment course and confirmed a fourth plot has been rented for £25, to stay in line with the other renewals. A black oil tank appears to have been left/dumped on one of the plots.

15.5 **Any other reports** – None received

16. Matters for next Agenda and information

Date of the next meeting scheduled for **3rd January 2024.**

Meeting finished at 10.09 pm.

Chairman Signature: _____

Date: _____

Chairman Name: _____