

MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on
WEDNESDAY 3rd JANUARY 2024 IN THE VILLAGE HALL

Attendance: Mr Harris (Chairman), Ms Johnson, Mr Edwards, Mr Snelling, Dr Bacon, Mrs Briscoe, Mr Jordan, Mr Roberson, Cllr Taylor (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: 19.02

1. Apologies and approval of absences

Apologies received and accepted from Mrs Jeffreys and Mrs Plowman. Dr Harris did not attend.

2. Declarations of interests

Mrs Briscoe declared an interest in Ludham Road. Ms Johnson declared an interest in the school.

3. To approve as accurate Minutes of the previous meeting – The landowner of the Mushroom site requested the Minutes be amended to reflect that she did not agree that a footpath is needed but if a footpath is required, it should be on the Milestones/residential side. Mr Harris proposed the Minutes be approved. Mr Edwards seconded. All in favour and the Chairman duly signed.

4. Public participation session (10 minutes)

4.1 **Public** – representatives from Catfield Primary School were present to advise of recent flooding. They said the school was initially flooded in December, when they were able to claim funds to replace damaged floors, heating etc, via their insurance policy. Due to further heavy rain, the school flooded again this week and as a claim had been made for flood damage they are now no longer covered for flooding. They explained the school field was flooded, which run onto the playground and then into the school. If it had not been for volunteers the school would have closed. After a long discussion the PC were very sympathetic, and Mr Harris proposed a) the PC contact the local farmer to request help to dig a diversion ditch around the school b) the PC contact the flood team at NNDC and c) to safeguarding the children, the PC will contact the education dept and also to the emergency flood team at NCC and copy in the EA. Mr Roberson seconded. All in favour. **ACTION: Mr Jordan to contact farmer. Cllr Price to contact NCC's education and flood team. Clerk to contact NNDC flood team.**

4.2 **Cllr Taylor** advised Duncan Baker MP is holding a public flood meeting at 7pm on 2nd February at Hickling Barn Community Centre. Mr Harris stressed how frustrating it is not to receive responses from NNDC and Cllr Taylor agreed and said it was equally frustrating for them and something is clearly not working properly as information is not forthcoming. The PC discussed whether making an official complaint would help or hinder and agreed Cllr Taylor chase the officers for updates and advise them the PC are considering making a formal complaint.

4.3 **Cllr Price** said he has been extremely busy trying to get support in the right places for flooding issues. Other issues to be addressed under each item.

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. **ACTION: Cllr Bayes to advise following Feb meeting**
- b. St Catherines Avenue - Dogs roaming. CUC liaising with owner and fence to be erected. Agreed to keep as action point for PC follow up. **ACTION: CUC to update**
- c. Other Highways Issues - Repaired potholes on The Street are sinking (advised at Sept meeting). Cllr Price to confirm A) NCC criteria for claiming re damaged tyres and how many claims did they pay last year. B) why a contractor cannot be given immediate authorisation to repair another

pothole in the same street. C) To highlight potholes should be repaired correctly the first time. Mrs Jeffreys to report pothole on The Street. Cllr Price to update re 3 action points. **ACTION: Carried forward to February**

- d. Planning – Follow on from meeting with Assistant Director of Planning. Mr Harris drafted letter to Mr Williams. To be discussed under item 6.1
- e. Mobile Home on School Rd/Ludham Rd land. 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 drafted letter to the PEO, as per the proposal. To be discussed under item 6.2
- f. Malthouse Corner - Mrs Briscoe to draft letter to HSE - To be discussed under item 6.4
- g. Mushroom Site - Mr Harris & Mrs Jeffreys to have 2nd meeting with the landowner - To be discussed under item 6.5/6.6
- h. Parish Partnership Application & Bus Shelter - Application submitted. Wait to hear around March. No further action required.
- i. D-Day Road Beacons Event - PC to consider options. To be discussed under item 7.2
- j. Other Highways Issues – Local Flooding - Clerk forwarded list of flooded roads to Cllr Price.
- k. Dog Fouling - Mrs Jeffreys to submit plan of action for next meeting - to be discussed under 8.2
- l. High Light levels on Long Lane - Mrs Jeffreys to draft letter - To be discussed under item 10.1
- m. New Noticeboard - Mr Edwards to do more research - To be discussed under item 10.2
- n. Canon Wake Court compensation and plaque - Mr Edwards to draft letters to NNDC and the diocese. To be discussed under item 10.3
- o. Elderbush Lane Parking - Dr Bacon to draft letter to the police - To be discussed under item 10.4
- p. Budget/Precept Clerk to confirm precept calculations and provide Cllrs with budget variations. Cllrs to review all basic costs. To be discussed under item 9.1
- q. Payments - Clerk to contact VPMC to amend VH rent invoice - Actioned.
- r. Recreation Ground - PC to consider costs and precept implications - To be discussed under 11
- s. Review of Bus Services - Mrs Jeffreys is gathering evidence and will submit information to the PC, to support the Council's Milestone case - To be discussed under item 12
- t. Grass Cutting - Clerk to confirm to contractor - Actioned.
- u. VH - Mrs Briscoe provided wheelchair suggestions for VPMC. To be discussed under 14.3

6. Planning

- 6.1 **Any update following planning meeting with new Assistant Director of Planning** – Mr Harris confirmed a letter was sent and still no response from the new AD.
- 6.2 **Any update re siting of mobile home on land off School Road/Ludham Road** – Mr Harris advised of a response from the Planning Enforcement Officer (PEO) confirming he revisited the site on 14th December and noted new hardcore at the entrance and advised the case is on the enforcement panel agenda on 9th January. A parishioner advised that a large cage structure has been erected and added the owners constantly have bonfires and burnt thick sheets of black polythene, which smelt horrendous. Mr Harris asked the parishioners to confirm recent events to the PC and proposed the PC write, before the 9th Jan, outlining these instances. **ACTION: Mr Edwards to draft letter. Clerk to send before 9th Jan.**
- 6.3 **PF/23/2004 - Any update - Retrospective planning and other issues regarding Store Galore Containers** – Cllr Taylor confirmed no update received.
- 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 thanked Mrs Briscoe for her drafted letters, stressing concern that the consultation between NNDC and HSE was just a 'tick-box' exercise and that their responses were inadequate and again highlighted the proximity of the hazard zone to the site and requested a proper inspection. A FOI request has also been sent requesting the original planning documents for Flogas.
- 6.5 **Any update re Milestones** – Mr Harris advised he and Mrs Jeffreys met with the owner's father and they had a constructive meeting where he made good analytical points about the overdevelopment of Milestones.

- 6.6 **Brownfield Development – Cllr Price initiative on Mushroom site** – Cllr Price explained as part of the County Deal, NNDC will get £7million to develop brownfield sites into housing and as the PC had previously mentioned of potential housing on the Mushroom site, he directly contacted the Finance Director at County to say there may be potential use in Catfield. He also emailed the same to the CEO of NNDC, who responded quite negatively saying Catfield is strategically placed as a local centre of employment in the district. Cllr Price also confirmed he had spoken to the landowner explaining the reason why this had been added to the agenda. As a commercial proposition, Mr Edwards queried what the money would be used for and Cllr Price was unsure at this time. It was discussed that Cllr Price stepped in too rapidly and, if discussed with the PC first, they could have provided more background information, which the CEO is unaware of. Mr Harris proposed the PC draft a letter, clearly highlighting the background and then Cllr Price should suggest a meeting with the CEO, Mr Harris and Mrs Jeffreys to discuss the proposal. Mr Edwards seconded. All in favour. **ACTION: Mr Harris and Mrs Briscoe to draft letter within 2 weeks. Cllr Price to request meeting and confirm how the financial support would be used.**
- 6.7 **Affordable Housing in Catfield** – Added to the agenda at the request of NNDC. Cllr Price emphasised it is not just affordable housing but exception housing schemes, which is based on a point scoring scheme, with more points being awarded for having ties to the village. Following on from the discussion, Mr Harris proposed the PC respond with a limited reply referring to the proposed Milestones development which does not incorporate any affordable housing and that the PC are not anti-housing per se as they are seeking to get housing opposite Milestones. Mr Edwards seconded. All in favour. **ACTION: Mr Edwards to draft response.** Cllrs Price and Taylor left the meeting.
- 6.8 **Any other planning matters** – None raised.

7. Highways & Road Safety

- 7.1 **Any update of possible pedestrian verge alongside the Mushroom site** – Discussed earlier.
- 7.2 **Discuss possible D-Day Road Beacons event** – Mr Edwards explained although a worthwhile event, the cost commitment to the parish for a beacon was quite expensive which the PC feels is not the best value for money. He added he may continue to explore the possibility of an event, but outside the remit of the PC. No further PC action.
- 7.3 **Any other Highways or road safety issues** – None raised.

8. Environmental

- 8.1 **Catfield Environmental Group Updates** – A report had been received advising as no meeting had been held in December, there was nothing new to report to the PC.
- 8.2 **Dog fouling** – As Mrs Jeffreys is not present to advise of the plan of action, this is deferred to the next meeting.
- 8.3 **Any other Environmental issues** – None raised.

9. Finance

- 9.1 **To discuss and approve 2024 Budget/Precept** – The Clerk had prepared various examples of budgets & precept suggestions to the PC prior to the meeting. After discussing each option, Mr Edwards adopt the budget and proposed to proceed with a precept of £24000, which accounts for inflation on all essential expenses and will allow the PC funds to provide a new bus shelter outside the VH and a new noticeboard. Ms Johnson seconded. All in favour. Budget adopted. **ACTION: Clerk to send final version to all Cllrs for final checks and, providing no alterations needed, confirm precept to NNDC.**
- 9.2 **To approve Payments** – Payment list supplied to all prior to meeting. On sending a revised invoice, the VH had said they intend to increase the monthly rent from September. Mr Edwards proposed the PC pay the agreed £25pm for the full year, until December and then if the VH wish to renegotiate they can then, but not before. Mr Harris seconded. All in favour. **ACTION: Clerk to advise VHMC of the proposal.**
Cheque 000027 – VHMC – Hire of VH for meetings for one year, wef Dec 2023 - £300

Cheque 000028 – Clerk salary for December (including mobile phone)

Cheque 000029 – HMRC – Employers insurance - £14.93

Cheque 000030 – NALC – Councillor training course for Mr Roberson - £36.00

Mr Harris proposed all payments be approved. All in agreement to proceed and cheques duly signed.

9.3 **Any other financial matters** – None raised.

10. Correspondence

10.1 **Update re high light levels on Long Lane** – As per the last meeting, letters have been sent and no response received. **ACTION: Clerk to follow up for next meeting.**

10.2 **Update on potential new noticeboard** – Designs and quotes distributed by Mr Edwards to the PC for review at next meeting.

10.3 **Any update re correspondence regarding renaming of Cannon Wake Court compensation** - As per the last meeting, letters have been sent and no response received. **ACTION: Clerk to follow up for next meeting**

10.4 **Update re Elderbush Lane parking** - As per the last meeting, letters have been sent and no response received. **ACTION: Clerk to follow up for next meeting**

10.5 **Any other correspondence** – None received.

11. **Discuss Recreation Ground Inspection Report** – As Mrs Jeffreys is leading the topic, this is deferred to the next meeting.

12. **Any update re Review of Bus Services** – Mrs Jeffreys is gathering information, so this will be deferred to the next meeting.

13. **Parish Highlights in Catfield News** – Mrs Jeffreys usually supplies Minute highlights to the magazine but is unable to continue. Mrs Briscoe offered to take over the role if Mrs Jeffreys can continue for one more month. **ACTION: Mrs Briscoe to discuss with Mrs Jeffreys.**

14. Progress reports for information

14.1 **All Saints Church** – Dr Bacon confirmed there is nothing to report.

14.2 **Poor's Trust** – Mr Jordan confirmed the distribution went well before Christmas.

14.3 **Village Hall** – Mrs Briscoe provided suggestions how disabled parking and access to the hall could be improved and Mr Harris proposed, as Ms Johnson offered, she carries out research into the possibility of grants to help fund. Mr Jordan seconded. All in favour. **ACTION: Ms Johnson to liaise with Mrs Briscoe and research funding options for disabled parking and access.** A parishioner advised the VH floors will be replaced, and the hall will be closed for one week from 8th Jan. Ms Johnson added the Christmas event was well attended and everyone enjoyed themselves.

14.4 **Allotments** – Ms Johnson advised she had taken photos of a plastic oil tank that had been left on the allotment. Nothing else to report.

14.5 **Any other reports** – No other reports. Mr Snelling mentioned the VH curtain rail appears to be hanging out the wall.

15. Matters for next Agenda and information

To confirm the date of the next meeting, scheduled for **7th February 2024.**

Meeting finished at 9.25 pm.

Chairman Signature: _____

Date: _____

Chairman Name: _____