

MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on
WEDNESDAY 6th MARCH 2024 IN THE VILLAGE HALL

Attendance: Mr Harris (Chairman), Mr Jordan, Mr Edwards, Mrs Jeffreys, Mr Roberson, Mrs Briscoe, Dr Bacon, Mrs Plowman, Mr Snelling, Cllr Taylor (District Councillor), Cllr Price (County Councillor), Mrs Cunningham (Clerk) and twelve 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 Ms Johnson and Dr Harris.
2. **Declarations of interests** – Mrs Briscoe declared an interest in item 6.1 and Dr Bacon for item 9.2.
3. **To approve as accurate Minutes of the previous meeting** - Mr Edwards noted a typo in item 5j, where the agreed figure was actually £250 for one year. Mrs Jeffreys proposed the Minutes be approved. Mr Jordan seconded. All in favour and the Chairman duly signed.

As he had to leave the meeting early, Cllr Taylor requested item 6.6 be brought forward on the agenda. This was agreed by all.

- 6.6 Any update re Milestones** – Cllr Taylor advised he received notification on 1st March that Milestones application was going before the Development Committee on 7th March. He explained, due to such short notice and general unacceptable communication by the Planning Officers, he asked Democratic Services Team to recall the application from the meeting. This was refused and told the only way to defer the application, is for this to be voted on by the Committee. Mr Harris proposed the PC give the DC's full support to take the case through to a deferment and if this fails the PC will support Cllr Taylor to contact the press and make a formal complaint to achieve the best results. Mrs Jeffreys seconded. All in favour. Mrs Briscoe agreed to attend the Committee on behalf of the PC and will be allowed 3 minutes to speak. When discussing this content, Mr Harris proposed the PC have not been given proper notice, the PC feel very badly and give 150% support to our 2 DC's. He added due to NNDC incompetence, the PC have not had sufficient time to comment on the NNDC proposal and would like to do a proper analysis and there are other issues that have arisen in the meantime. Mr Edwards seconded. All in favour. **ACTION: Mrs Briscoe to attend Development Committee meeting to request deferment.**

Before he left, Cllr Taylor added, he and Cllr Bayes joined CEG for a litter pick, which was a resounding success.

- 8.2.1 Flooding and related Sewage Issues - Catfield Primary School** – Two representatives of the school were present to address PC concerns, and Mr Harris allowed them to speak earlier on the agenda. They said they appreciate the support and consideration given to the current issues and advised there have been multiple flooding events where the playground and surrounding areas fill with water. This goes into the school, sewage backs up and there have been problems with toilets and occasionally the school had to be closed. They added there is an ongoing process to address these issues which is complicated by the fact, the school is changing from a local authority to a member of St Benet's Multi Academy Trust. This is on schedule to complete from 1st April and are confident all areas are being discussed and have no concerns the school will be left in a difficult position. They advised the transfer agreement refers to both historical and future liabilities and as part of the arrangements there is an indemnity policy in place from the Dept of Education. The PC listened to the assurances given by the school's representatives and said they would be noted in the Minutes. There is no further action required from the Parish Council, at this time.

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

4.1 Public – A parishioner thanked CEG for the display of daffodils around the village.

4.2 Cllr Taylor – Discussed earlier.

4.3 Cllr Price advised Catfield PC have been awarded funding toward the cost of a new bus shelter and he was thanked by Mr Harris. Since October, this is only the 4th day there has not been a flood alert on the broads and advised riverlevels.uk is useful for flooding information and provided background information regarding the Broadland Futures Initiative (BFI). He added the Internal Drainage Board (IDB) are gathering information between now and 15th April and they want any local knowledge on our river system to help produce a better modelling program.

5. Matters Arising

- a. Report on actions from the previous meeting;
- b. Public Participation – Dangerous telephone pole. Clerk reported the pole and Openreach confirmed poles run about 6 feet underground so are safe. No further action.
- c. Cllr Bayes – Internal Drainage Board. Cllr Bayes had confirmed Kings Lynn office had closed & docs transferred to other office.
- d. St Catherines Avenue - Dogs roaming – Mr Jordan confirmed this has been booked in for completion. Agreed to keep as action point for PC follow up. **ACTION: CUC to provide update**
- e. Other Highways Issues - Repaired potholes on The Street are sinking (advised at Sept meeting). Cllr Price to confirm A) NNC criteria for claiming re damaged tyres. 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 had yet to report pothole, but Mr Harris added anyone can book this online. Cllr Price advised Norfolk is the 2nd best county for potholes in England. **ACTION: Mr Harris to forward Cllr Prices response to all.**
- f. Mobile Home on School Rd/Ludham Rd land (carried forward from Dec) – 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. Mrs Jeffreys has decided not to pursue issue and therefore no further action
- g. Mobile home on School Rd/Ludham Rd - Mr Edwards to draft response to planning. Actioned.
- h. Dog Fouling - Carried forward from Dec - Mrs Jeffreys to submit plan of action for next meeting. Mrs Jeffreys has decided not to pursue.
- i. Recreation Ground Inspection Report – As there are no dangerous issues and as the next inspection is due in June, item to be removed until receipt of new inspection report.
- j. Review of Bus Services - Mrs Jeffreys had reviewed the service and was satisfied with result, therefore no further action currently required.
- k. Village Hall - Mrs Briscoe to provide wheelchair suggestions to Mrs Jeffreys for VHMC discussion - To be discussed under item 15
- l. Malthouse Lane caravan site - Cllrs to review HSE report - To be discussed under item 6.3
- m. Brownfield Development - Cllr Price requested Mr Blatch meeting. To be discussed under item 6.7
- n. Road blockage due to farm vehicles Dr Harris drafted letter to farmer. For discussion under item 7.1
- o. FloGas – High light levels on Long Lane - Mr Harris to draft letters to PEO, Flogas HO and Highways - Actioned. To be discussed under item 7.2
- p. Primary School Flooding issues - Mrs Plowman drafted letters. To be discussed under item 8.2.1
- q. Wood St/Plumsgate Rd/Catfield Staithe - Clerk to email EA,AW,NE,NWT and BA - Actioned. To be discussed under items 8.2.2&.3
- r. Dog Fouling - Agreed to defer topic to next meeting - To be discussed under item 8.3
- s. Savings Accounts - Stalham to forward savings rates. Clerk to review and forward to PC. Actioned. To be discussed under item 10.5
- t. New Noticeboard - Clerk to obtain quotes and Mr Edwards to discuss with CEG re contribution - To be discussed under item 9.4
- u. Canon Wake Court compensation - Mr Harris to draft letters to the Church and NNDC. Mr Edwards to draft letter to residents - Actioned. To be discussed under item 9.2

6. Planning

- 6.1 Any update re siting of mobile home on land off School Road/Ludham Road** – There is an application for a Lawful Development Certificate (LDC) for the existing use of land as garden/residential. A parishioner advised they have submitted statements, stating there is no photographic evidence to support the claim other than the google map images. Mrs Briscoe advised the parishioners if they wish to dispute the claim they need to review and dispute each photograph specifically and Mr Harris added they could obtain the holding number as proof of agricultural use. No further action for the PC at this time.
- 6.7 Cllr Price requested item 6.7 be brought forward. Brownfield Development – Cllr Price initiative on Mushroom site.** The PC had received a response advising Sandra King would convene a meeting. Cllr Price advised following the NNDC internal meeting to be held on 11th March, he will obtain dates for a joint meeting with NNDC and the PC. Mr Harris proposed the PC support Cllr Price to obtain the date for a meeting with NNDC. Mr Jordan seconded. All in favour. **ACTION: Cllr Price to obtain meeting date.**
- 6.2 PF/23/2004 - Any update - Retrospective planning and other issues regarding Store Galore Containers.** A parishioner provided an update and said he had responded re a previous traffic survey but there has been no follow-up since. Mr Harris asked the parishioner to list the faults of the surveys, then this will be added to the agenda for further discussion.
- 6.3 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).** Following a discussion, it was agreed Mrs Briscoe would revisit the documents and provide guidance how best to proceed. Dr Bacon added for the last several weeks there has been one portacabin, one mobile home and two caravans on the site. A parishioner advised someone is living in the yard behind, in a caravan, for around the last 5 years.
- 6.4 PF/24/0336 - 15 Long Lane, Catfield - Two storey rear extension to dwelling** – Dr Bacon said neighbouring houses had similar extensions and there is a significant gap to the property boundary. Mrs Jeffreys proposed no objection from the PC. Mr Harris seconded. All in favour. **ACTION: Clerk to submit 'no objection' to planning dept.**
- 6.5 TPO/24/1040 – Tree Preservation Order - Land at Catfield Hall, Fenside, Catfield** – Mr Harris said he had suggested to the Tree Preservation Officer at NNDC to look at the trees in the area and she has put a TPO on a number of trees, subject to any complaints. Mrs Jeffreys proposed support of the TPO. Mrs Plowman seconded. Mr Harris abstained and all others in favour. **ACTION: Clerk to respond to the Tree Preservation Officer advising the PC unanimously to support the TPO**
- 6.6 Any update re Milestones** – Discussed after item 3 but Dr Bacon added, if the planning application goes ahead, they have to spend funds on provisions of various facilities, either on site or elsewhere. He said if the application does proceed the PC need to ensure NNDC utilises the funding in Catfield.
- 6.8 Any other planning matters** – Sutton PC have asked the PC to review a planning application received regarding Sutton Hall. Mrs Jeffreys proposed the application has no impact on Catfield and is too far from the parish to give a valuable contribution. Mr Snelling seconded. All in favour. **ACTION: Clerk to advise Sutton PC.**

7 Highways & Road Safety

- 7.1 Road blockages/closures due to farming vehicles** – The PC had written to the landowner and received a response. Mr Harris noted the landowner had not answered the questions regarding signage and delays, but the PC agreed not to pursue. No further action.
- 7.2 Update re FloGas - High light levels on Long Lane** – Although the PC had received no responses to the letters sent, Mr Edwards said there does seem to be an improvement.
- 7.3 Further update re possible car parking arrangement for playing field** – Mr Edwards said the sign seems to be working well and there is no evidence the parking has been abused. No further action.
- 7.4 Any other Highways or road safety issues** - None

8 Environmental

- 8.1 Catfield Environmental Group Update** – A parishioner advised they had 19 volunteers for a community litter pick and they collected an appalling amount of litter. The next footpath walk will be at 10am on 13th April. Start point to be advised. Additional anemones were planted at Jubilee Corner and the

daffodils have come up nicely. They are seeking advice to put an interpretation board at Sandholes and plan to hire a skip and clear the site, later in the year. Trend Marine has agreed to the CEG planting additional hedging along their fence on Sutton Rd. The CUC will be discussing a proposal for a community orchard at the allotments at their next meeting. The next bingo sessions are on 22nd March and 26th April, and the plant/garage sale on the 19th May.

8.2 Flooding and related Sewage Issues

8.2.1 Catfield Primary School – Discussed earlier.

8.2.2 Catfield Staithe – Mr Harris said the PC received good responses re this and Wood St/Plumsgate Rd explaining the high ground water coupled with the surface water flooding knocked out all the units. He added this is relevant to any development in the village as there is a risk with the high ground water table. Two important sewage sites were blown out by what happened, and the residents have had terrible circumstances. Mr Harris proposed the PC support the CUC when they address the staithe issue. Mr Edwards seconded. All in favour.

8.2.3 Wood Street/Plumsgate Road – Discussed with 8.2.2

8.3 Dog fouling – Mr Harris confirmed his cattle had neospora due to them eating dog mess. He added the dog walk is discretionary and if they have continued problems with the cattle, they would have no other option than to close it. Mrs Jeffreys suggested an article be placed in the magazine advising people of the dangers and that signs should be placed on the gate. Mr Harris agreed to ask the vet to write an article for the magazine. Mrs Jeffreys c/forward action point on this subject be removed.

8.4 Any other Environmental issues – Dr Bacon said the track down to Wood End Staithe has a ‘footpath closed’ sign by the oil spillage and asked the CUC if they had erected them. The CUC were not aware of the closure and Mr Harris said he believes the EA did it due to the oil leak.

9 Correspondence

9.1 Site clearance on field at end of Lea Road – Mr Harris explained parishioner concerns had been raised due to the site clearance. NNDC were advised and two visits to the site were carried out. The NNDC Environmentalist, Ben Jervis, advised there may be a potential breach of the Forestry Act, which will prompt the Forestry Commission to investigate and re removal of the hedgerow, he added, notice would have been required to be submitted to the Council. The landowner was present and said he had permission from NNDC before the trees were cut down. Then 4-5 days into the job, he was contacted by NNDC telling them to stop but it was too late as the trees were already down. When a parishioner mentioned the fire on site, the parishioner apologised and added other landowners also had fires at the same time. Mr Harris summarised, it is being investigated as to whether any laws have been broken and currently there is nothing further the PC can do.

9.2 Any update re correspondence regarding renaming of Cannon Wake Court compensation – Mr Edwards advised he had delivered the PC letter and there are currently four residents who say they have not received the compensation. He added he will need to intervene to help the vulnerable residents. Mr Harris congratulated Mr Edwards on his success so far. **ACTION: Mr Edwards to liaise with NNDC and residents.**

9.3 Recreation Field Hedge cutting – Following a request regarding hedge cutting on Ludham Road, Mr Jordan advised as it is not a safety issue and it has gone past the cutting period, this should be left until the next hedge cutting season plus as the ground is wet, the tractor will make too much mess. **ACTION: Diarise for next hedge cutting season.**

9.4 Any update on potential new noticeboard – Mr Edwards advised, as the Clerk had sourced a Norfolk supplier, and he will visit the company before the next meeting. **ACTION: Mr Edwards to visit supplier and so defer item to next meeting.**

9.5 Any other correspondence – In response to two emails received regarding the precept increase, Mr Harris proposed the Clerk send them the PC budget showing the 3 main costs – a new bus shelter, a new noticeboard and some care on the playground. When discussion of whether full minutes should be printed in the magazine, it was agreed it was not necessary. **ACTION: Clerk to respond as per proposal.**

10 Finance

10.1 To review and Bank Reconciliation – Mr Harris proposed reconciliation correct. All in favour.

- 10.2 To review and agree Accounts to date** – Mr Harris proposed the accounts be noted. Mrs Jeffreys seconded. All in favour.
- 10.3 To discuss and agree Internal Auditor** – Mr Harris proposed the PC proceed with the same auditor as last year. Mrs Jeffreys seconded. All in agreement to proceed with Mo Anderson-Dungar. **Action: Clerk to instruct**
- 10.4 To approve Payments** - Payment list supplied to all prior to meeting. Mr Harris proposed payment be made. Mrs Jeffreys seconded. All in agreement to proceed and cheque duly signed.
Cheque 000033 - Clerk salary for February (including mobile phone)
- 10.5 To discuss possible Savings Account** – Details of various options provided to the PC prior to the meeting. The Clerk explained the options and Mr Harris proposed to proceed with a new Nationwide 35-day notice savings account. Mr Edwards seconded. All in favour. It was agreed to use the same signatories. **ACTION: Clerk to forward T&C's and account opening documents to all to enable the forms to be completed at the next meeting.**
- 10.6 To review Asset Register** – All Cllrs had received and seen the Asset Register which was sent to all prior to the meeting. Only new item is an external hard drive. Mr Harris proposed approval of the register. Mrs Jeffreys seconded. All in agreement and register approved.
- 10.7 Any other financial matters** - None
- 11 Review Risk Assessment** – Mr Jordan said a risk assessment should be carried out for the bus shelter. **ACTION: Risk assessment of bus shelter to be carried out. Review amended document at next meeting.**
- 12 Communicating and conducting business between meetings** – The subject had been raised by Mr Edwards and due to the time now, it was agreed to defer to the next meeting. Mrs Jeffreys proposed the PC forward their thoughts by email to Mr Edwards for him to consolidate prior to the next meeting. **ACTION: Parish Councillors to respond in writing before the next meeting with their comments.**
- 13 Salvation Army clothing recycling bin removal** – Sutton have notified the PC they are removing their Salvation Army clothing bin. It was agreed Catfield PC have no objection.
- 14 Progress reports for information**
- 14.1 All Saints Church** – Dr Bacon advised there is no update.
- 14.2 Poor's Trust** – Mr Jordan confirmed the website is now live and following on from the last PC meeting, the updated Trustee's and contact details will be in the next magazine.
- 14.3 Village Hall** – Mrs Jeffreys advised the kitchen and porch flooring has been replaced but due to a manufacturers fault, the kitchen floor will be replaced. Mrs Plowman added the outside light doesn't work properly, as you have to come into the building to turn it on. **ACTION: Clerk to investigate website request. Mrs Jeffreys to discuss outside light with VHMC.**
- 14.4 Allotments** – No update
- 14.5 Any other reports** - None

Matters for next Agenda and information.

The date of the next meeting is scheduled for **3rd April 2024**.

Meeting finished at 10.18 pm.

Chairman Signature: _____

Date: _____

Chairman Name: _____