

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

Attendance: Mr Harris (Chairman), Mr Jordan, Mr Edwards, Mrs Jeffreys, Dr Harris, Mr Roberson, Mrs Briscoe, Dr Bacon, Mrs Plowman, Ms Johnson, Cllr Bayes (District Councillor), Mrs Cunningham (Clerk) and twelve members of the public.

The meeting is being recorded for the purpose of producing the minutes.

Meeting started: 19.03

- 1. Apologies and approval of absences** - Apologies received and accepted from Mr Snelling, Cllr Taylor and Cllr Price.
- 2. Declarations of interests** - As a neighbour, Ms Johnson declared an interest in Milestones (7.2) and Mrs Briscoe in Ludham Road (7.3)
- 3. To approve as accurate Minutes of;**
 - 3.1 The previous meeting** – Mrs Jeffreys proposed the Minutes be approved. Mr Roberson seconded. All in favour and the Chairman duly signed.
 - 3.2 The extraordinary meeting (20th March)** - Mrs Jeffreys proposed the Minutes be approved. Mrs Briscoe seconded. All in favour and the Chairman duly signed.
- 4. Public participation session (10 minutes)**
 - 4.1 Public** – No issues raised.
 - 4.2 Cllr Bayes** advised there is nothing much to report as much of their time has been taken up with the Milestones Development Committee (DC) meeting. Mr Harris asked if Milestones could be discussed at this point, to allow Cllr Bayes to leave earlier. This was agreed.
 - 7.2 Milestones** – Mr Harris thanked Cllrs Bayes and Taylor for their sterling work in trying to ensure this matter is handled professionally and he also thanked Mrs Briscoe and Mrs Jeffreys for their hard work in preparing a formidable 15-page report, which was submitted to the DC. Mr Harris read aloud his 3-minute speech, which he will make at the DC meeting, objecting to the development on behalf of the PC. He explained how badly NNDC had behaved, as in addition to having to wait 4 months to receive their report, they asked for our comments to be emailed by 25th March, which it was, and when the papers were circulated on 27th, the PC report had not been included. Cllr Bayes said, at the DC, Cllr Taylor would attack the data re mental health and marketing and speak re the process. His own speech will cover the lack of marketing and loss of employment. No proposal or action required. Cllr Bayes then left the meeting.
 - 4.3 Cllr Price** – Mr Harris read aloud an email from Cllr Price advising; He has chased Sandra King for meeting dates. The EA have brought in two engagement officers to the Broadland Futures Initiative (BFI). NCC will be supporting tree planting again and he will try to help CEG obtain some fruit trees. Ms Johnson was the first to reply re a spare SAM2 and, with approval of the proposed location, he will instruct installation. The cost for post and installation is £196, which he will cover from his personal Highways budget.
- 5. Matters Arising**

Report on actions from the previous meeting;

 - a. Milestones - Mrs Briscoe to attend DC meeting to request deferment. Actioned.
 - 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. CUC to provide update at next meeting.

- c. Other Highways Issues - Mr Harris forwarded Cllr Price email to all re A) NCC 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 be repaired correctly the first time. Actioned.
 - d. Brownfield Development - Richard Price to obtain meeting date - To be discussed under item 7.1.
 - e. Malthouse Lane caravan site - Mrs Briscoe to review documents and provide guidance how to proceed - To be discussed under item 7.5.
 - f. PF/24/0336 - 15 Long Lane - Clerk to submit 'no objection' to planning dept – Clerk actioned.
 - g. TPO/24/1040 – TPO Catfield Hall - Clerk to respond to Tree Preservation Officer advising the PC support the TPO. Actioned.
 - h. Sutton PC – Sutton Hall Planning App - Clerk to advise Sutton that planning application has no impact on Catfield – Clerk actioned.
 - i. Dog Fouling - Mr Harris to ask vet to write article for magazine on Neospora – Still to action. Mr Harris advised if there are more cases of Neospora, caused by cattle eating dog faeces, they may be forced to close the area to the public. **ACTION: Mr Harris to review situation and contact vet for magazine article.**
 - j. Canon Wake Court Compensation - Mr Edwards to liaise with NNDC & residents - For discussion 11.1.
 - k. Hedge Cutting - Clerk to diarise hedge cutting of Ludham Road for next hedge cutting season - Diarised.
 - l. New Noticeboard - Mr Edwards to visit potential supplier - To be discussed under item 11.2.
 - m. Other Correspondence – Emails re increase of precept - Clerk to respond - Actioned but further response received. To be discussed under item 11.4.
 - n. Internal Auditor Clerk to instruct last year's auditor – Clerk actioned.
 - o. Savings Accounts - Clerk to forward Nationwide account information to all - To be discussed under 12.2.
 - p. Risk Assessment - Risk Assessment to be carried out on new bus shelter - To be discussed under item 13
 - q. Communicating between meetings - Cllrs to respond with their comments - To be discussed under 10.
 - r. Salvation Army bin removal in Sutton - Clerk to advise the PC has no objections – Clerk actioned.
 - s. Village Hall - a) Mrs Briscoe to provide wheelchair suggestions to Mrs Jeffreys for VHMC discussion and Ms Johnson to liaise with Mrs Briscoe and research funding options for disabled parking and access. b) Clerk to investigate website request for VH page on PC website – Clerk actioned & awaiting information from VH to add. c) Mrs Jeffreys to discuss outside light with VHMC - To be discussed under item 15.3
- 6. Update on Swallowtail Federation** – The Chair of Governors for the school had provided an update, dated 25th March, which Ms Johnson read aloud. This advised they have had confirmation that all is in place for the transfer to be part of St Benet's Multi Academy Trust from 1st April. They recognised and shared the PC's concern for the school's financial stability if significant financial investment is needed to undertake flood mitigation works. In the event of a significant capital project being identified, St Benet's Trust would apply to the Department of Education who are the ultimate source of funding. She said they are in a better position because, as part of the Trust, they have an indemnity in place against damage, as a result of flood water. They thanked the PC for their interest and support. Mr Harris proposed the PC acknowledge the assurances made in the letter. Mrs Jeffreys seconded. All in agreement.
- 7. Planning**
- 7.1 Brownfield Development** – Cllr Price initiative on Mushroom site – Mr Harris explained the PC asked for a meeting with Steve Blatch (NNDC) requesting redesignation of the site for housing. Mr Blatch has requested Sandra King meet with the PC instead, along with their department heads. The PC is currently awaiting possible meeting dates. Mr Harris suggested the PC discuss a draft letter, that had previously been distributed, to send prior to the meeting. Following a long discussion, Mr Harris proposed removing Postwick reference and amend to the Northern Distributor Route. Mr Edwards seconded. All in agreement. After amending several points in the draft, Mr Harris proposed with agreed amendments, typo corrections and once Mrs Briscoe has proof-read the letter, the Clerk to send to NNDC on receipt of a meeting date. Mrs Jeffreys seconded. All in agreement. **ACTION: As per proposal.** Mr Harris suggested when a date is confirmed those involved in writing the letter should attend the meeting.
- 7.2 Update re Milestones** – Discussed within item 4.2.

- 7.3 CL/24/0354 - Update re siting of mobile home on land off School Road/Ludham Road** – Mr Edwards explained the application for lawful use failed and the next step is enforcement. The PC had been advised by NNDC that enforcement action will be taken in approx. 3 weeks. To be consistent to the policy we have had before, Mr Harris asked whether the PC should write to NNDC to say the PC would like them to pursue this now and advise us when completed. A parishioner began to discuss the reason for the erection of a boundary fence, however, Mr Harris advised this matter is not for the PC to discuss. Dr Bacon proposed the PC write to Mr Peacock (NNDC) to say the PC look forward to seeing the results of your actions in 3 weeks. Mr Jordan seconded. Majority in favour with one abstention. **ACTION: Clerk to email NNDC as per proposal.**
- 7.4 PF/23/2004 - Any update re retrospective planning and other issues re Store Galore Containers** – Mr Harris explained he has been looking at the papers and after speaking to neighbours, the PC need to try and conclude. He read aloud a pre-drafted letter to Planning explaining the disappointment that no progress appears to have been made, that sound and movement monitoring, commissioned by the applicant, is unconvincing and that 3 sites are being used as one. Mr Harris proposed the draft letter be sent to NNDC Planning. Mrs Jeffreys seconded. Majority in favour with one against. **ACTION: Clerk to send letter to NNDC.**
- 7.5 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)** – Mrs Briscoe said she will check whether a second HSE assessment has been completed. Mr Harris proposed Mrs Briscoe review and provide guidance how to proceed. Mrs Plowman seconded. All in favour. **ACTION: Mrs Briscoe to review the reports and guide the PC.**
- 7.6 PF/24/0425 - Demolition of existing single storey rear extensions and replacement with two storey extension on a similar footprint - The Hollies, The Street, Catfield** – Dr Bacon said the integrity of the main shop is staying the same. The long, low mid-20th century extension will be replaced with a modern design. Mrs Jeffreys considered the additional upstairs windows, but it is up to the neighbours to raise an objection, if necessary. Mr Harris proposed the application is acceptable. Mr Roberson seconded. All in favour. **ACTION: Clerk to update Planning.**
- 7.7 Broads Authority – Notice of two consultations** – Mr Harris advised this was added for information only, so everyone is aware of the upcoming consultations.
- 7.8 Any other planning matters** – None raised.

8. Highways & Road Safety

- 8.1 Village Hall Bus Shelter – complete paperwork** – Mr Harris confirmed the PC were awarded a grant contributing toward the cost of a new bus shelter and the purpose today is to sign the paperwork as acceptance of the grant. Mr Harris proposed the paperwork be signed. Mrs Jeffreys seconded. All in favour. Mr Harris signed, and Mrs Plowman witnessed the document. Mr Edwards raised concerns regarding the quality of the shelter and Mr Harris proposed Dr Harris lead a group to visit the bus shelter supplier to review the quality before an order is placed. All in agreement. Mrs Briscoe asked to be involved in the location to ensure VH accessibility. **ACTION: Dr Harris to arrange visit to the supplier.**
- 8.2 Any other Highways or road safety issues** – A parishioner wrote regarding the condition of the road in Dale Lane caused by farm vehicles. As the PC have previously written to other landowners regarding road conditions, Mr Roberson proposed the PC should write a polite letter to the farmer. All in favour. **ACTION: Mrs Jeffreys volunteered to draft the letter.**

9. Environmental

- 9.1 Catfield Environmental Group Updates** – A parishioner advised the next litter pick will be in September. The next footpath walk will start at the Church on 13th April (10am) where they hope to identify ancient trees and those that may be considered for a Tree Preservation Order. They're pleased with the tulips in the Jubilee Corner planters and wildflower plug plants are being delivered. Information is being collected for an interpretation board at Sandholes and

they thanked Dr Bacon for providing historical background. 3 out of 4 cars by Rugz and Matz are still to be identified. These need to be moved if hedging to be planted against the fence. Feedback is required from the CUC and PC on a potential community orchard at Catfield Common. CEG responded to an appeal from the school for help maintaining their garden and pond. Mrs Jeffreys run a workshop to review the groups ideas and there was a wish to broaden the group's remit and collaborate with other local groups. Next Bingo 26th April & Plant/garage sale on 19th May. **ACTION: Clerk to add 'to discuss potential orchard' to May's agenda.**

9.2 Update re Clearance of field at end of Lea Road – Mr Harris advised he has chased Ben Jervis at NNDC regarding the forestry commission but due to holidays, there is currently no update.

9.3 Flooding and related Sewage Issues

9.3.1 Catfield Staithe / Wood Street / Plumsgate Road – Mr Harris advised Anglian Water confirmed it was ground and surface water which knocked out the systems and said anyone wanting to develop at that end of the village would need to take that into account. He added the ditch into Plumsgate looked as though it was full of sewage.

9.4 Any other Environmental issues – None raised.

10. Communicating and conducting business between meetings – Due to a few issues/delays regarding draft letters between meetings, Mr Edwards suggested a code of practice be implemented. Following a long discussion, Mr Harris summarised; Mr Edwards draft code could be used, with the removal of a compulsory draft deadline date; If an urgent response is needed, the Clerk will send a WhatsApp to advise a response is needed and Cllrs to respond via email only; If not present at a meeting where a letter is to be sent, all Cllrs will be able to vote/comment on the draft; Clerk to continue to send all emails to Cllrs. Mr Roberson requested all new Parish Cllrs should be advised to respond to emails. **ACTION: Clerk to amend Mr Edwards code of practice and send to all Cllrs.**

11. Correspondence

11.1 Any update re correspondence regarding renaming of Cannon Wake Court compensation – Mr Edwards advised all paperwork has been completed and hand delivered to NNDC and providing NNDC act as advised, the owed compensation would be in the next payment run. Mr Edwards was thanked for his time and effort to help solve the issue.

11.2 Any update on potential new noticeboard – Mr Edwards visited a potential Norfolk supplier and was unimpressed by the supplier and quality of product. He has contacted another parish for information on their noticeboard. **ACTION: Mr Edwards to follow-up on other noticeboard quotes.**

11.3 Condition of road and overhanging branches on Junction of New Road with A149 – Email received from a parishioner advising of this issue. Mr Harris proposed the Clerk contact Highways to advise of road condition and overhanging branches. Mrs Jeffreys seconded. All in favour. **ACTION: Clerk to action as per proposal and cc Cllr Price.**

11.4 Response re Precept increase – Mr Harris advised the Clerk had sent an explanation along with the budget and one parishioner has raised a few more questions. **ACTION: Clerk to respond.**

11.5 Any other correspondence – None received.

12. Finance

12.1 To approve Payments - Payment list supplied to all prior to meeting. Mrs Jeffreys proposed payment be made. Mrs Plowman seconded. All in agreement to proceed and cheques duly signed.

Cheque 000034 - Clerk salary for March (including mobile phone)

Cheque 000035 – NALC (Annual subscription and Website) - £332.25

12.2 To discuss and complete application form for Savings Account – In order to complete the Nationwide application form the Clerk asked if the PC would want her to become one of the signatories, as only signatories have online access, and whether they would require interest to be paid monthly or yearly. Mr Harris proposed the Clerk should be registered as one of the

signatories and due to very little difference in rates, interest to be paid monthly. Mr Roberson seconded. All in favour. **ACTION: Clerk to post completed application to Nationwide.**

12.3 Any other financial matters – None raised.

13. Review Risk Assessment – Following on from the last meeting, a risk assessment has been carried out on the Bus Shelter and the allotment. Mrs Briscoe advised section 14 needs updating. Mr Harris proposed following the section 14 update, the Risk Assessment be approved. Mrs Jeffreys seconded. All in agreement. Assessment to be adopted. **ACTION: Clerk to update section 14 of assessment.**

14. Policies for review; - Mr Harris proposed both policies be suspended for formal approval at the next meeting, subject to anyone disagreeing to the policies within the next month. Mrs Jeffreys seconded. All in agreement. **ACTION: Clerk to add to next agenda. Parish Cllrs to forward any comments on the two policies to Clerk by end of April.**

14.1 Financial Regulations

14.2 Code of Conduct

15. Progress reports for information

15.1 All Saints Church – Dr Bacon advised the APCM will be held on 8th May in the Church.

15.2 Poor's Trust – Dr Harris advised with effect from 1st April, the boatyard is back in the management of CUC. Dr Bacon said the Trustee names should be made public and the CUC confirmed their names and main contact detail for the Trust will be listed in the magazine.

15.3 Village Hall – Mrs Jeffreys advised she will discuss the accessibility information Mrs Briscoe had sent her, at the next meeting. She also advised the VH floorwork was completed and the murder mystery evening was successful, raising around £500. It was reminded that the poor security lighting outside the VH was previously discussed. The next meeting is at the end of April.

15.4 Allotments – Ms Johnson said the ground is currently too wet and she may have a couple of others interested in plots.

15.5 Any other reports – Mr Edwards advised he participated in a webinar run by Duncan Baker MP re implications of future BT changes, whereby the end of 2025 all conventional telephone exchanges will be retired, and all calls will be digital. He said if anyone wanted more information, they should contact him.

16. Matters for next Agenda and information

The date of both the next meeting and Annual Parish Meeting is scheduled for **1st May 2024.**

ACTION: Clerk to remind Mrs Briscoe to add APM in the magazine. Dr Harris to arrange date for Clerk's annual review, with sub-committee.

Meeting finished at 9.52 pm.

Chairman Signature: _____

Date: _____

Chairman Name: _____