MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on WEDNESDAY 1st MAY 2024 IN THE VILLAGE HALL

Attendance: Mr Harris (Chairman), Mr Snelling, Mr Edwards, Mrs Jeffreys, Dr Harris, Ms Johnson, Mr Roberson, Mrs Briscoe, Dr Bacon, Mrs Plowman, 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: 19.25

1. **Election of Chairman –** Mrs Jeffreys felt as Mr Harris has been doing such a good job as Chairman, she proposed Mr Harris remain as Chairman. Ms Johnson seconded. No opposition and all in favour. Mr Harris accepted the position and signed the Declaration of Office form as Chairman.

2. **Election of Vice-Chairman –** Ms Johnson proposed Mrs Jeffreys continue as Vice-Chair, which Mr Harris seconded. No opposition and all in favour. Mrs Jeffreys accepted the position and signed the Declaration of Office form as Vice-Chair.

3. **Apologies and approval of absences –** Apologies received and accepted from Mr Jordan. Cllr Price previously advised he will arrive a little late. Ms Johnson apologised for arriving late to the Annual Parish Meeting and advised she would need to leave early to attend another meeting.

4. **Declarations of interests –** Mrs Briscoe declared an interest in Ludham Road (item 8.3).

5. **To approve as accurate Minutes of the previous meeting –** Mr Harris proposed the Minutes be approved. Mrs Plowman seconded. All in favour and the Chairman duly signed.

6. **Public participation session (10 minutes)**
   - **6.1** **Public –** A parishioner said after attending the Milestone's planning meeting, it was the most disagreeable meeting she had ever been to, as the NNDC Chairman did not listen to the presentation and made strange comments throughout. She will personally complain to NNDC.
   - **6.2** **Cllr Bayes** agreed with the comments that the NNDC Chairman was not impartial and had lodged a complaint himself, however the Monitoring Officer advised it was not a breach of the Code of Conduct. He added he was disappointed with the meeting and asked whether the PC will be making a complaint, if so, he and Cllr Taylor would support. Mr Harris asked to delay the subject until Cllr Price arrived. Which was agreed. Cllr Bayes also advised he was disappointed some of the recommendations for Store Galore have been deemed unfeasible. This has now been called to Committee on Thursday 9th May. Further discussion deferred until Cllr Price arrives.
   - **6.3** **Cllr Price -** Deferred until Cllr Price attends meeting.

7. **Matters Arising - Report on actions from the previous meeting**
   a. SAM2 - Ms Johnson advised she had not provided the location to Cllr Price to enable him to instruct installation. The PC discussed possible village locations and Mr Harris proposed, as Ms Johnson needs to provide confirmation this week, the PC allow her to suggest the best location. Mrs Jeffreys seconded. All in favour. A parishioner asked if it would be useful to put any collected stats in the magazine, which was agreed would be a good idea. **ACTION: Ms Johnson to confirm SAM2 location and Mrs Jeffreys and Ms Johnson to provide stats to magazine.**
   b. Dog Fouling - Mr Harris to ask vet to write article for magazine on Neospora – Actioned
   c. St Catherines Avenue - Dogs roaming - CUC liaising with owner and fence to be erected – Dr Harris advised Mr Jordan is chasing the contractor to complete the work.
   d. Brownfield Development - Richard Price to obtain meeting date. To be discussed under item 8.1

e. Mobile Home on Ludham Rd - Clerk to email NNDC - Clerk Actioned. To be discussed under item 8.3
f. Store Galore - Clerk to send Mr Harris' letter to planning. Actioned. To be discussed under item 8.4
g. Malthouse Lane caravan site - Mrs Briscoe to review documents and provide guidance how to proceed - To be discussed under item 8.5
h. The Hollies, The Street – Planning App - Clerk to update planning PC had no objections - Actioned.
i. Bus Shelter - Dr Harris to arrange visit to the supplier - To be discussed under item 9.1
j. Other Highways Issues – Dale Lane - Mrs Jeffreys to draft letter to Mr Shearing re road conditions on Dale Lane - Actioned. Letter sent. Mr Harris confirmed a courteous reply had been received.
k. Environmental Group - Clerk to add potential community orchard to next agenda - Clerk Actioned.
l. Communicating between meetings - Clerk amended Mr Edwards code of practice and sent to all Cllrs – **ACTION: Clerk to add to next agenda for further discussion.**
m. New Noticeboard - Mr Edwards to follow up noticeboard quotes - To be discussed under item 9.2
n. Road & Branches on New Rd/A149 - Clerk to report to Highways and Cllr Price - Clerk Actioned
o. Response re precept increase - Clerk to respond to parishioner who raised further questions - Clerk Actioned.
p. Savings Accounts - Clerk to post Nationwide application - Actioned. For discussion under item 12.4
q. Risk Assessment - Clerk to update Section 14 (assessment approved at last meeting) - Clerk Actioned.
r. Policies - Financial Regs and Code of Conduct to be approved at next meeting - To be approved under item 14
s. Village Hall - Ms Johnson to liaise with Mrs Briscoe and research funding options for disabled parking and access. Mrs Jeffreys to discuss outside light with VHMC - To be discussed under item 16.3

8. Planning

8.1 Brownfield Development – Cllr Price initiative on Mushroom site – Mr Harris advised the PC had sent a letter to NNDC and agreed a meeting with their Officers on 7th May, with Mrs Briscoe, Mrs Jeffreys and Mr Harris attending to represent the PC.

8.2 Update re Milestones – Deferred until Cllr Price attends the meeting**.**

8.3 CL/24/0354 - Update re siting of mobile home on land off School Road/Ludham Road – Mr Harris read aloud an email from the Planning Enforcement Team Leader advising he has a site visit scheduled for 8th May to get an update and has insisted the static and tourer caravans will need to be moved. No PC action until an update received following his site visit.

8.4 PF/23/2004 - Any update - Retrospective planning and other issues regarding Store Galore Containers - Deferred until Cllr Price joins the meeting.

8.5 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 reviewed the documentation again, particularly regarding HSE assessments and involvement. Mr Harris reviewed the ecology report who is seeking further advice from the environmental team. Dr Bacon commented the application is for installation of a cess tank but there is no direct water supply to the site. Mr Harris said he will try to establish whether there is any validity in supporting Ben Jervis (NNDC) and proposed, following confirmation, the PC write again, highlighting all the open files, including the HSE reports. Mrs Jeffreys seconded. All in favour. **ACTION: Mr Harris to update Mrs Briscoe re environmental side. Mrs Briscoe to draft letter.**

Mr Harris welcomed **Cllr Price** to the meeting (8pm) – Cllr Price asked if the landowner of the Mushroom Site would be included in the PC/NNDC meeting and Mr Harris said this is a matter for the Parish Council only.

8.3 Milestones – Following on from Cllr Bayes question, the PC discussed, and all agreed a complaint regarding the process should be raised. Mr Harris explained, NNDC did not reply to any correspondence, the PC never received the officers report, they failed to send around the PC's letter, the Chairman stopped Cllr Taylor speaking at the meeting telling him, they would revert back to him, which they never did. Mr Harris said when he was speaking at the meeting, the Chairman was talking to his neighbour, and he was far from impartial. Cllr Price added, after watching the NNDC meeting, he too was appalled. Mrs Briscoe said the PC should make a case that any Section 106 money be made available for Catfield and not go to a general pot. Following a long discussion, Mr Harris proposed Mrs Briscoe draft a letter re Section 106 for Catfield amenities including the playground and Mrs Jeffreys draft 2 complaints, against the Chairman and the process, and that the PC co-ordinate closely with the DC's. Dr Harris seconded. All in favour. **ACTION: Mrs Briscoe and Mrs Jeffreys to draft letters as per proposal.**

8.4 **PF/23/2004** - **Any update - Retrospective planning and other issues regarding Store Galore Containers** – Mr Harris advised the case will be going to Committee on 8th May. A parishioner advised the online report contained numerous mistakes and listed his main areas of concern; no security in the proposal, Sunday opening hours, the original acoustic fence has been replaced by a basic wooden fence and the vehicle movement check was inaccurate. Cllr Bayes added the containers are now not being moved away from the fence and added he and Cllr Taylor called this to the Committee due to the inaccuracies and impact on the resident. He said the recommendations have been deemed infeasible by the site owner and offered to read out a statement from the PC, at the meeting. Mr Harris proposed 1. the PC provide a statement to Cllr Bayes, help the parishioner to construct his case for the meeting. Mrs Jeffreys seconded and all in agreement. 2. The PC follow-up on our previous letter requesting the specific planning status for the company's other sites at Grove Farm and FloGas sites, which both have restrictions in place. Mr Edwards seconded. Majority in favour, with two against. **ACTION: Mr Harris to provide statement to Cllr Bayes, give assistance to the parishioner and draft letter to NNDC planning.**

Ms Johnson, Cllr Price and Cllr Bayes left the meeting.

8.6 **PF/24/0779 - Fir Trees, The Street - Erection of single-storey side and rear extensions –** Dr Bacon advised the proposed extensions match other similar properties in the same road. As no objections from neighbours, Mr Harris proposed the PC have no comment on this application. Mrs Jeffreys seconded. All in favour. **ACTION: Clerk to advise NNDC Planning**.

8.7 **Any other planning matters –** No matters raised.

9. Highways & Road Safety

9.1 **Any update re Village Hall Bus Shelter –** Dr Harris advised she had been in communication with the NNDC recommended supplier, but they have not yet provided a suitable bus shelter to visit on site. **ACTION: Dr Harris to continue to liaise with the supplier and will update next month**.

9.2 **Any other Highways or road safety issues –** A parishioner advised of an unfilled pothole near to the Post Office. Dr Bacon advised of a pothole by Church Farm. **ACTION: Mr Harris to liaise with the parishioner and report both potholes to Highways**.

10. Environmental

10.1 **Catfield Environmental Group Updates –** A parishioner advised their next walk will be on 2nd June. They are awaiting delivery of wildflower plugs and are planning planting for the tubs once tulips need replacing and will ask NCC not to cut the grass while the wildflowers are growing. The Sandholes species list is up to 690 and they want to thin out sycamores that are starting to overwhelm the site. The owner of the Sutton Road business unit will not grant permission for hedging at the Trend fence corner due to concerns about vehicle visibility but may consider other ideas to enhance the site. Maintenance on the playing field hedge is scheduled for 14th May. The group helped clear and tidy the school garden and pond with new plants and seeds added. The 3rd Plant Sale will run alongside the Garage Sale on 19th May (9am-1pm) at the VH. There will be plant, craft/art stalls, tools for sale, a tombola and refreshments.

10.2 **Discuss potential Community Orchard (CEG project) –** On behalf of CEG, a parishioner requested formal permission from the PC to begin a community orchard on the allotments site Mrs Jeffreys questioned whether the site is the best location due to accessibility. Mr Harris proposed Mrs Briscoe's suggestion that she review both allotment agreements, as the PC are tenants of the CUC owned land, to check for any conflict. Mrs Jeffreys seconded. All in favour. **ACTION: Mrs Briscoe to review agreements.**

10.3 Update re Clearance of field at end of Lea Road – Mr Harris read aloud an email from the Forestry Commission advising they are still awaiting the investigation outcome from the National Office, but think the tree felling may be in breach of the felling licence. The landowner said he has paperwork authorising the tree removal. Mr Harris also advised of a parishioner's complaint regarding debris being burnt on the site, to which the landowner said there was no wind and the smoke rose straight up.

10.4 Serco bin collections – Mrs Jeffreys wanted it noted that although the bin collection dates have been changed, they did not collect from Back Lane.

10.5 Any other Environmental issues – None raised.

11. Correspondence

11.1 Any update re Cannon Wake Court compensation – Mr Harris advised NNDC had written congratulating Mr Edwards for his help in solving the issue and all payments have now been made to the residents.

11.2 Any update on potential new noticeboard – Mr Edwards had visited a noticeboard on site and details had been circulated to the PC and although this is over the PC budget, CEG have offered to contribute to the cost. He added there will be additional costs for installation and removal of the old noticeboard. Mr Harris proposed the PC proceed with Mr Edwards suggestion. Mrs Jeffreys seconded. All in agreement. **ACTION: Mr Edwards to confirm CEG contribution**.

11.3 Any other correspondence – Mr Snelling asked whether the PC could offer help to parishioners re proxy voting. For several reasons, it was agreed this is not a service the PC should offer but Dr Bacon advised anyone unable to vote can contact their party, who will send a car to collect them so they can vote in person.

12. Finance

12.1 Sign off approved Year End Accounts – Mr Harris proposed approval of the YE accounts. Dr Harris seconded. All in agreement. Chairman duly signed.

12.2 Sign off approved Year End Bank Reconciliation - Mr Harris proposed approval of the YE Bank Reconciliation. Mr Roberson seconded. All in agreement. Chairman duly signed.

12.3 To approve payments – Payment list supplied to all prior to meeting. Mr Harris proposed payment be made. Mr Roberson seconded. All in agreement to proceed and cheques duly signed.
Cheque 000037 - Clerk salary for April (including mobile phone & stamps)

12.4 Any update re new Savings Account – The Clerk received an email from Nationwide, a couple of hours before the meeting, requesting a list of additional requirements prior to the account being opened. Due to the lateness and complexity of the email, it was agreed to defer to next month. **ACTION: Clerk to ensure on agenda to action at next meeting.**

12.5 Discuss and agree Microsoft renewal – Mr Harris proposed the Clerk proceed with the purchase via Amazon. Mr Roberson seconded. Clerk to purchase and claim as expenses. All in agreement. ACTIONS: Clerk to purchase by due date.

12.6 Any other financial matters – None raised.

13. Discuss and agree Insurance Policy renewal – The Clerk had obtained a quote from a new insurer and 2 differing term quotes from the existing insurer. As there are still unanswered questions regarding the cover, Mr Roberson proposed the PC continue with the existing insurer. The Clerk advised payment would need to be made at the next meeting. Mr Harris seconded. All in agreement. Mrs Briscoe questioned whether the PC can commit to an insurance policy for a 3 year term. **ACTION: Clerk to clarify terms for existing insurers policy and review Financial Regulations re 3-year policy term.**

14. Policies for approval - Cllrs had been both sent policies. Mrs Jeffreys proposed acceptance. Mr Harris seconded. All in agreement.

14.1 Financial Regulations – all approved and agreed to adopt.

14.2 Code of Conduct - all approved and agreed to adopt.

15. **Discuss and agree Playground Inspection –** Mrs Jeffreys proposed the PC proceed with the playground inspection, as emailed by the Clerk. Dr Harris seconded. All in agreement to proceed. **ACTION: Clerk to book inspection**. Dr Bacon had provided the PC with the contact for a charity who may be able to offer some funding for the playground. **ACTION: Mrs Jeffreys to discuss with the charity.**

16. **Progress reports for information**
    - **16.1 All Saints Church –** Reported at the APM
    - **16.2 Poor's Trust –** Reported at the APM
    - **16.3 Village Hall –** Mrs Jeffreys updated the VHMC are looking into outside lighting into the car park. For accessibility issues raised, and as this is partly outside the VH, the PC recognise this will be a joint project with the VHMC. **ACTION: Mrs Jeffreys to provide breakdown of accessibility issues and to discuss the VHMC website requirements on the PC website, with Clerk.**
    - **16.4 Allotments –** Ms Johnson not at meeting to provide update.
    - **16.5 Any other reports -** None

17. **Matters for next Agenda and information**
    Date of next meeting scheduled for 5th June 2024.

To exclude the public
Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for item 18 of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act, i.e., information relating to any individual.
Dr Bacon proposed the public should be excluded. Mr Edwards seconded. All in agreement.

Meeting finished at 10.00 pm

18. **Employment review update & salary**
    Dr Harris provided a verbal update, having previously provided a written summary of the Clerk's review to the PC, and proposed the PC accept the review, as is. Mrs Jeffreys seconded. All in agreement.

Chairman Signature:____________________________ Date:___________________________

Chairman Name:_______________________________