MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on WEDNESDAY 5th JUNE 2024 IN THE VILLAGE HALL

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

2. **Declarations of interests –** Mrs Briscoe declared an interest in Ludham Road (item 6.3)

3. **To approve as accurate Minutes;**
   - **3.1** **Of the previous meeting** – Regarding item 10.3 (update re clearance of field at end of Lea Road), Mr Harris advised the 'debris', he referenced, was brush and tree cuttings. Mrs Briscoe proposed the Minutes be approved. Dr Bacon seconded. All in favour and the Chairman duly signed.
   - **3.2** **Of the annual parish meeting** – Other than a few typos, they are deemed correct, however, they will be officially approved at the 2025 Annual Parish Meeting.

4. **Public participation session (10 minutes)**
   - **4.1** **Public** – A parishioner asked if the hedge outside the VH could be cut back as it is causing poor visibility. The request was noted but Mr Harris advised this will be included later in the bus shelter discussion. A second parishioner questioned the PC purchasing software from Amazon, as an 'unethical' supplier but the PC discussed this and Mr Harris proposed the PC should not discriminate and can continue to purchase from Amazon, if it chooses. All unanimously in agreement. Another parishioner referred to 'no mow May' where only dangerous areas should be cut during the month. Following a discussion, Mr Harris proposed the PC write to Highways requesting verges be cut in June and they should consider cutting less to save money, unless there is a safety issue i.e. not on straight roads. Mr Edwards seconded. One abstention and majority in favour. **ACTION: Mr Harris to draft letter to Highways**. Another parishioner, who owns several sites in Catfield, said some years ago he was approached by NNDC who asked if he would be interested in tidying the site, inc widening the road, to allow easier access into Catfield, which he agreed. NNDC presented plans but there has been no further action so the parishioner asked if the PC would be willing to contact NNDC and join him to do something with the site. He is asking for backing from the PC and NNDC, not funding. Mr Harris thanked the parishioner for his suggestion and proposed the PC take up his offer and write suggesting the plan to tidy the site be resurrected. Mr Edwards seconded. All in favour. **ACTION: Mr Edwards to draft letter.**
   - **4.2** **Cllr Bayes** advised he and Cllr Taylor have received draft conditions for Store Galore, which they need to respond by the end of the week. He is currently unable to share these with the PC.
   - **4.3** **Cllr Price** – Absent from meeting

5. **Matters Arising**

   Report on actions from the previous meeting:
   a. SAM2 - On confirmation of location, Cllr Price to instruct installation of new SAM2 – **ACTION (carried forward) Ms Johnson to confirm location & Mrs Jeffreys/Ms Johnson to provide stats to magazine**.
   b. St Catherines Avenue - Dogs roaming – Dr Harris advised Mr Jordan was arranging for the fence to be erected. **ACTION: Mr Edwards to pass contractor's details to CUC**. Agreed to keep as action point for PC follow up. CUC to provide update
   c. Communicating between meetings - Clerk to add to next agenda - To be discussed under item 12

d. Malthouse Lane caravan site - Mrs Briscoe to draft letter - To be discussed under item 6.5
e. Milestones - Mrs Briscoe to draft letter re Section 106 and Mrs Jeffreys to draft letters re complaint against NNDC Chairman and the process - To be discussed under item 6.2
f. Brownfield Development - Meeting to be held with NNDC - To be discussed under item 6.1
g. Store Galore - Mr Harris draft letter to NNDC planning - To be discussed under item 6.4
h. Fir Trees, The Street – Planning App Clerk to update planning the PC had no objections - Actioned.
i. Bus Shelter - Dr Harris to liaise with supplier and arrange visit - To be discussed under item 7.1
j. Highways - Mr Harris to report potholes to Highways – Actioned. Mr Harris reported over 10 potholes in the last month and encouraged all to report themselves online.
k. Environmental Group - Mrs Briscoe to review both agreements - To be discussed under item 8.2
l. New Noticeboard - Mr Edwards to confirm CEG contribution - To be discussed under item 9.1
m. Insurance - Clerk to clarify terms for existing insurers policy - To be discussed under item 11
n. Playground Inspection - Clerk to book inspection – Actioned
o. Mrs Jeffreys to discuss funding availability with charity – **ACTION C/F: Mrs Jeffreys to update**
p. Village Hall - Mrs Jeffreys to provide breakdown of accessibility issues and to discuss the VHMC website requirements with the Clerk – **ACTION: C/F to July**

6. Planning

6.1 **Update re Brownfield Development – Cllr Price initiative on Mushroom site**. Mr Harris advised he, Mrs Briscoe and Mrs Jeffreys met with a good team at NNDC and had a constructive meeting. Mrs Briscoe explained they discussed that the Mushroom site is designated as industrial land in the Local Plan but NNDC said there is a possibility it could be developed for housing and they agreed to speak to the owner. She said they discussed Milestones Section 106, where the developer allots funding to certain projects and the PC suggested they use that money in Catfield, specifically by upgrading the existing VH playground. Mr Harris stressed they were not there representing the site owner, but the PC would like the site cleaned up, as it has been derelict for 30 years.

6.2 **Update re Milestones –** Following on from the last PC meeting where it was agreed the PC would make a complaint regarding the Development Committee Meeting (DCM) process and how the meeting was Chaired, Mr Harris had previously presented the PC with a draft complaint letter. After a long discussion as to whether the PC should make a formal or informal complaint, Mr Harris proposed his original draft letter be split into two, as was agreed at May's meeting and the PC should make the complaints officially. Mr Edwards seconded. All in agreement. **ACTION: Cllr Bayes to confirm contact who to send complaints to.**

6.3 **CL/24/0354 - Update re siting of mobile home on land off School Road/Ludham Road –** As an interest was declared, it was agreed Mrs Briscoe could speak, but not vote**.** Mr Harris advised the PC received an update from the Planning Enforcement Officer (PEO) stating, due to nesting birds, the mobile home could not be moved until September. Mrs Briscoe said it reads the PEO will be satisfied if the mobile home is moved into the curtilage but added the planning positon is not clear cut and suggested the PC ascertain on what legal basis the decision has been taken and a pre-drafted letter to the PEO was discussed. Mr Harris proposed the PC agree and send the letter. Mr Edwards seconded. One abstention (due to interest) and all others in agreement. **ACTION: Clerk to send letter to PEO.** Parishioners discussed that animals and wild birds are being kept on site and they are experiencing more problems with rats. Mr Edwards suggested the parishioners contact Environmental Health.

6.4 **PF/23/2004 – Update re retrospective planning and other issues regarding Store Galore Containers –** Mr Harris advised the DCM Minutes are not going to be available on NNDC's website until June. Cllr Bayes advised that although he cannot share the draft conditions, he said the owner has 3 months to put the conditions in place. He added he will contact Democratic Services advising they are unable to decide on the draft conditions until they see the Minutes. He said following on from the DCM, the main issues of opening hours, acoustic fencing and management on site were accepted. A parishioner and the PC did raise concerns, particularly relating to accessibility, how some of the conditions will be enforced. **ACTION: Cllr Bayes to request DCM Minutes**

6.5 **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 had drafted a letter which had been distributed to the Parish Cllrs. Mr Harris stressed that the application has been ongoing for two years and even though more touring & static caravans and a portacabin have appeared, still no action has been taken. Mr Harris made an amendment to the draft, which Mr Briscoe accepted and proposed the PC accept the revised draft. Mr Edwards seconded. All in favour. **ACTION: Clerk to send amended letter.**

6.6 **Any other planning matters –** Mr Harris advised the TPO for land at Fenside has been approved. Dr Bacon added the PC received a refusal of planning application at the Piggeries however the PC never received the application as the site is in Hickling Parish, near the Sutton boundary. He said Catfield didn't have the opportunity to comment and suggested the PC complain, as NNDC should not accept the parish the applicant says they are in. Mr Harris proposed Dr Bacon draft the letter. Mr Roberson seconded. All in favour. **ACTION: Dr Bacon to draft letter.**

7. Highways & Road Safety

7.1 **Any update re Village Hall Bus Shelter –** Dr Harris advised they had a couple of site meetings to discuss the positioning of the new shelter either outside the VH or where the hedge and recycle bins stand. As there are pros and cons for both sites, particularly regarding accessibility, she said they are now waiting for quotations for both locations and information regarding the addition of a drop kerb. Dr Harris added that if the bins are removed, there would be a loss of income to the PC. **ACTION: Dr Harris to respond to Highways and obtain quotations for both locations.**

7.2 **To discuss Event traffic –** Deferred, as item requested by Mrs Jeffreys

7.3 **Any other Highways or road safety issues –** Mr Harris recommended everyone should report potholes online.

8. Environmental

8.1 **Catfield Environmental Group Updates –** A parishioner advised the group has changed its name to Catfield Action Team (CAT). A walk was held on 2nd June and a new footpath sign had been put in place on Longmoor FP6. The group will visit Catfield Fen on 9th June. Wildflower plug plants were planted and containers refilled at Jubilee Corner. NCC has instructed its contractors not to cut the grass for now. The group is happy to contribute £500 to the new noticeboard and £250 to installation. They held two maintenance sessions on the playing field hedge on 14th and 20th May. They are going ahead with planting to extend Trend's hedge, which Trend will maintain. A third Plant & Garage Sale took place on 19th May and they were grateful to receive £386 from the garage sale, which included some personal donations. Takings from the plant sale were £650. The next bingo session will be 26th July. The parishioner requested permission for the group to remove young sycamore trees at Sandholes. Mr Roberson proposed the PC accept CAT's offer. Mr Edwards seconded. All in agreement and they were thanked for their service.

8.2 **Discuss potential Community Orchard (CAT project) –** Mrs Briscoe advised as the PC rent land from the CUC for allotments, she had reviewed the agreement, which states the land, the PC have rented for a 5-year period, should be used solely for allotments. In addition, the agreement between the PC and allotment holders states they are responsible for any damage caused to the access. Mrs Briscoe said if the PC wished to proceed it would need to consult with the allotment holders and renegotiate the CUC/PC agreement. Mr Harris suggested the CUC and CAT discuss the idea and that the allotment holders must be advised. All agreed. **ACTION: CUC/CAT to discuss.**

8.3 **Update re Clearance of field at end of Lea Road –** Mr Harris said there was no update to report.

8.4 **Any other Environmental issues –** None raised

9. Correspondence

9.1 Re update on potential new noticeboard – Although Mr Roberson was thanked for offering to install, Mr Edwards said he had obtained a competitive installation quote from Josh Grimmer. With CAT's contribution, the PC have agreed to proceed with the 2-bay 6xA4 noticeboard, with gold lettering. There is a 6–8 week lead-time from order date. **ACTION: Clerk to purchase & deliver board to installer.**

9.2 Potential new Neighbourhood Watch (NHW) group – After a discussion with Parishioners who had previously co-ordinated NHW and 'No Cold Call' schemes, the PC agreed the residents should be given the option to register their interest either in co-ordinating or being part of a new NHW scheme. **ACTION: Mrs Briscoe offered to contact the Police Officer for guidance before placing the scheme information in the magazine.**

9.3 RAF aircraft noise – The Clerk had supplied the PC with the RAF's online complaint information regarding excessive aircraft noise and it was agreed although the PC itself would not pursue, the guidance should be sent to the parishioner. **ACTION: Clerk to forward complaint procedure.**

9.4 Any other correspondence – The Clerk had received a phone call regarding litter being left on the football field, which had been shredded by the grass-cutter. She had said, although the litter was not near the bins, they were overflowing. The Clerk advised she had requested NNDC empty the bin.

10. Finance – The Chairman wished to discuss the Internal Audit first as this leads into the rest of the Finances

10.4 To note the Internal Auditors Report and discuss matters raised – The report was noted. There were three recommendations made. 1. As the PC had recently reviewed their Financial Regs, Mr Harris suggested the new Regs be reviewed at the next annual review. 2. Following a discussion with the Clerk, Mr Harris confirmed electronic payments are not easy to co-ordinate, so the PC will continue payments by cheque. 3. Mr Harris is confident the PC are extremely aware of all bio-diversity issues. The Auditor noted it was not good practice to include Cllr names when commenting during a discussion, which the PC disputed and request the Clerk to continue write the Minutes, as she does now. The auditor complimented the Clerk on the high standard of content and presentation of all documentation provided and the Clerk was thanked by all.

10.1 Approval of the Certificate of Exemption – Mr Harris proposed approval. Mr Roberson seconded. All in favour. The Chairman duly signed.

10.2 Approval of the Annual Return Governance Statement - Mr Harris proposed approval. Mr Roberson seconded. All in favour. The Chairman duly signed.

10.3 Approval of the Accounting Statements of the Annual Return - Mr Harris proposed approval. Mr Roberson seconded. All in favour. The Chairman duly signed.

10.5 To approve payments – Payment list supplied to all Cllrs prior to meeting. Mr Harris proposed approval and Mr Roberson seconded. All in agreement to proceed and cheques duly signed.
Cheque 000037 – Clerk salary for May (including mobile phone, mileage to/from Auditor, Internal Auditor, HMRC refund)
Cheque 000038 – M.E Anderson-Dungar – Internal Audit £45.00
Cheque 000039 – Clear Insurance Management Ltd – Insurance £666.71
Cheque 000040 – CUC – Allotment Rent £1.00
It was agreed to pay the Information Commissioner for the Data Protection fee payment via a new Direct Debit and the mandate was signed by the signatories present.

10.6 Update re new Savings Account – The Clerk advised Nationwide had withdrawn their business accounts for new customers. Lloyds Bank seem to currently be the best option for ease of opening. Mrs Briscoe suggested the Clerk forward details for other options for further review between meetings. **ACTION: Clerk to review Lloyd's procedures if balance falls below £10k.**

10.7 Any other financial matters – The Clerk advised the invoice for the sole mooring is due. The PC are unsure if this is still being utilised. Due to the condition of the location, it was agreed invoice amount should remain the same. **ACTION: Clerk to invoice £200 for mooring**.

11 **Discuss and agree Insurance Policy renewal –** Mr Harris advised as per the last meeting, it was agreed to proceed with the same insurers for a one-year policy. The Clerk suggested she diarise discussion of the 2025 policy 2-3 months prior to the renewal date in order to identify the PC's insurance needs next year. Mrs Briscoe proposed the Clerk's suggestion. Mrs Plowman seconded. All in agreement. **ACTION: Clerk to diarise for discussion Feb/Mar 2025**.

12 **Communicating and conducting business between meetings –** Mr Harris said Mr Edwards original draft had been amended by the Clerk and asked Mr Edwards if he was satisfied it contained the essence of his original draft. He confirmed he's happy to go with the majority. There were no further comments.

13 **Policies – to review existing policies:**

13.1 **Complaints Policy –** Mr Harris proposed acceptance. Mr Roberson seconded. All in agreement to adopt policy.

13.2 **Data Protection Policy –** Mrs Briscoe raised questions regarding the Information Audit stated in the policy. **ACTION: Clerk to investigate audit and review other parishes DP policies.**

13.3 **Grievance Policy –** Mr Harris proposed acceptance. Mr Roberson seconded. All in agreement to adopt policy.

14 **Progress reports for information**

14.1 **All Saints Church –** Dr Bacon advised he and Judith Gardiner were reappointed as Church Wardens.

14.2 **Poor's Trust –** Dr Harris advised there has been lots of work in association with the boatyard.

14.3 **Village Hall –** In the absence of Mrs Jeffreys, a parishioner said there was currently nothing to report.

14.4 **Any other reports –** None raised.

15 **Matters for next Agenda and information**

Next meeting date scheduled for 3rd July 2024.

Meeting finished at 10.20 pm

Chairman Signature:____________________________ Date:___________________________

Chairman Name:_______________________________