

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

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

- 1. Apologies and approval of absences** – Apologies received and accepted from Mrs Jeffreys and due to upcoming general elections - Cllr Taylor and Cllr Bayes.
- 2. Declarations of interests** – Mr Harris, Mr Jordan and Mrs Plowman declared an interest in item 6.5 (Fenside) and Mrs Briscoe in item 6.2 (Ludham Road)
- 3. To approve as accurate Minutes of the previous meeting** – Mr Harris proposed the Minutes of 5th June 2024 be approved. Mr Roberson seconded. All in favour and the Chairman duly signed.
- 4. Public participation session (10 minutes)**
 - 4.1 Public** – all topics are covered in agenda for discussion.
 - 4.2 Cllr Taylor/Cllr Bayes** – Absent from meeting.
 - 4.3 Cllr Price** advised due to purdah he is unable to discuss the bus shelter or potential orchard but said if anyone received a letter from ‘Richard Price’ it is not from him, and a copy has been sent to the Electoral Commission for review.
- 5. Matters Arising**
Report on actions from the previous meeting

June 24 Ref	Item	Action	Completed/Next Steps
4.1	Public – Road verges	Mr Harris to draft letter requesting verges be cut in June & consider cutting less to save money	Actioned. Letter Sent & acknowledgement of letter received.
4.1	Public – Land on A149 Junction	Mr Edwards to draft letter to NNDC suggesting the plan to tidy the site be resurrected	Draft letter issued to all Cllrs prior to meeting. Mr Harris proposed acceptance and all in agreement. ACTION: Clerk to send letter
5a	SAM2	Carried Forward: On confirmation of location, Cllr Price to instruct installation of new SAM2	Ms Johnson confirmed location & Cllr Price ordered pole. ACTION C/F: Mrs Jeffreys & Ms Johnson to provide stats to magazine
5c	St Catherines Avenue – Dogs roaming	Mr Edwards to forward noticeboard contractors to CUC. CUC liaising with owner and fence to be erected	Agreed to keep as action point for PC follow up. Mr Jordan said almost complete, just waiting for latch
5o	VH Funding	Mrs Jeffreys to discuss funding availability with charity	ACTION C/F: Mrs Jeffreys to provide update
6.2	Milestones	Letter approved. Cllr Bayes to confirm contact to send complaint to.	To be discussed under item 6.1
6.3	Mobile Home – Ludham Rd	Clerk to send letter to PEO	Letter sent. To be discussed under item 6.2
6.4	Store Galore	Cllr Bayes to request DCM minutes	To be discussed under item 6.3
6.5	Malthouse Lane caravan site	Clerk to send letter	Letter sent. To be discussed under item 6.4
6.6	Other Planning Issues – The Piggeries	Dr Bacon to draft letter re NNDC accepting parish applicant says they are in	Letter sent. Await response from planning
7.1	Bus Shelter	Dr Harris to respond to Highways and obtain quotes for both locations	To be discussed under item 7.1
8.2	Environmental Group	CUC & CAT to discuss re potential community orchard	To be discussed under item 8.2
9.1	New Noticeboard	Clerk to purchase & arrange delivery to installer	To be discussed under item 12
9.2	Neighbourhood Watch Group	Mrs Briscoe to contact police for guidance before placing scheme info in mag	To be discussed under item 9
9.3	RAF aircraft noise	Clerk to forward RAF complaints procedure to parishioner	Clerk actioned
10.5	Savings Account	Clerk to review Lloyds procedure if balance falls below 10k	To be discussed under item 11.4
10.7	Other Financial Matters	Clerk to invoice for mooring	To be discussed under item 11.5
11	Insurance	Clerk renewed with current insurers and to diarise for earlier discussion next year	Clerk diarised
13.2	Data Protection Policy	Clerk to investigate audit and review other parishes DP policies	To be discussed under item 14.1
14.3	Village Hall	Mrs Jeffreys to provide breakdown of accessibility issues and to discuss the VHMC website requirements with the Clerk	ACTION C/F: Mrs Jeffreys to update

- 6. Planning**
 - 6.1 Any update re Milestones** – Mr Harris advised, as discussed at the last meeting, changes were made to the complaint letters and these were submitted. He read the Monitoring Officer’s (MO) response, acknowledging the complaint and explaining the procedure as to who will deal with the complaints. Mrs Briscoe questioned whether the MO has registered the Code of Conduct

complaint against the NNDC Chairman or not. To avoid ambiguity, Mr Harris proposed the Clerk clarifies the complaints are being pursued with the MO and question the timescale. **ACTION: Clerk to confirm complaints are being actioned.**

Mr Edwards questioned the Section 106. Mrs Briscoe explained planning permission will be formally granted once the full terms of the Section 106 have been negotiated. Mr Harris proposed, as she wrote the original letter regarding Section 106, Mrs Briscoe draft a chase letter. All in agreement. **ACTION: Mrs Briscoe to draft chase letter re Section 106 update.**

- 6.2 CL/24/0354 – Any update re siting of mobile home on land off School Road/Ludham Road –** Mrs Briscoe explained the Planning Enforcement Officer (PEO) said the main mobile home is not being used as a residence, but as an aviary and if brought into the curtilage this can continue to be used as such. Regarding the tourer, she said the PEO advised the occupier uses the main house for amenities. A parishioner suggested the RSPB should be contacted regarding birds being kept on site. Mr Harris explained, that although the PC is sympathetic to the neighbours, they need to provide sufficient evidence for the PC to be able to proceed further, which was acknowledged.

- 6.3 PF/23/2004 – Any update re retrospective planning and other issues re Store Galore Containers –** As neither DCs were present to update, a parishioner advised although Cllr Bayes has been working on it, there is not much to report. He said there seems to be some confusion as, at the Committee meeting, they understood everything from the EP report was agreed, but the Minutes will still not become available to confirm for sure, until the end of July. Mr Harris confirmed the Clerk had chased Planning regarding the planning status for their other sites, as there had been no response. Mr Edwards proposed Mrs Briscoe's suggestion that if no response, the PC submit a Freedom of Information request. Mr Jordan seconded with all in favour. **ACTION: Clerk to submit FOI, if no response from Planning.**

- 6.4 PF/23/0861 – Any update re 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 advised the PC had sent a letter regarding the environmental issues and HSE consultation but Cllr Price advised the website had not been updated since 1st March. Questions were also raised regarding the safety of the water supply and current sewage situation. **ACTION: Clerk to write to Planning asking why the PC comments are not on the website and chase response re previous letter.**

- 6.5 CL/24/1249 - Fenview, 3 Fenside Cottages – Application for Lawful Development Certificate for existing use of land as residential garden –** As 3 Cllrs have an interest, it was agreed they could speak, but not vote, on the subject. The timing of the submission was questioned, as the application states the site has been used as a garden for 10 years. It was explained the site, which is separate to the property, is currently agricultural land and the request is to change this to a garden. The plot was used to keep animals and more recently contained a polytunnel. Mrs Plowman added that those overlooking the area had not been consulted and now a large bungalow-type building has been built on the site. Dr Harris added the bank has been cut through making a large entrance to the building, increasing the flooding risk. Mr Edwards proposed the PC write alerting the planners to the sizeable construction. Ask for an officer to visit the site and advise them banks have been removed, to make a driveway, adding to flooding issues. Dr Harris seconded. All agreed with 3 abstentions (interest). Dr Harris requested a proposal amendment to include that individuals have disputed the use of the site as a garden for 10 years and they have been encouraged to write to planning separately. Mr Edwards seconded the amendment. All in agreement for the addition with 3 abstentions (interest). **ACTION: Clerk to respond to Planning.**

- 6.6 Any other planning matters –** None raised

7. Highways & Road Safety

- 7.1 Any update re Village Hall Bus Shelter –** Dr Harris advised there is a bus service improvement scheme which may be utilised if the shelter remains in the same location. She is still waiting for quotes for 2 locations (outside VH and, the preferred site, in place of the recycling bins) and for

a response from Mr Le-May (Highways). Cllr Price has offered his support for the project. Mr Harris proposed Dr Harris obtain a quote for the shelter and Cllr Price will help agree the Improvement Scheme, in principle. Mr Roberson seconded. All in favour. **ACTION: Dr Harris to obtain quotes.**

7.2 To discuss Event traffic – Deferred to next meeting as added at Mrs Jeffreys request.

7.3 Any other Highways or road safety issues – None raised

8. Environmental

8.1 Catfield Action Team Update – Mr Harris thanked a parishioner for removing the Garage Sale posters from Potter Heigham. The parishioner provided an update; Yellow rattle has been planted at Jubilee Corner. Wildflower seeds and spring bulbs will be planted later in the year. Wildflower plug plants are doing well and they thanked Gerald Bird for use of his water supply. They enjoyed a visit to Catfield Fen where many interesting species were seen. They thanked Mr and Mrs Harris for their hospitality and their care and protection of its natural assets. The group are planning a session to maintain the school garden and pond. They will be meeting with CUC to discuss location of a potential community orchard. They enjoyed a picnic at How Hill and there will be a village trail on 24th July (evening), which will be open to all. The next bingo sessions are on Friday 26th July and 16th August, with a quiz on Friday 27th September.

8.2 Discuss potential Community Orchard (CAT project) – CAT & CUC to arrange meeting to discuss possibilities. Mr Harris read aloud an email he'd received from a parishioner regarding the current state of the allotment site. Ms Johnson explained only 2 plots were now being tended to and the third will be utilised more once the route to it becomes drier. Mr Harris questioned if the allotments are in the right location and suggested CUC work with CAT to provide a holistic solution to the issue. Mr Harris proposed the PC respond to the parishioner. Mr Jordan seconded. All in agreement. **ACTION: Mr Harris to draft response.**

8.3 Discuss NE England Ecosystem Survey access request – Mr Harris explained the PC had received a request from NE to carry out a survey of an area containing the football field and proposed the PC give permission for them to do so. Mr Edwards seconded. All in favour. **ACTION: Clerk to notify NE of approval.**

8.4 Any other Environmental issues – None raised

9. Update re Potential new Neighbourhood Watch group – Mrs Briscoe explained the PC received guidance from the Police how to start a new NHW group and agreed to review the information provided. She will circulate to the PC and, if she can, will place an article in the magazine. Mr Harris proposed Mrs Briscoe's suggestion. Mr Roberson seconded. All in agreement. **ACTION: Mrs Briscoe to review and action as per proposal.**

10. Correspondence

To note correspondence received;

10.1 Rodents in/around Milestones – Mr Harris said the PC received an email from a parishioner advising of rat droppings inside and rats outside Milestones. Ms Johnson advised the parishioner has access to the building to turn off random alarms. Mr Harris proposed Mrs Briscoe find the owners/agents details for Clerk to contact. **ACTION: Mrs Briscoe to provide owners/agents contact details. Clerk to write advising of issue and cc Environmental Health.**

10.2 Any other correspondence – The PC received a request for permission to be granted for a bouncy castle to be erected on the VH play area for a private party. Mr Harris advised for insurance reasons, the PC would not be able to approve. All in agreement. **ACTION: Clerk to advise parishioner.**

11. Finance

11.1 To review and agree Bank Reconciliation – Mr Harris proposed approval. Mr Jordan seconded. All in favour. Chairman duly signed.

- 11.2 To review and agree Accounts to date** – Mr Harris proposed approval. Mr Jordan seconded. All in favour. Chairman duly signed.
- 11.3 To approve payments** – Payment list provided to all prior to meeting. Mr Harris proposed payments be made. Mr Jordan seconded. All in agreement to proceed and cheques duly signed.
Cheque 000042 – Clerk salary for June (including mobile phone & notebook)
Cheque 000043 – Playsafety Ltd (Playground inspection) - £93.60
- 11.4 To discuss new Savings Account** – Following the last meeting, the Clerk advised Lloyds do not allow for the 32-day notice account balance to fall below £10k, as the account would be closed. Mr Harris proposed the PC proceed with a new 32-day notice account with Lloyds bank. Dr Harris seconded. All in agreement to proceed. **ACTION: Clerk to begin opening procedures.**
- 11.5 Any other financial matters** – Mr Harris explained the PC received a letter re FSCS but stressed if Lloyds were to go bust, there will be much larger problems to deal with.
Following the last meeting, the Clerk had received notification from a parishioner that the mooring they had paid for previously, had not been used this year, and therefore the recently issued invoice will be cancelled.
- 12. Update re new noticeboard** – The Clerk advised she had obtained a further discount off the purchase price, so with CAT's contribution, the noticeboard is within budget. The Clerk has placed the order and delivery to the installer should be arranged w/c 29th July.
- 13. Discuss appointment of 3 Catfield United Charities Trustees** – Dr Harris advised there has been a resignation from the charity and Dr Harris and Mr Jordan's term expires at the end of September, so the PC will need to appoint 3 trustees during the October PC meeting. Mr Harris proposed CUC provide a draft advert for approval. Mr Jordan seconded. All in agreement. **ACTION: Mr Jordan to provide advert.**
- 14. Policies – to review existing policies:**
- 14.1 Data Protection Policy** – The Clerk obtained another policy from NALC. Mr Harris said he reviewed both and the NALC is unsuitable for a small PC. Due to the importance of the subject, Mr Harris proposed the Clerk undertake further training on Data Protection (max cost £35 x 3 sessions). All in agreement. Clerk to then update all re DP requirements. **ACTION: Clerk to review training options and book.**
- 14.2 Standing Orders** – Dr Bacon reviewed, and no changes are needed. All in agreement to adopt policy.
- 15. To discuss changing day of Parish Council meetings** – Due to another commitment, Mr Harris asked if the Councillors would be willing to reschedule all future meetings to be held on the last Wednesday of each month. All were willing to change the date. Mr Edwards proposed the meeting changes to the last Wednesday of each month. Ms Johnson seconded. All in agreement with one abstention. It was agreed the next meeting date would be 28th August. **ACTION: Clerk to ensure VH advised.**
The Clerk questioned the HMRC submission for wages which has to be processed at the beginning of every month, as this would be missed for August. It was agreed the Clerk be issued a cheque for July's salary now, dated 1st August, so the HMRC payment be submitted at the beginning of August, as usual. Mr Harris proposed the Clerk be issued July's salary cheque. All in agreement and cheque duly signed and issued to the Clerk.
- 16. Progress reports for information**
- 16.1 All Saints Church** – Dr Bacon advised nothing to report
- 16.2 Poor's Trust** – Mr Harris said he is concerned about the oil leak onto CUC land at Catfield Fen because he had been advised by the owner on site that he was not covered by insurance. Mr Jordan confirmed there may be mixed communication as they have received email correspondence and their work log. He added the oil has been monitored and once it reached a satisfactory limit, they have begun to extract the contaminated soil.

16.3 Village Hall – Dr Bacon said he strimmed the front and edge outside the hall but said the hedge needs cutting, which Mr Harris said he would arrange for it to be trimmed. Dr Bacon added the neighbouring property has removed the hedge from the front, placed sleepers in the ditch and removed a concrete gatepost, but that is not his property to do so. **ACTION: PC to review and write to the resident, if they feel necessary. Mr Harris to arrange for hedge to be trimmed.**

16.4 Allotments – Ms Johnson said there is nothing else to add.

16.5 Any other reports – None raised.

17. Matters for next Agenda and information

The date of the next meeting scheduled for **28th August**.

Agreed to make a note in the magazine re change of meeting date.

Meeting finished at 9.55 pm

Chairman Signature: _____

Date: _____

Chairman Name: _____