

**MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on**  
**WEDNESDAY 28<sup>th</sup> AUGUST 2024 IN THE VILLAGE HALL**

**Attendance:** Mr Harris (Chairman), Mr Edwards, Dr Harris, Mr Jordan, Ms Johnson, Mrs Briscoe, Dr Bacon, Mrs Plowman, Mrs Jeffreys, Cllr Taylor (District Councillor), Cllr Bayes (District Councillor), Mrs Cunningham (Clerk) and eight 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 Roberson, Mr Snelling and Councillor Price.
- 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** – Ms Johnson proposed the Minutes of 3<sup>rd</sup> July 2024 be approved. Mr Jordan seconded. All in favour and the Chairman duly signed.
- 4. Public participation session (10 minutes)**
  - 4.1** Public – No comments raised.
  - 4.2** Cllr Taylor/Cllr Bayes – Cllr Taylor advised they are continuing to support residents re the time taken for the DC to bring the Malthouse Lane issue to the NNDC planning committee. Multiple attempts to obtain an update remain unanswered. If no response by the end of the week they will escalate further until a resolution is brought forward. Cllr Taylor said they should receive the list of the Store Galore planning application conditions for review, by the end of the week. Cllr Bayes has requested a full review of all outstanding enforcement cases, across the three parishes, including Catfield. They are frustrated with progress on several enforcement cases and are keen to bring forward resolutions, when possible. They would like to receive suggestions from residents to what they could do in Catfield as part of the community payback scheme.
  - 4.3** Cllr Price – Absent from meeting.
- 5. Matters Arising**  
Report on actions from the previous meeting

| July 24 Ref | Item                                  | Action                                                                                                                                                        | Completed/Next Steps                                                                                                                                                                                                                                    |
|-------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5           | VH Funding                            | Mrs Jeffreys to discuss funding availability with charity                                                                                                     | <b>ACTION: Mrs Jeffreys to follow-up</b>                                                                                                                                                                                                                |
| 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.                    | Clerk sent letter. Response received. Discussed under item 7.5                                                                                                                                                                                          |
| 5a          | SAM2                                  | Cllr Price to instruct installation of new SAM2<br>SAM2 stats to be provided to magazine                                                                      | a) Ms Johnson confirmed SAM2 installed.<br>b) <b>ACTION: Mrs Jeffreys &amp; Ms Johnson to provide stats to magazine.</b>                                                                                                                                |
| 5c          | St Catherines Avenue - Dogs roaming   | Mr Edwards to forward noticeboard contractors to CUC. CUC liaising with owner and fence to be erected. Mr Jordan said almost complete, just waiting for latch | Mr Jordan had visited the parishioner, and the fence has been erected. No further action needed.                                                                                                                                                        |
| 6.1         | Milestones                            | Chase letter to be sent re Section 106                                                                                                                        | Discussed under item 6.1                                                                                                                                                                                                                                |
| 6.3         | Store Galore                          | Clerk to submit FOI if no response from planning                                                                                                              | Discussed under item 6.3                                                                                                                                                                                                                                |
| 6.4         | Malthouse Lane caravan site           | Clerk to write to Planning asking why the PC comments are not on the website and chase response re previous letter                                            | Discussed under item 6.4                                                                                                                                                                                                                                |
| 6.6         | Other Planning Issues – The Piggeries | Dr Bacon drafted letter re NNDC accepting parish applicant says they are in. Letter sent                                                                      | Mr Harris advised a response was received from Planning Dept. Dr Bacon said the NNDC gazeteer is incorrect and proposed to draft a response to planning. Ms Jeffreys seconded. All in favour.<br><b>ACTION: Dr Bacon to draft response to Planning.</b> |
| 6.5         | CL/24/1249 - Fenview, 3 Fenside       | Application for Lawful Development Certificate for existing use of land as residential garden. Clerk to respond to planning                                   | Actioned. Discussed under item 6.5                                                                                                                                                                                                                      |

|      |                                            |                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.1  | Bus Shelter                                | Dr Harris to obtain quotes                                                                                                                                                                                                                                                                                                      | Discussed under item 7.1                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 8.2  | Environmental Group                        | CUC & CAT to discuss re potential community orchard                                                                                                                                                                                                                                                                             | Discussed under item 8.2                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 8.3  | NE England Ecosystem Survey access request | Clerk to notify NE of approval                                                                                                                                                                                                                                                                                                  | Clerk completed. No further action needed.                                                                                                                                                                                                                                                                                                                                                                                                               |
| 9.0  | Neighbourhood Watch Group                  | Mrs Briscoe to review police guidance, circulate to the PC and, if she can, will place an article in the magazine                                                                                                                                                                                                               | Discussed under item 10                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 10.1 | Correspondence – Rats in Milestones        | Mrs Briscoe to provide owners/agents contact details. Clerk to write advising of issue and cc Environmental Health                                                                                                                                                                                                              | Discussed under item 11.5                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 10.2 | Correspondence – Bouncy Castle             | Clerk to advise parishioner permission not granted due to insurance purposes                                                                                                                                                                                                                                                    | Clerk completed. No further action needed.                                                                                                                                                                                                                                                                                                                                                                                                               |
| 11.4 | Savings Account                            | New Account to be opened with Lloyds Bank                                                                                                                                                                                                                                                                                       | Discussed under item 12.3                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 13   | CUC Trustees                               | CUC to provide advert                                                                                                                                                                                                                                                                                                           | Actioned. Clerk sent to magazine. CUC appointments will be on Septembers Agenda.                                                                                                                                                                                                                                                                                                                                                                         |
| 14.1 | Data Protection Policy                     | Clerk to carry out training                                                                                                                                                                                                                                                                                                     | Online training completed. Clerk to carry out DP audit review, so policy can be approved.                                                                                                                                                                                                                                                                                                                                                                |
| 14.3 | Village Hall                               | a) C/F Mrs Jeffreys to provide breakdown of accessibility issues and to discuss the VPMC website requirements with the Clerk.<br><br>b) Hedge outside hall needs cutting. Mr Harris to arrange trim<br>c) Neighbouring property has removed hedge from the front, placed sleepers in the ditch and removed a concrete gatepost. | a) Mrs Briscoe asked if this could be tied in to discussions re the bus shelter. Ms Jeffreys said the PC needs to consider the funding.<br><br>b) Mr Harris confirmed hedge trimmed.<br>c) Dr Bacon advised the VH neighbour has removed the concrete gate post and is now creeping onto PC land. Mr Harris proposed the PC write to the neighbour explaining the situation. Ms Johnson seconded. All agreed. <b>ACTION: Mr Edwards to draft letter.</b> |
| 15   | Parish Council Meeting Dates               | Date changed to last Wednesday of month. Clerk to book with VH                                                                                                                                                                                                                                                                  | Clerk Actioned. No further action needed.                                                                                                                                                                                                                                                                                                                                                                                                                |

## 6. Planning

### 6.1 Any update re Milestones (Section 106 and discuss upcoming meeting with Russell Williams)

Mr Harris explained he, Mr Edwards and Mrs Briscoe have a meeting booked with Mr Williams (NNDC) and although the PC made a complaint, there seemed little point in pursuing, so decided to meet and voice their concerns directly. One of the main issues is the lack of response and enforcement. Mrs Briscoe added the PC had written regarding Section 106 and our letter was not acknowledged and Dr Bacon added the PC need to maintain the pressure to ensure the allocated money is spent in Catfield. The PC discussed sending a questionnaire to all PC's in the NNDC area to identify whether other parishes are experiencing the same planning issues as Catfield and Mr Harris read aloud a proposed questionnaire. Mr Harris proposed the Clerk send the document to the PC and Cllrs Taylor and Bayes for suggestions/approval. It was agreed not to advise Mr Williams of the proposed action. Mrs Jeffreys seconded. All in favour. **ACTION: Clerk to send questionnaire as proposal. Document to be emailed to all PC's after NNDC meeting.** Mr Harris also proposed the PC contact the new MP, Mr Aquarone, to arrange a meeting. Mrs Jeffreys seconded. All in agreement. **ACTION: Clerk to book appointment.** Following on from the last meeting regarding rats around Milestones, the PC received a blunt response from the owner dismissing the issue. Cllr Taylor advised he has experience with similar issues and would be happy to help. Mr Edwards proposed the PC advise the parishioner to contact Cllr Taylor for further guidance. Mr Harris seconded. All in favour. **ACTION: Clerk to write to parishioner and to Owner advising this will be referred to Environmental Dept.**

**6.2 CL/24/0354 – Any update re siting of mobile home on land off School Road/Ludham Road –** A parishioner advised approx. 15 neighbours signed a letter, sent to NNDC, reiterating their continued unhappiness with the situation and are awaiting the impending enforcement date. The PC will review following the 13<sup>th</sup> September enforcement date.

**6.3 PF/23/2004 – Any update re retrospective planning and other issues re Store Galore Containers –** Mr Harris explained the PC received responses regarding the planning enquiry and received differing answers. A parishioner confirmed he had seen the official minutes but said he had not heard anything further. No action for the PC at this time.

**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) –** Mrs Briscoe explained the PC were concerned about a large cut-out which had appeared in the hedge, particularly as access onto a 'C' road requires planning permission and a letter was sent to Planning, who responded advising they are looking into it. Mr Harris proposed the PC write back to Planning to re-stress the situation. Mrs Jeffreys seconded. All in favour. **ACTION: Mrs**

**Briscoe to draft letter.** Mr Harris also proposed Mrs Briscoe's suggestion the PC point the planners in the direction of a similar case. Mrs Jeffreys seconded. All in favour. **ACTION: Mrs Briscoe to include in letter.**

- 6.5 **CL/24/1249 - Fenview, 3 Fenside Cottages – Further discussion re Application for Lawful Development Certificate (LDC) for existing use of land as residential garden** – Since the last meeting, the application has been declined. Dr Bacon explained if the LDC has been refused, an enforcement officer should visit the site to inspect the building erected on the land. In addition, Dr Harris expressed her dissatisfaction with NNDC planning as they did not redact the name of a young family member on a document, submitted on their website. Dr Bacon proposed the PC follow-up the data protection breach regarding the non-redacted document on behalf of the parishioner and ask Planning to pursue enforcement for all discussed aspects of the site. Mrs Jeffreys seconded. Majority approved with 3 abstentions due to interest. **ACTION: Mrs Briscoe to draft letter.**
- 6.6 **PO/24/1589 - Land Adjacent to Landes, The Street - Erection of single self-build dwelling** – Following a discussion, Mr Harris proposed the PC oppose the application due to their concern with potential overdevelopment on a small site and issues with access. Mr Edwards seconded. All in agreement. **ACTION: Mr Harris to draft response.**
- 6.7 **EF/24/1011 - Unit 7, Catfield Industrial Estate - Lawful Development Certificate for proposed installation of self-storage cabinets and mezzanine floor within building** – The PC noted the application and as Planning have stated 'Permission not required', no PC action required.
- 6.8 **To discuss the National Planning Policy Framework** - Mrs Jeffreys and Mrs Briscoe offered to review the policy. Mr Harris proposed they review the policy on behalf of the PC. Mr Jordan seconded. All in agreement. **ACTION: Mrs Jeffreys and Mrs Briscoe to review policy.**
- 6.9 **To discuss Updated Local Plan** – After a discussion, Mrs Briscoe explained the plan must respond to the inspectors' comments and then go out for public consultation. The PC should be on alert, then review and respond, as necessary.
- 6.10 **Any update re Lea Road Pre-Planning Advice** – This document was discussed and concerns expressed about pollution to the surrounding fenland SSSI's owing to the high groundwater table and other ecological and site access issues. There was uncertainty whether to correspond now or wait to receive the application. Dr Harris proposed the PC write noting the pre-application advice and urge them to involve the BA, giving the location and sensitivity of the site. The PC voted as to whether or not they should not write at this time – 4 voted to send, 4 voted not to send and 1 abstention. Due to a tie, the Chairman, with the casting vote, agreed the PC should write. **ACTION: Dr Harris to draft letter.** Mr Harris proposed the PC also follow-up on the cutting of trees on the site. Mrs Jeffreys seconded. All in agreement. **ACTION: Mr Harris to draft letter.**
- 6.11 **Any other planning matters** – None raised or received.

## **7. Highways & Road Safety**

- 7.1 **Update re new Village Hall Bus Shelter** – Following communication throughout the month with Cllr Price and Highways, Dr Harris explained the options now available. After a discussion, she proposed the PC use the bus improvement scheme offer and Dr Harris along with any Parish Cllrs, meet with Highways and Cllr Price to discuss the positioning, particularly for accessibility for wheelchair users. Mr Edwards seconded and suggested by the next meeting, the PC need to know the cost, the final bus shelter and position. All in agreement. **ACTION: Dr Harris to proceed as per proposal.**
- 7.2 **To discuss Event traffic** – Mrs Jeffreys said, as not time critical, this be deferred to next month.
- 7.3 **Update re cutting of verges & discuss option of taking ownership of grass cutting from Highways** – The PC agreed not to take ownership of the grass cutting. Re the verge cutting, Mr Harris proposed the PC respond to Highways email and read aloud a prepared letter, which asks for answers that Highways omitted, from our original email. Mrs Plowman seconded. All in favour to send letter. **ACTION: Clerk to send Mr Harris' letter to Highways.**
- 7.4 **NCC notification of roadside nature reserve designation – New Road** – The PC were unaware New Road had initially been chosen but note the roadside reserve designation.

- 7.5 Discuss possible improvements to industrial area at Sutton Road/A149 Junction** – This was discussed and agreed there is nothing the PC can do. Mr Harris proposed the landowner communicate directly with CAT, to see if they are able to help with his plans for the site and Mrs Jeffreys speak to the landowner. All in agreement. **ACTION: Mrs Jeffreys speak to landowner.**
- 7.6 Any other Highways or road safety issues** – It was noted Highways have tended to the overhanging trees on the junction of New Road onto the A149, as requested by the PC.
- 8. Environmental**
- 8.1 Catfield Action Team Update** – A parishioner advised there will be a litter pick on 8th September. Volunteers met at New Road/The Street for maintenance sessions. Wildflower seeds and 7k bulbs for the daffodil project have been ordered. Planting sessions are scheduled for 22nd & 29th September and 1st October at 10 am - all welcome. Two maintenance sessions have taken place on the playing field. Members of the group attended the school, tidying the garden and pond area. They met with the CUC at the allotments and are planning a further site visit. Two bingo sessions were held and the next is on 20th September. A prize quiz will be held at 7pm on 27th September at the VH – £5 per person & up to 6 per team. Details on the PC website. There will also be a talk at the VH by Friends of Horsey Seals on 23rd October at 7 pm. All welcome.
- 8.2 Update re potential Community Orchard (CAT project)** – Dr Harris advised they had a positive meeting with CAT on site and CAT will be submitting a proposal to the PC.
- 8.3 Sandholes entrance** – CAT advised Sandholes entrance is a bit tricky and asked if steps could be installed. It was discussed and the PC are concerned that steps may be too problematic for some, they would cost money and could prove to be a liability. As there are other access routes, Mr Harris proposed as this is a nature trail, this should remain as such. With one abstention, a majority agreed no action required.
- 8.4 To discuss condition of Catfield Allotments** – Following complaints from some allotment holders, Ms Johnson explained there is broken glass and chicken wire on the site, which needs clearing. Dr Harris said CUC will fund hiring a skip and use a digger to remove the worst of the waste material on the site. Mr Harris proposed the PC note CUC will arrange a skip, CAT will review ideas and submit to the PC and, as per Ms Johnson's offer, she will try to organise a working group, at short notice and review available grants. Mr Jordan seconded. All in agreement to update at the next meeting. **ACTION: As per proposal.**
- 8.5 Any other Environmental issues** – None raised.
- 9. To discuss latest Recreation Ground inspection report** – Mr Harris said as there are no major changes from last year's report, the PC defer to the next meeting. All in agreement.
- 10. Update re potential new Neighbourhood Watch group** – Following a discussion, it was clear the PC did not want to co-ordinate a NHW group. Mr Harris proposed Mrs Plowman, due to her experience, talk to PC Pritty to find out what is involved in becoming a co-ordinator and help draft a notice for submission to the magazine. All in agreement. **ACTION: Mrs Plowman contact PC Pritty, as per proposal.**
- 11. Correspondence**
- To note correspondence received re;**
- 11.1 Football field grass cutting** – Following a complaint, Mr Harris advised the PC communicated with the contractor, who said he cuts the areas he can. Mr Harris proposed the PC agree an environmentally friendly fringe around the field should be encouraged, so no action required. Mrs Jeffreys seconded. All in agreement. **ACTION: Mrs Jeffreys to draft letter to parishioner.**
- 11.2 New bus stop request** – A parishioner asked if an informal bus stop could be added on Elderbush Lane. Dr Bacon suggested the PC write to the bus company asking if they could arrange to stop on Elderbush Lane, if needed. Mr Harris proposed Dr Bacon's suggestion. Mrs Jeffreys seconded. All in favour. **ACTION: Dr Bacon to draft letter.**
- 11.3 Stolen boat** – Mr Harris said his boat was stolen and a reward has been offered. No action for the PC.

- 11.4 Complaint re footpath (southwards from the stables on Wood Street)** – The PC received a complaint from a parishioner who tripped while on a footpath and who requested the landowner's details. After a discussion, it was agreed the parishioner should check with the land registry to confirm who is the legal owner, and they should contact the Footpath dept at Highways directly. All in agreement. **ACTION: Clerk to advise the parishioner, and in addition, also report the footpath to Highways.**
- 11.5 Rats in and around Milestones** – Discussed with item 6.1
- 11.6 Any other correspondence** – Mrs Jeffreys said a parishioner complained about parking on Long Lane, which will be added to the next agenda.

## **12. Finance**

- 12.1 To review and agree Bank Reconciliation** - Mr Harris proposed approval of the Bank Reconciliation. Mrs Jeffreys seconded. All in agreement. Chairman duly signed.
- 12.2 To approve payments** - Payment list supplied to all prior to meeting. Mr Harris proposed payment be made. Ms Johnson seconded. All in agreement to proceed and cheques duly signed.  
Cheque 000045 - Clerk salary for August (including mobile phone, stamps & Microsoft purchase)  
Cheque 000046 – Greenbarnes Ltd (Noticeboard) - £1794.25  
Cheque 000047 – NNDC (Dog bins) - £804.96  
Cheque 000048 – NALC (Clerk Data Protection e-training) - £20.40
- 12.3 To discuss new Savings Account** – As the Clerk is not a signatory, she was unable to open, so Ms Johnson opened the new Lloyds savings account. The PC appreciated the effort taken to do so.
- 12.4 Any other financial matters** – None raised.

- 13. Update re new noticeboard** – Mr Edwards said the contractor took delivery of the noticeboard and they will be replacing the old noticeboard within a week.

## **14. Progress reports for information**

- 14.1 All Saints Church** – Dr Bacon said they had a successful exhibition, which was a useful social event for the village.
- 14.2 Poor's Trust** – The PC discussed that 3 appointments will be voted at Septembers meeting.
- 14.3 Village Hall** – Mr Jordan queried if the VH had a yearly property inspection. **ACTION: Mrs Briscoe to review the lease to identify obligations.**
- 14.4 Any other reports** – None raised.

## **15. Matters for next Agenda and information**

The next meeting confirmed for 25<sup>th</sup> September.

Meeting finished at 10.05 pm

Chairman Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chairman Name: \_\_\_\_\_