

MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on
WEDNESDAY 25th SEPTEMBER 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, Mr Roberson, Mr Snelling, Cllr Price (County Councillor), Mrs Cunningham (Clerk) and thirteen members of the public.

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

Meeting started: 19.01

1. **Apologies and approval of absences** - Apologies received and accepted from Cllr Taylor and Cllr Bayes, as they are attending a meeting in Cromer.
2. **Declarations of interests** – Mr Jordan declared an interest in Fenside (item 6.6), Mrs Briscoe in Ludham Road (item 6.3) and Mr Snelling in Lea Road (item 6.8)
3. **To approve as accurate Minutes of the previous meeting** – Mr Harris proposed the Minutes of 28th August 2024 be approved. Mr Jordan seconded. All in favour and the Chairman duly signed.
4. **Public participation session (10 minutes)**
 - 4.3 Cllr Price – As he had another meeting to attend, Cllr Price asked if he could talk first and this was honoured by the Chairman and agreed by all. He advised he will attend the bus stop site meeting with Highways and members of the PC on 30th September. He confirmed work on Wayford Bridge will begin on 7th October and should finish by 8th November and will mainly be carried out under single lane working with traffic lights. Full road closure is expected to be required from 28th-31st October, being night-time closures only from 8pm-6am. He said w/c 22nd October will be Flood Awareness week. Mr Edwards discussed the problems with the Wood St/Plumsgate Rd/Lodge Road junction and Cllr Price said he will visit the site on 30th September. Cllr Price left the meeting.
 - 4.1 **Public** – A parishioner said the hedge surrounding the playing field had not been cut for 2 years. Mr Harris proposed the PC obtain quotes to cut the hedge. All in agreement. **ACTION: Clerk to obtain two quotes to cut the hedge.**
 - 4.2 **Cllr Taylor/Cllr Bayes** – Absent from meeting.

5. Matters Arising

Report on actions from the previous meeting

Aug 24 Ref	Item	Action	Completed/Next Steps
5	VH Funding	Mrs Jeffreys to discuss funding availability with charity	Mrs Jeffreys to update following next VH meeting
5a	SAM2	SAM2 stats to be provided to magazine. Mrs Jeffreys & Ms Johnson to provide stats to magazine.	As not urgent, it was agreed this would be actioned within 3 months. ACTION: Clerk to diarise for 3 months. Mrs Jeffreys & Ms Johnson to review
5	Other Planning Issues – The Piggeries	Dr Bacon to draft response to Planning	Letter sent. Discussed under item 6.9
6.1	Milestones	Clerk to send questionnaire to all PC & DC's. Clerk to book appointment with MP	Discussed under item 6.2
6.4	Malthouse Lane caravan site	Mrs Briscoe to draft letter re the need for planning permission for hedge cut-out	Letter sent. Discussed under item 6.5
6.5	CL/24/1249 - Fenview, 3 Fenside	Mrs Briscoe to draft letter asking Planning to pursue enforcement and re DP breach	Letter sent. Discussed under item 6.6
6.6	PO/24/1589 Land adjacent to Landes	Mr Harris to draft response opposing the application	Letter sent. No further PC action at this time
6.8	National Planning Policy	Mrs Jeffreys and Mrs Briscoe to review policy	Closing date passed. Too late for any PC to submit
6.10	Lea Road Planning Advice	Mr Harris to draft 2 letters. One urging involvement of the BA and 2, chasing up on the cutting down of trees on the site	Letters sent. Discussed under item 6.8
7.1	Bus Shelter	Dr Harris to obtain final costs, design and position by the next meeting	Discussed under item 7.1
7.3	Cutting of Verges	Clerk to send Mr Harris' letter chasing responses from our previous letter	Letter sent. Discussed under item 8.6
7.5	Improvements to Industrial Area (Sutton Rd/A149)	Mrs Jeffreys to speak to landowner	Mrs Jeffreys actioned. No further PC action needed at this time. Going forward, CAT to speak to owner
8.4	Allotments	CUC were arranging a skip, CAT to review ideas and submit to PC. Ms Johnson to arrange working group and review grants available.	Discussed under item 8.4
10.0	Neighbourhood Watch Group	Mrs Plowman to contact PC Priddy to find out involvement for a co-ordinator	Discussed under item 12
11.1	Football Field Grass Cutting	Mrs Jeffreys to draft letter to parishioner.	Mrs Jeffreys actioned. Clerk sent to parishioner. No further PC action at this time.
11.2	New Bus Stop Request	Dr Bacon to draft letter requesting informal bus stop on Elderbush Lane	Discussed under item 13.1
11.4	Complaint re Footpath	Clerk to advise parishioner and report to Highways	Discussed under item 13.2

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. b) Mrs Briscoe to review lease to identify obligations. c) Mr Edwards to draft letter to VH neighbour, as concrete gatepost removed and garden encroaching onto VH land	Mrs Briscoe explained there is no plan or schedule with the lease for the VH. Following a long discussion regarding the VH, Mr Harris proposed the PC set up a sub-group that works with the VH committee. Mr Jordan, Mr Roberson & Mrs Plowman volunteered to form the sub-group along with Mrs Jeffreys, as the current PC representative. Mrs Jeffreys seconded. All in agreement. ACTION: Sub-group to meet with VH committee.
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6. Planning

- 6.1 Update of meeting held with Russell Williams (NNDC Planning)** – Mr Harris explained he, Mrs Briscoe and Mr Edwards met with Russell Williams, where a number of issues were discussed. Mrs Briscoe said Mr Williams will investigate the Milestones Section 106 issue and accepted their enforcement provisions are not satisfactory. Mr Harris summarised the action points: the PC to review what right it has, if any, to obtain information regarding pre-planning applications and the PC would write to planning again re Milestones Section 106 funding. Mr Edwards suggested all correspondence to Planning should be cc'd to Mr Williams. He also proposed the PC send a questionnaire re NNDC Planning to all parishes in the area, without informing Mr Williams. Mrs Jeffreys seconded and all in agreement. Dr Harris suggested the PC ask the DC's to forward any pre-planning apps to the Clerk. **ACTION: Mrs Briscoe to review pre-planning information. Mr Edwards to draft Section 106 letter. Clerk to send questionnaire draft to PC for approval then Mr Edwards to send to all parishes. Clerk to co-ordinate responses. Clerk to contact DC's to request sight of pre-planning applications.**
- 6.2 Any update re Milestones (including rats in/around premises)** – Cllr Taylor has contacted the parishioner regarding the rats. It was agreed there is currently no further action for the PC.
- 6.3 CL/24/0354 – Any update re siting of mobile home on land off School Road/Ludham Road** – Following submission of a letter to Planning from the neighbours, a parishioner advised a caravan has been moved but they are unaware if this is in the correct position, as they have not been informed by Planning. It was agreed, no action required from the PC at this time.
- 6.4 PF/23/2004 – Any update re retrospective planning and other issues re Store Galore Containers** – A parishioner said nothing has changed but they believe the owners have asked for conditions to be removed and advised the owner has 3 months to meet the conditions. Mrs Jeffreys proposed the PC write to establish whether planning permission has been granted, subject to the conditions, or if they are still in discussions and Planning Permission has not been granted. Mr Edwards seconded. All in favour. **ACTION: Mrs Jeffreys to draft letter to Planning.**
- 6.5 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 explained the PC wrote to Planning. Mr Edwards said there were an additional 1-2 tourers added to the site. All in agreement the PC should chase for a response from Planning. **ACTION: Clerk to chase.**
- 6.6 CL/24/1249 - Fenview, 3 Fenside Cottages – Further discussion re the Lawful Development Certificate for existing use of land as residential garden** – Following a letter from the PC, Mr Harris explained Planning responded advising they are aware of the building and that the certificate of lawfulness application was brought about by an enforcement investigation and they have informed the enforcement team who will consider the next steps within their power. No agreed action for the PC. The Data Protection breach will be discussed under item 16.1.
- 6.7 To discuss the National Planning Policy Framework** – Discussed under item 5.
- 6.8 Any update re Lea Road - Pre-Planning Advice and previous Land Clearance** – As agreed at the last meeting, Mr Harris confirmed the PC had written, chasing an update on the land clearance from the Forestry Commission. As no response received, the PC agreed to chase again. **ACTION: Clerk to chase**
- 6.9 Incorrect Parishes on Planning Applications** – Following a letter to Planning, the PC received a thorough response. Dr Bacon advised Planning use Royal Mail's National Address Gazetteer on

applications, but the Planning Officers should check the correct parish is allocated. No further action required.

6.10 Any other planning matters – None raised

7. Highways & Road Safety

7.1 Update re new Village Hall Bus Shelter – Upcoming meeting discussed during item 4.3

7.2 To discuss Event traffic – Mrs Jeffreys said the volume of traffic during the Garage Sale, was quite unsafe and although there was designated parking, cars were parked randomly in roads and on verges. Mrs Jeffreys proposed the PC write to the event organisers to consider traffic management for future events. Mr Jordan seconded. All in favour. **ACTION: Mrs Jeffreys to draft letter.**

7.3 Wood Street / Plumsgate Road / Lodge Road junction safety issues – Following safety concerns raised, Mr Edwards had provided a draft letter for PC approval, asking Highways for a review of road safety improvements at this junction and requesting a site meeting. All in agreement to send the letter. **ACTION: Clerk to send to Highways.**

7.4 Parking on Long Lane – Mrs Jeffreys said concern has been raised by residents of the excessive parking on the green space. A parishioner explained homeowner deeds stipulate there should be no parking on the green. Mrs Jeffreys proposed the PC write to Victory Housing for their assistance. Mr Edwards seconded. All in agreement. **ACTION: Mrs Jeffreys to draft letter.**

7.5 Any other Highways or road safety issues – None raised

8. Environmental

8.1 Catfield Action Team Update - A parishioner advised the first autumn planting session took place at the corner of New Road and The Street. Wildflower plug plants were planted in front of the benches and Cllrs Taylor and Bayes were thanked for their help. There will be further planting sessions on 29th September and 1st October. They are awaiting a date from the school to replace the edging round a raised bed in their garden. They are planning to remove surplus sycamore trees at Sandholes and will clear away rubbish and debris. They will not be proceeding with the community orchard at the allotments but will keep the project 'on hold' and hope to find other ways of pursuing it. There will be a quiz on 27th September and bingo on 18th October and 29th November. There will be a talk by Friends of Horsey Seals on 23rd October and anyone is welcome to join them - doors open 7pm, for a 7.30pm start. There will be a Christmas wreath-making workshop on 28th November and Catfield Does Christmas returns on 14th December, with food, a quiz, a raffle and live music from local bands.

8.2 Update re Community Orchard (CAT project) – Discussed under item 8.1

8.3 Access to/along The Rond – Dr Bacon advised the Butterfly Conservation has someone willing to cut the Rond along the first two sections, to the sharp bend and onto the mill, at their cost. He added CAT had a working party to clear a narrow pathway to the first bend but added it is very flooded and the surface has disintegrated. Mr Roberson proposed the PC give Mr Harris permission to accept the Butterfly Conservation's offer to cut along the Rond. Mr Edwards seconded. All in favour. Mr Harris added Natural England and the BA are not keen on the area becoming heavily pedestrianised due to nesting birds.

8.4 Update re condition of Catfield Allotments – Mr Jordan was thanked by the PC as he is in the process of clearing the debris from the site into a skip. Ms Johnson said she is in communication with the allotment holder, who brought this to the PC attention.

8.5 Hedge cutting on Ludham Road – Mr Harris explained earlier this year, the PC received a request to cut the hedge on Ludham Road. As this was not a safety issue the PC agreed to postpone this until the next hedge cutting season. Mr Harris proposed the PC now proceed and all in agreement. **ACTION: Clerk to obtain two quotes.**

8.6 Update re General Roadside Verge Cutting – Mr Harris advised there had been no response and there is no more the PC can do. No further PC action at this time. All in agreement.

8.7 Any other Environmental issues – None raised

9. Recreation Ground

- 9.1 Discuss broken bird spikes** (on top of swings) – A parishioner had advised bird prevention spikes above the swings had been broken off and were lying on the ground. Mrs Jeffreys has since removed all the spikes, and this is no longer a safety issue, but a solution will be discussed as part of the inspection report findings.
- 9.2 Discuss latest inspection report** – As no dangerous ‘red’ issues highlighted, Mrs Jeffreys will review the report and provide a plan at the next meeting. **ACTION: Mrs Jeffreys to review.**

10. The Appointment of 3 Trustees for Catfield United Charities – Mr Harris explained as there have been 4 applications for 3 positions, the PC will need to vote. The PC were handed voting slips for completion, which were passed to the Clerk. Dr Bacon, Mr Jordan & Dr Harris had personalised slips, which were evident they did not vote for themselves. The result was: Dr Bacon - 3 votes, Mr Briscoe – 8, Mr Jordan - 7 and Dr Harris 9 votes. Mr Harris declared Mr Briscoe, Dr Harris and Mr Jordan appointed as Trustees.

11. Notice of Review – Polling Districts and Polling Venues – As there has been no change to Catfield’s polling venue, nor does the PC feel this should be changed, there is no further action. **ACTION: Clerk to confirm agreement.**

12. Update re potential new Neighbourhood Watch group – Mrs Plowman said PC Pritty offered to produce a document explaining how the group would work and, if required, would attend a Parish Council meeting to explain further. **ACTION: On receipt of the document, Mrs Plowman to update at next meeting.**

13. Correspondence

To note correspondence received;

- 13.1 Update re New bus stop request** – Following on from the last meeting, Dr Bacon questioned who the PC should write to. Mr Edwards explained bus drivers used to stop and pick up parishioners if flagged, but due to safety concerns, they are no longer able to do so. It was agreed the PC should write to the bus company. **ACTION: Dr Bacon to draft letter.**
- 13.2 Update re Complaint re footpath** (southwards from the stables on Wood Street) – Mr Harris explained the issue has been resolved. **ACTION: Clerk to send photos confirming corrective action to parishioner who raised issue.**
- 13.3 Overgrown hedge** (New Road/Potter Heigham Road Junction) – Mr Roberson proposed the PC report the hedge to Highways to resolve. Mr Jordan seconded. All in favour. **ACTION: Clerk to report to Highways.**
- 13.4 Any other correspondence received** – None received

14. Finance

- 14.1 To review and agree Bank Reconciliation** - Mr Harris proposed approval of the Bank Reconciliation. Mr Roberson seconded. All in agreement. Chairman duly signed
- 14.2 To review and agree Accounts to Date** - Mr Harris proposed approval of the Accounts to date. Mr Roberson seconded. All in agreement. Chairman duly signed
- 14.3 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 000049 - Clerk salary for September (including mobile phone & printer paper) Cheque 000050 – Norfolk Garden Services Ltd - £350.00 (Installation of new noticeboard) Mr Edwards asked for the PC to write to a parishioner to thank him for use of his electricity when the contractor was installing the noticeboard, as this saved the cost of hiring a generator. **ACTION: Clerk to write to parishioner.**
- Mr Edwards also discussed an outstanding action point from the last meeting, as the PC proposed to write to the VH neighbour regarding removal of the concrete gate post. Mr Harris proposed, as the neighbour is maintaining the area outside the hall so well, Mr Edwards speak to him regarding the gatepost and discuss some encroachment onto PC land. Mrs Jeffreys se-

conded. Majority in favour with one against. Mr Edwards then amended the proposal, so following his conversation, the Clerk should also write to confirm re gatepost and encroachment. All in agreement. **ACTION: Mr Edwards to discuss issue and Clerk to write to VH neighbour.**

14.4 To discuss Savings Account – The Clerk confirmed £10k has been transferred into the savings account. **ACTION: Ms Johnson to contact Lloyds as the Clerk does not have online access.**

14.5 Any other financial matters – None raised

15. To agree PC meeting dates for rest of year – As the December meeting date is due on 25th, Mr Harris proposed this be brought forward to the 18th December. The Clerk confirmed the hall is available. All in agreement to the date change. The November meeting date remains the same.

16. Policies for Approval:

16.1 Data Protection Policy – Following on from a potential Data Protection breach by NNDC who submitted a parishioner's letter online without redacting their personal details (as discussed last month under item 6.5 planning) Dr Harris read a response from NNDC, which the PC agree is unsatisfactory, particularly as there were consequences from this potential breach. Mr Harris proposed Mrs Briscoe draft a letter, liaising with Ms Johnson, to obtain clarity on the subject. Mrs Jeffreys seconded. All in favour. **ACTION: Mrs Briscoe to draft letter.**

Regarding the policy, it was agreed to remove reference to the Data Protection Officer (DPO). The Clerk confirmed she had carried out an audit on information held.

16.2 Equality & Diversity Policy – No issues raised. All in agreement to adopt the policy.

16.3 Grant & Donations Policy – Mrs Briscoe raised the issue that the £250 limit should be reviewed but the PC agreed to retain the limit at £250. Subject to a grammatical correction, all in agreement to adopt the policy.

17. Removal of Salvation Army Recycling Bin – The PC received notification from the Salvation Army, that as the clothing recycling bin is no longer cost effective, they will be removing it within the coming weeks. No action for the PC.

18. Progress reports for information

18.1 All Saints Church - Dr Bacon said they had a successful exhibition, which was a useful social event for the village.

18.2 Poor's Trust – Mrs Jeffreys said they hope to start work quay heading mid-November and the distribution advert is now in the magazine.

18.3 Village Hall (including the VH boundaries) – Mrs Jeffreys advised Village fundraising and charity events will be charged at 50% the hire rate. The PC rate will remain the same hourly rate. There will be a Murder Mystery event on 7th December. The VHC will be replacing the 2 noticeboards on the outside of the VH. Dr Bacon said Mrs Jeffreys position within the VH Committee should be confirmed. **ACTION: Mrs Jeffreys to confirm.**

18.4 Any other reports

19. Matters for next Agenda and information

next meeting date scheduled for 30th October 2024.

Meeting finished at 9.53 pm

Chairman Signature: _____

Date: _____

Chairman Name: _____