

MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on
WEDNESDAY 30th OCTOBER 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, Mrs Cunningham (Clerk) and eight 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 Cllr Taylor, Cllr Bayes and Cllr Price.
- 2. Declarations of interests** – Mrs Briscoe declared an interest in Ludham Road (item 6.5) and Mrs Jeffreys in Back/Long Lane (item 7.3).
- 3. To approve as accurate Minutes of the previous meeting** – Mr Harris proposed the Minutes of 25th September 2024 be approved. Mrs Jeffreys seconded. All in favour and the Chairman duly signed.
- 4. Public participation session (10 minutes)**
 - 4.1 Public** – No issues raised. Mr Snelling and Dr Harris arrived at the meeting.
 - 4.2 Cllr Taylor/Cllr Bayes** – Although absent, Cllr Taylor provided a report, which Mr Harris read aloud. He advised the Milestones pest control issue is with NNDC Environmental Health. They met with Mr Geoff Lyon, Development Manager at NNDC to discuss final conditions for the Store Galore site. These will largely remain the same, except for the need to ensure pest control measures, as this is deemed to be outside the remit of general planning conditions and should not have been included. If issues arise these would be dealt with by Environmental Health. They expect the final conditions to be issued by the end of the week. They attended CAT's recent quiz and thanked all those involved. They purchased a tree pack from NCC and will donate a few trees to their three parishes. Any suggestion where these could go would be welcomed. The case officer visited the Malthouse Lane site and although told the application would be in the committee October meeting, this did not happen and the new proposal is now for December.
 - 4.3 Cllr Price** – Although absent from meeting, Cllr Price has confirmed he will be attending the bus shelter meeting on Friday.
- 5. Matters Arising - Report on actions from the previous meeting;**

Sep 24 Ref	Item	Action	Completed/Next Steps
5	VH Funding	Mrs Jeffreys to discuss funding availability with charity & update after next VH meeting	Mrs Jeffreys to update – Discussed under item 16.1
6.1	Meeting with Russell Williams	a) Mrs Briscoe to review pre-planning information. b) Mr Edwards to draft Section 106 letter. c) Clerk to send questionnaire draft to PC for approval then Mr Edwards to send to all parishes. d) Clerk to co-ordinate responses. e) Clerk to contact DC's to request sight of pre-planning applications	Discussed under item 6.2
6.4	Store Galore	Mrs Jeffreys to draft letter to Planning	Discussed under item 6.6
6.5	Malthouse Corner	Clerk to chase response from Planning	Letter sent. Discussed under item 6.7
6.8	Lea Road Planning Advice	Clerk to chase update from Forestry Commission	Letters sent. Discussed under item 6.10
7.1	Bus Shelter	Dr Harris to obtain final costs, design and position by the next PC meeting. Members of PC to attend meeting on site with Mr Pratt and Bus Shelter supplier	Discussed under item 7.1
7.2	Event Traffic	Mrs Jeffreys to draft letter to event organiser to consider future traffic management	Letter sent 24/10
7.3	Wood St/Plumsgate Rd/Lodge Rd junction safety issues	Clerk to send Mr Edwards draft to Highways.	Letter sent. Discussed under item 7.2
7.4	Parking on Long Lane	Mrs Jeffreys to draft letter to Victory Housing asking for their assistance.	Letter sent 23/10. Discussed under item 7.3
8.3	Access to/along the Rond	Mr Harris to accept Butterfly Conservation offer to cut along part of the Rond	Mr Harris advised he never received a letter however it was fully covered in the Minutes
8.4	Allotments	CUC were arranging a skip to clear debris. Ms Johnson to arrange working group and review grants available.	Discussed under item 16.2
8.5	Ludham Rd hedge cutting	Carried forward from earlier this year. Clerk to obtain 2 quotes	Discussed under item 12
9.2	Playground Inspection Report	Mrs Jeffreys to review and provide action plan	Discussed under item 9

11	Notice of Review – Polling Districts and Polling Venues	Clerk to confirm agreement	Clerk confirmed. No further action required.
12	Neighbourhood Watch Group	On receipt of the document from PC Priddy, Mrs Plowman to update	Discussed under item 14
13.1	New Bus Stop Request	Dr Bacon to draft letter to Bus Company asking for request stop on Elderbush Lane	Discussed under item 10.1
13.2	Complaint re Footpath	Clerk to send photos confirming action to parishioner	Photo sent and no further action for the PC
13.3	Overgrown hedge (New Rd/Potter Heigham Rd junction)	Clerk to report to Highways	Reported. Discussed under item 12
14.3	Noticeboard	Clerk to write to resident who allowed contractor to use his electricity	Letter sent 16/10 by Clerk
14.4	Savings Account	Ms Johnson to contact Lloyds as Clerk does not have online access to new account	ACTION: Ms Johnson to contact Lloyds
16.1	Data Protection	Mrs Briscoe to draft letter re NNDC DP breach of a parishioner	To be discussed
18.3	Village Hall	a) C/F Mrs Jeffreys to provide breakdown of accessibility issues and to discuss the VPMC website requirements with the Clerk. b) Sub-group (Mr Jordan, Mr Roberson, Mrs Plowman & Mrs Jeffreys) to meet with VH committee c) Mr Edwards to speak to VH neighbour, as concrete gatepost removed and garden encroaching onto VH land. Clerk to then write to neighbour. d) Mrs Jeffreys to confirm her position within the VH Committee	Discussed under item 16.1

6. Planning

- 6.1 Discuss meeting with Steffan Aquarone MP** – Mr Harris explained he, Mr Edwards and Mrs Briscoe met with Mr Aquarone, and they said he listened to their comments and it was a good, constructive meeting. Since the meeting, the MP has requested more information on the Malt-house Lane site and Milestones Section 106. Mr Harris read aloud the last email from the MP and he proposed Mrs Briscoe draft a response to Mr Aquarone. Mrs Jeffreys seconded. All in favour. **ACTION: Mrs Briscoe draft response to MP.**
- 6.2 Discuss follow-up re meeting with Russell Williams** – Mr Edwards advised the Clerk had sent the PC's questionnaire to all parishes in the NNDC area and he will collate the responses. A small quantity of responses have already been received and, although too soon to perform a fair analysis, these are showing poor experiences when dealing with NNDC Planning. Mr Harris proposed the PC send a 'chase-up' letter within 3 weeks as a reminder to parishes to respond and the PC discuss the results at December's meeting, with the aim to provide a professional statement in the new year. All in agreement. **ACTION: Clerk to issue chase letter during November. Mr Edwards to provide working draft at November meeting and consolidate full results for December's meeting.** The subject as to whether pre-planning advice is confidential was discussed. Mrs Briscoe confirmed that until recently it was thought that such advice was confidential. However, in a case involving the London Borough of Richmond in February 2024, it was ordered that pre-planning advice, which had been requested via a FOI request, be made available to the applicant who was opposed to the development. Mr Harris confirmed Cllr Taylor agreed to inform the PC if pre-planning applications are received. They can be viewed on the website and there is also the possibility the PC can request a FOI.
- 6.3 Discuss EDP article re NNDC new build target** – Mr Harris advised there had been a revision to the housing targets plan in the EDP showing an increase in Catfield's quota to 39. Dr Bacon advised there will be a 6-week consultation period starting 6th November. Mr Harris proposed Mrs Briscoe draft a letter requesting clarification on the status of the local plan and whether there will be the opportunity for the PC to comment. Mr Edwards seconded. All in agreement. **ACTION: Mrs Briscoe to draft letter.**
- 6.4 Any update re Milestones (including Section 106)** – As the PC are waiting for a response from Mr Russell Williams, there is currently no further action required re NNDC but as discussed under item 6.1, the PC will provide further information to Mr Aquarone MP, following the discussion at the recent meeting, and cc Mr Williams.
- 6.5 CL/24/0354 – Any update re siting of mobile home on land off School Road/Ludham Road** – Mrs Briscoe believes the mobile home has been moved, albeit not very far but the PC are still awaiting an official update.
- 6.6 PF/23/2004 – Any update re retrospective planning and other issues re Store Galore Containers** – Covered under item 4.2.
- 6.7 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)** – A letter had been received from NNDC's planning officer in response to the letter from the PC reporting what

appeared to be the beginning of the creation of an access from the site onto Long Lane. Mrs Briscoe said it was clear that more than 6 feet of hedging had been removed, not just the nettles, as the applicants told the Planning Officer. Mr Harris proposed the PC write again to the Planning Officer. Mrs Jeffreys seconded. All in favour. **ACTION: Mr Edwards to draft letter re hedge removal.**

6.8 CL/24/1249 – Any update re Fenview, 3 Fenside Cottages – Lawful Development Certificate for existing use of land as residential garden – Mrs Plowman advised there has been an intention to appeal but no appeal as yet. Mrs Briscoe advised once the appeal is lodged and a start date is issued, anyone who objected to the application will be notified within 2 weeks of the start date. Mr Harris proposed the PC write asking for a status update. Majority approval. Three abstentions, due to interest. **ACTION: Clerk to contact Planning for update.**

6.9 PO/24/1589 - Erection of single self-build dwelling (outline with details of access only - all other matters reserved) – Land adjacent to Landes, The Street, Catfield – Mr Harris explained the application hasn't changed, but it was invalidated, requiring review again. Mrs Jeffreys said she has spoken to several neighbours, who also feel there would be over-development. Mr Harris read aloud the PC's previous objection and following a discussion regarding the land, Mrs Briscoe proposed the PC resubmit the previous response again, adding 'strongly' to the objection. Mr Harris seconded. All in agreement. **ACTION: Clerk to respond to Planning.**

6.10 Any update re Lea Road Pre-Planning Advice and previous Land Clearance – Mr Harris advised the PC chased for an update and read the response from the Forestry Commission advising the incident will be reviewed but this will take time as they have a large number already to be reviewed. He added the tree felling should be reviewed within the coming month.

6.11 Any other planning matters – Mr Harris advised the PC had received Approval of an application for non-material amendments at Firdene, Potter Heigham Road. No PC action required.

7. Highways & Road Safety

7.1 Update re new Village Hall Bus Shelter – Dr Harris advised the original meeting was cancelled by Highways (Mr Pratt) and is rescheduled for 1st November, where at least 3 Parish Councillors will attend. Disappointment was expressed, particularly by those scheduled to attend, that the meeting was cancelled by Highways due to rain.

7.2 Wood Street / Plumsgate Road / Lodge Road junction safety issues – After writing to Highways, the PC received a thorough response. Highways believe the junction is satisfactory as it is mainly used by local traffic and there have been no serious incidents, but due to PC concern, they have agreed to install a Crossroads ahead sign. Mr Roberson suggested Cllr Price visit the junction following the bus shelter meeting. Mr Harris proposed any suggestions be submitted in writing before the next meeting, then the PC can decide whether to respond to Highways. Mr Edwards seconded. All in agreement. **ACTION: Suggestions to be sent to the Clerk.**

7.3 Parking on Long Lane – Mr Harris explained, following the last meeting, a letter was sent. **ACTION: Clerk to chase for response.**

7.4 Any other Highways or road safety issues – No issues raised.

8. Environmental

8.1 Catfield Action Team Update – As no representatives present, Mrs Jeffreys read aloud a report supplied by CAT. Another 7,000 daffodils have now been planted around the village this Autumn. Group members met to clear one of the school's raised beds, fix new edging and plant daffodils. They will be working with the School Council on a community project, and plan to hold a joint litter pick. CAT had a mammoth planting session at the corner of New Road/The Street. Work began clearing the surplus sycamore trees and seedlings from Sandholes and they hope to set a date for clearing rubbish and debris. They ran a successful quiz in September, an enjoyable bingo session in October and hosted a very interesting talk by Friends of Horsey Seals. There will be a Christmas wreath-making workshop on Thursday 28th (am) Nov and bingo on 29th Nov (pm). Ms Johnson advised the Catfield Does Christmas event will be held on 14th December from 6pm and they have now planted their 15,000th bulb.

Following on from the last meeting, where parking during the Garage Sale was discussed. Mr Harris thanked and read the considered response from this year's organiser, who explained CAT may organise the next event in 2026, and they will discuss traffic management with the PC.

- 8.2 Back Lane Lime Pollution** – Mr Harris advised he had received 2 complaint letters from parishioners. Mrs Jeffreys explained the wind was blowing toward the road, causing substantial levels of lime dust and was concerned for residents about inhalation of the substance. It was agreed it was a Health & Safety issue. Mr Harris proposed the PC write to the farmer to make him aware of the situation. Mrs Plowman seconded. All in favour. Mrs Jeffreys offered to draft the letter, and the PC agreed she could do so, even though an interest was declared. **ACTION: Mrs Jeffreys to draft letter.**

- 8.3 Norfolk Minerals and Waste Local Plan: Publication of proposed Main Modifications and Additional Modifications** – Mrs Briscoe said she read this when this was previously distributed and assuming this is the same, it does not affect this area. Everyone agreed to move on.

- 8.4 Any other Environmental issues** – Dr Bacon referred to a flooding meeting held by then MP, Duncan Baker, in February and advised there is an invitation only follow-up meeting this week.

- 9. Discuss latest inspection report on the Recreation Ground** – Mrs Jeffreys had reviewed the report and although no 'red' areas, there are several 'yellow' and 'green' minor areas that could be easily resolved and estimated a cost of around £450 to do so, which is within the allocated Playground budget. One of the minor risk items on the report is that the gate is unlocked, but the PC discussed and disagree this constitutes as a risk. Mrs Jeffreys proposed the PC spend £450 to resolve some of the reported items and she will obtain an additional quote to repair the patch under the swings and repair the swing shackles. Mrs Plowman seconded. All in favour. **ACTION: Mrs Jeffreys to carry out proposal.** Dr Harris expressed concern regarding the protective surface under the climbing frame. **ACTION: Clerk to clarify required depth and diameter of woodchip under the climbing frame.**

10. Correspondence

To note correspondence received;

- 10.1 Any update re new bus stop request – Elderbush Lane** – Dr Bacon advised he had spoken to the 2 bus companies that use this route. Sanders said they consider this to be a request stop and they will stop if flagged. Connect, however, have said although they can see it is a sensible location for a request stop, they need to check and confirm. If they do not agree, the PC could contact NCC for approval of an official request stop. **ACTION: Await response from Connect.**
- 10.2 Any other correspondence received** – Mr Harris advised the PC had received an email re a lost dog roaming around the Rectory. It was agreed this is not a PC matter and so no action required.

11. Finance

- 11.1 To approve payments** - Payment list supplied to all prior to meeting.
Cheque 000051 – Clerk salary for October (including mobile phone, computer mouse and NALC back-dated pay increase). The Clerk advised the cost of the mobile phone will be increasing to £8 per month and offered an alternative but all agreed, no need to change provider.
- 11.2 Savings Account** – The Clerk advised Lloyds bank will be charging a £4.25 monthly fee for the bank account from January. It was agreed the Clerk to trial processing payments online, in place of drawing cheques, to help save on other fees brought in by Lloyds. **ACTION: Clerk to trial online payments.** Mr Harris proposed the PC remain with Lloyds, despite new charges and that payments be made. Mrs Jeffreys seconded. All in agreement to proceed and cheque duly signed.
- 11.3 Any other financial matters** – The Clerk asked the Councillors to consider potential requirements for 2025/26, as she will begin working on the budget for the next financial year.

12. Hedge Cutting

- 12.1 Ludham Road** - The Clerk had contacted 5 contractors for quotations to cut the hedges for this and 12.2 and only 1 responded. The PC agreed this should be cut with a tractor. **ACTION: Mr Jordan volunteered to cut the football field and invoice the PC.**
- 12.2 Surrounding the VH Recreation Ground** – As 12.1

- 12.3 New Rd/Potter Heigham Rd Junction** – The PC had written to Highways, who advised this hedge is the property owners' responsibility. **ACTION: Clerk to write to property owners.**
Mr Harris raised an issue that a hedge by School Road and Ludham Road has been planted up to the corner and will potentially become a safety issue. **ACTION: Clerk to write to landowner asking if this could be set back.**

13. Police and Crime Plan Consultation – The PC agreed no action required.

14. Update re potential new Neighbourhood Watch group – Mrs Plowman had contacted PC Pritty but as the PC have decided not to take ownership of a NHW group, they agreed not to pursue any further.

15. Policies for Approval:

- 15.1 Data Protection Policy** – The Clerk advised NALC confirmed PC's do not need a Data Protection Officer and they sent their DP policy. Mrs Briscoe does not feel this is suitable for the PC. **ACTION: Clerk to ask NALC if they have a more general DP policy.**
- 15.2 Health & Safety Policy** - No issues raised. All in agreement to adopt the policy.
- 15.3 Environmental Policy** – Mr Harris said the policy refers to a government policy from 2021 which will soon become outdated, but as still current and no issues raised. All in agreement to adopt the policy.

16. Progress reports for information

- 16.1 Village Hall (including the VH boundaries)** – Mrs Jeffreys advised she has not attended a recent VH meeting and has not yet arranged a sub-committee meeting. The VH Insurance policy was discussed. **ACTION: Clerk to request up to date insurance policy from VHMC. Mrs Jeffreys to attend next VH meeting and arrange a PC sub-committee meeting.** Mr Edwards advised he had a good conversation with, the very nice, VH neighbour regarding removal of the gatepost and encroachment onto the VH land. Nothing was intentional and Mr Edwards said he is a good, public-spirited citizen. A letter was sent by the Clerk and no further PC action at this time.
- 16.2 Poor's Trust** – Dr Harris said they will be having a meeting next week and they will be looking at the distribution list shortly.
- 16.3 All Saints Church** – Dr Bacon said there is nothing to report but there will be a Remembrance Day service in the church and at the war memorial. Ms Johnson said she had received a call from a parishioner complaining about the bell ringing at the church and she advised them to contact the Church warden.
- 16.4 Any other reports** – None raised.

17. Matters for next Agenda and information

Date of the next meeting scheduled for 27th November 2024.

Meeting finished at 9.48 pm

Chairman Signature: _____

Date: _____

Chairman Name: _____