

MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on
WEDNESDAY 18th DECEMBER 2024 IN THE VILLAGE HALL

Attendance: Mr Harris (Chairman), Mr Edwards, Dr Harris, Ms Johnson, Mrs Briscoe, Dr Bacon, Mrs Jeffreys, Mr Jordan, Mr Snelling, Mrs Plowman, Mrs Cunningham (Clerk), County Cllr Price and six members of the public.

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

Meeting started: 19.05

- 1. Apologies and approval of absences** – Apologies received and accepted from Mr Roberson, Cllr Taylor and Cllr Bayes.
- 2. Declarations of interests** – Mr Harris declared an interest in item 11.1, as this occurred on his land and said he will not vote, but all agreed he could speak on the subject.
- 3. To approve as accurate Minutes of the previous meeting** – Mr Harris proposed the Minutes of 27th November 2024 be approved. All in agreement and the Chairman duly signed.
- 4. Public participation session (10 minutes)**
 - 4.1 Public** – As no matters were raised, Mr Harris proposed the subject of deer culling be discussed after item 4.3.
 - 4.2 Cllr Taylor/Cllr Price** – Not present at meeting and no report received.
 - 4.3 Cllr Price** – provided an update on the government’s devolution plans.
 - 11.1 Deer Culling** – With permission given from the parishioner, Mr Harris read aloud their email advising that while walking round the permissible path around Bleak House Field, Catfield village, two deer heads were found lying in the grass, close to a fence adjacent to Plumsgate. There were no other body parts or blood in the vicinity. Mr Harris said he has discussed the subject with a wildlife Officer, from another county, who provided all information and legalities when shooting deer, which he had permission to read aloud. The Officer has also contacted wildlife crime at Norfolk Police to advise of the situation and NE to ascertain whether any licenses have been granted in this area. Following a long discussion including parishioners and the PC, Mrs Jeffreys proposed the PC write an article in the magazine to warn the public, asking them to be vigilant and report any suspicious activity to the Police and the PC write to the Police. Dr Harris seconded. All in favour with one abstention (due to interest). Mr Harris offered to draft the letter, which the PC agreed to. The parishioner who reported the incident confirmed they were satisfied with the PC action proposed. **ACTION: Mr Harris to draft letter to the Police. Mrs Briscoe to draft article for the magazine.**
- 5. Matters Arising - Report on actions from the previous meeting;**

Nov 24 Ref	Item	Action	Completed/Next Steps
C/F	SAM2	C/F action from September: Mrs Jeffreys & Ms Johnson to review SAM2 stats for magazine. Agreed to diarise for 3 months (Dec)	Ms Johnson said it is working well in its current location and has reviewed the figures, where most are within the speed limit.
4.2	Cllr Price – VH disabled parking bays	Mrs Jeffreys to provide required measurements to Cllr Price. Clerk to complete PPS application for parking bays. Cllr Price to obtain quotes from Norse	Discussed under item 7.2
6.1	Local Plan Further Consultation	Mr Harris to supply information regarding environmental issues. Mrs Briscoe & Mrs Jeffreys to finalise response and forward to the DC's by 12th December and submit to NNDC by 19th Dec.	Discussed under item 6.1
6.3	PC Questionnaire	Mr Edwards to collate responses and provide a full report at January's PC meeting.	Discussed under item 6.6
6.7	Store Galore	Clerk to chase for response for information regarding other sites	Discussed under item 6.2
6.8	Malthouse Corner	No action required – Update from Cllr Taylors information at last meeting only	Confirmation of 'Refused' application received
7.1	Bus Shelter	C/F action: Dr Harris to obtain final costs, design and position	Discussed under item 7.1
9	Playground Inspection Report	Mrs Jeffreys to obtain quotes for 2 alternative options as protection under the igloo climber.	Discussed under item 10
10.2	Bank Account	Mrs Jeffreys to discuss with Clerk how the CUC manage the online payment situation	Discussed under item 9.6

11.1	New Bus Stop Request	Dr Bacon to chase Connect re bus stop on Elderbush Lane	Discussed under item 11.3
11.2	Correspondence – Goal Nets	Clerk to update parishioner	Discussed under item 11.2
12.2	VH Hedge	Clerk to book	Email sent. No response received from contractor
12.3	New Rd & Potter Heigham Rd junction	Clerk wrote to property owners 20 th November	Mr Harris offered to review and report at next meeting
13.1	Data Protection	Mrs Briscoe to review PC and NALC policies and amalgamate into one policy suitable for the PC	Discussed under item 14.1
14.1	Village Hall	a) C/F Mrs Jeffreys to provide breakdown of accessibility issues and to discuss the VHMC website requirements with the Clerk. b) C/F - Mrs Jeffreys to discuss funding availability with charity & update after next VH meeting c) Mrs Jeffreys to discuss the sub-committee report with the VHMC at their next meeting (Jan/Feb) d) Clerk to obtain copy of full insurance policy, particularly re fire cover e) Mrs Briscoe & Mrs Jeffreys to investigate answers to queries raised by sub-committee f) Mr Roberson to carry out building inspection. Ms Johnson to make the notes g) Discuss key-holders	Discussed under item 12.1
14.4	Allotments	C/F action: Ms Johnson to arrange working group and review grants available. Clerk to invoice allotment holders	Discussed under item 12.4

6. Planning

- 6.1 Local Plan Further Consultation (to address the planning inspector's interim findings) – Mrs Briscoe confirmed the PC's response had been submitted to NNDC by the Clerk. Both Mr Harris and Mrs Briscoe expressed concern of the difficulties in submitting a response and suggested the PC advise Cllr Taylor how complex the format was, making submission too difficult for those without technical skills. Mrs Jeffreys thanked the PC for their quick responses.**
- 6.2 PF/23/2004 – Any update re retrospective planning and other issues re Store Galore Containers –** Following confirmation of the planning decision, Mr Harris advised the PC chased regarding the planning status of the other sites and received an informative reply, which he read aloud advising the case officer is in dialogue with the owner regarding Grove Farm, and has invited a certificate of lawful use (CLU) application. The owner must provide evidence the site has been used in this manner for more than ten years, which two parishioners dispute. Mr Harris suggested the PC write to help ascertain if there is a time limit for the owner to apply for the CLU. **ACTION: Clerk to contact NNDC.** In a separate item, the subject of the FloGas lighting was raised but deferred as not on the agenda. **ACTION: Clerk to add to next agenda.**
- 6.3 CL/24/1249 – Any update re Fenview, 3 Fenside Cottages – Lawful Development Certificate for existing use of land as residential garden –** Mrs Briscoe confirmed an appeal has been lodged but that nothing happens until the Planning Expectorate sets a start date, when at that point, any objectors should be notified by NNDC within two weeks, and they should respond within six weeks. Mr Jordan advised there is a start date of 12th December on NNDC's website. There was concern that the objectors have still not received notification, and Mr Harris proposed the PC write requesting why they have not informed the objectors of the situation. Mr Edwards seconded. All in favour. **ACTION: Mrs Briscoe to draft letter to NNDC. Clerk to update Cllr Taylor and Cllr Bayes.**
- 6.4 ISI/24/2382 – Pre-application Advice – Bluebell Cottage, Heigham Rd – Proposed installation of 2 first floor windows in front elevation –** The PC agreed no action until the full application received.
- 6.5 Broads Authority's Draft Design Guide and Code Supplementary Planning Document –** No comments by the PC but the document was noted.
- 6.6 Parish Council's planning questionnaire provisional update –** Mr Edwards provided a brief update and advised there had been sufficient responses to be able to compile a full report. As few had completed the questionnaire in the requested format, Dr Harris offered to collate the responses with Mr Edwards. It was agreed the results must be completely objective. Mrs Jeffreys proposed Mr Edwards and Dr Harris review the information, forward the results to the PC before the next meeting and present to all at January's meeting. Mr Jordan seconded. All in agreement. **ACTION: As per proposal.**
- 6.7 Any update re Milestones (including Section 106) –** No update received re section 106 and no response from the MP. It was agreed not to chase at this time.

- 6.8 Any other planning matters** – Since the agenda was set, the PC received notification regarding a single storey rear extension at 24 Elderbush Lane. The PC agreed that they do not oppose the application so long as the neighbours do not object and that Planning Officers are satisfied the proposal falls in line with planning regulations. Mr Harris proposed Mr Edwards draft response to Planning. Mrs Plowman seconded. All in agreement. **ACTION: Mr Edwards to draft response.**

7. Highways & Road Safety

- 7.1 Update re new Village Hall Bus Shelter** – Items 7.1 and 7.2 were discussed jointly. Cllr Price provided a summary of the meeting with Highways and Norse, where they discussed two locations for the disabled parking bay. One within the VH car park, at a total cost of £7675+vat and the second on the grass side of the VH, at a cost of £8275+vat. Cllr Price confirmed he would contribute £6000 from his personal Highways budget, leaving the balance to be paid by the PC. He added the bay work would be carried out at the same time as the bus shelter groundwork and confirmed the groundwork from the road to the parking bay is covered by Highways. The PC voted unanimously in favour of having the disabled bay on the grass side (non-car park side) of the VH. Mr Edwards questioned the high cost of the bay groundwork and obtained a much lower quote from a reputable contractor of £3500+vat, however Cllr Price confirmed he would not make any contribution if an alternative company were used. Mr Edwards questioned why not but did not receive an explanation. Following a long discussion, Mr Harris proposed, to ensure a co-ordinated effort, the PC proceed with Norse's £8275+vat quote, with Cllr Price's £6k guaranteed and the PC paying the remaining £2275 + full vat. Dr Bacon seconded. Seven in favour with two against. Mr Edwards disapproval for the wasteful way in which public money was being spent was noted. Mr Harris raised concern that the bus shelter should be completed by 31st March for half the cost to be covered by the Parish Partnership Scheme, but Cllr Price confirmed this was not an issue. Dr Harris advised the preferred bus shelter would be 3-bay, with half sides and a bench, at an approximate cost of £6000+vat, with groundwork costs covered by Highways up to the VH boundary. She added the bus shelter can only be ordered once Mr Pratt confirms the maximum size it can be, and she will chase for update. **ACTION: Clerk to confirm details to Cllr Price. Dr Harris to confirm bus shelter quotation.**
- 7.2 Discuss possible Disabled Parking Bays at Village Hall** – Discussed with 7.1
- 7.3 Any other Highways or road safety issues** – None raised

8. Environmental

- 8.1 Catfield Action Team Update** – On behalf of CAT, a parishioner thanked the Parish Cllrs and Clerk for their support in the past year. They have permission to plant hedging along the fence at Trend, which is being funded by CAT and it will be planted by Chris Cook of Green Gardens. They welcomed 62 guests to the Catfield Does Christmas event and hope to have earned a good amount to share with the Church and put toward projects in the village. There is a Burns Night-themed quiz at the VH on 25th January (7 pm) and there will be a haggis taster plate – wear tartan and bring your own bottle. Tickets are £8 from catfieldactionteam@gmail.com or 07932 191558. They have regular monthly bingo nights scheduled on Friday evenings, which help them raise funds for their activities. All these take place at the VH at 7 pm, and the dates are 17th January, 21 February, 21 March and 25 April.
- 8.2 Natural England Site Surveys** – Mr Harris advised NE have requested permission to carry out soil surveys on some PC owned land, which the PC confirmed they were happy for them to proceed. **ACTION: Clerk to provide permission.**
- 8.3 Any other Environmental issues** – none raised.

9. Finance

- 9.1 Discuss and review 2025/26 Budget** – The Clerk had prepared various examples of budgets & precept suggestions to the PC prior to the meeting. After a long discussion, it was agreed the VH play area needed substantial improvements. Mrs Jeffreys said, as this was a village survey priority, if the budget could include £10k, she would source additional funding to improve the play area, if not granted from Milestones Section 106. Mr Harris said in previous years the PC

had not spent enough around the village but is now being more proactive and proposed a 5% increase on last year's precept to enable much needed improvements to the play area. The PC agreed to adopt the budget and proposed to proceed with a precept increase of 5%, totalling £25,200, to include £10k for the play area improvements discussed. The Clerk advised this will be a monthly increase of 21p for the average household. Mrs Plowman seconded. Majority in favour with one against. Budget adopted and Precept agreed. **ACTION: Clerk to send final budget to all and notify NNDC of precept.**

9.2 Discuss 2025/26 Precept – Discussed with item 9.1

9.3 To approve payments – Payment list supplied to all prior to the meeting:
Cheque 000054 – Clerk salary for December (including mobile phone and stamps)
Cheque 000055 – Garden Guardian – Annual grass cutting - £2232.00

9.4 To review and agree Bank Reconciliation – Bank Rec sent to all prior to meeting. Discussed with item 9.5.

9.5 To review and agree Accounts to Date – Accounts sent to all prior to meeting. Mr Harris proposed approval of items 9.3, 9.4 and 9.5. All in agreement. The Chairman agreed and signed the Bank Rec and Accounts to date.

9.6 Savings Account update re online access – Action from last meeting to be carried forward. **ACTION: Mrs Jeffreys to discuss with Clerk how the CUC manage the online payment situation**

9.7 Any other financial matters – None raised

10. Discuss latest inspection report on the Recreation Ground – There are no 'red' areas on report and the PC agreed to make improvements during the next financial year. **ACTION: Mrs Jeffreys agreed to review and report options at future meetings.**

11. Correspondence

To note correspondence received;

11.1 Deer Culling – Discussed earlier

11.2 Goal Nets at Recreation Ground – Following the discussion last month, the PC noted the response received from the parishioner who raised the item. No further PC action.

11.3 Any update re new request bus stop on Elderbush Lane – Dr Bacon advised he had no satisfactory response, so will draft a letter to send to the bus company. **ACTION: Dr Bacon to draft letter to Konectbus.**

11.4 Any other correspondence received – None received.

12. Progress reports for information

12.1 Village Hall (including PC sub-committee) – Mrs Jeffreys advised the VHMC's next meeting is in January and asked to defer item to then. **ACTION: Clerk to carry forward action to January's PC meeting and add higher on the agenda, after planning.** A parishioner raised the issue of the VH key and Mrs Jeffreys confirmed permission was given by the VHMC for spare keys to be cut. **ACTION: Mr Harris to arrange duplicate key cutting.** The PC also discussed the seriousness of not having sight of the VHMC insurance policy, particularly the fire cover. The Clerk had requested but no response received. **ACTION: Clerk to chase again.**

12.2 Poor's Trust – Dr Harris said they have been meeting regularly and the annual distribution will be sent out at the weekend. Quay heading repairs to be carried out in January.

12.3 All Saints Church – Dr Bacon advised there are lots of Christmas activities in place and said they have had to install CCTV due to recent vandalism.

12.4 Allotments – The Clerk had forwarded the invoices to Ms Johnson who sent them at the meeting

12.5 Any other reports – It was discussed why the school was not on the agenda, as the PC were interested to know how the academy was progressing. **ACTION: Clerk to add quarterly.**

13. Norfolk ALC AGM Update – Mrs Briscoe attended an online meeting, which she summarised. The legal status of the organisation was discussed, along with, how NALC should deal with the personal details of Cllrs and due to some confusion, they agreed to defer this vote.

14. Policies for Approval:

- 14.1 Data Protection Policy** – Mrs Briscoe asked to defer for a few weeks. **ACTION:** Clerk to add to next agenda.

15. Matters for next Agenda and information

The date of the next meeting confirmed for **29th January 2025**.

Mr Edwards had spare noticeboard keys, which were distributed to Mrs Jeffreys, Ms Johnson and the Clerk. Mr Edwards retained a key, and it was also suggested a key should be given to a parishioner who is a member of both the CUC and the fishing club.

Meeting finished at 9.48 pm

Chairman Signature: _____

Date: _____

Chairman Name: _____