

MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on
WEDNESDAY 27th NOVEMBER 2024 IN THE VILLAGE HALL

Attendance: Mr Harris (Chairman), Mr Edwards, Dr Harris, Ms Johnson, Mrs Briscoe, Dr Bacon, Mrs Jeffreys, Mr Roberson, Mrs Cunningham (Clerk), District Cllr Taylor, District Cllr Bayes, County Cllr Price and five 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 Jordan, Mrs Plowman and Mr Snelling.
2. **Declarations of interests** – Mrs Briscoe declared an interest in Ludham Road (item 6.6)
3. **To approve as accurate Minutes of the previous meeting** – Mr Harris proposed the Minutes of 30th October 2024 be approved. Mr Roberson seconded. All in favour and the Chairman duly signed.
4. **Public participation session (10 minutes)**
 - 4.1 **Public** – A parishioner said the PC, ideally the Clerk, should have a copy of the VH key. Mr Harris asked to defer this to item 14.1
 - 4.3 **Cllr Price** asked if he could speak earlier, as he had another PC meeting to attend, which was agreed. Re Plumsgate Rd/Wood St junction, Cllr Price spoke to Westcotec to try to find a solution to assist with the junction issues, which was unsuccessful, however, he has agreed for Highways to add 'Slow' road markings, in addition to the agreed new signage. He said it was a good site meeting for the bus shelter, along with County, where they also discussed the possibility of having one or two tarmacked disabled parking bays outside the VH and he has approached Norse for a quotation. He expects to be able to contribute from his personal Highways budget. It was also suggested the PC apply again to the Parish Partnership Scheme (PPS) for the new bays, as the closing date is 6th Dec. Dr Harris added, as the bus shelter is on PC owned land, the PC would be responsible for the maintenance, which was agreed acceptable and also that the PC will have to pay for the shelter only, as the pavement works will be covered by County. There is doubt whether the work would be completed by March, which Cllr Price advised would not be an issue for the approved PPS funding. Mrs Jeffreys proposed she will provide required measurements to Cllr Price and Clerk will complete the PPS application for parking bays. Mr Roberson seconded. All in agreement. **ACTION: As per proposal and Cllr Price to obtain quotation from Norse.**

Cllr Price concluded regarding an article in the EDP concerning devolution, but it was agreed there is no immediate concern for the PC, who have more localised issues to discuss. As no further issues raised, Cllr Price left the meeting.
 - 4.2 **Cllr Taylor & Cllr Bayes** – Cllr Taylor advised they have been alerted to a potential environmental health hazard in the village but were unable to give any further information at this time. He gave an update re NNDC's financial situation as over the next 4 years they are facing a £9m 'blackhole' in their budget and gave a detailed explanation of his reasoning behind a recent article in which he appeared in the EDP. Although relating to Stalham, they have over 1500 signatures on a petition to keep the public toilet open, which will be scrutinised by the Committee on 11th December and Cllr Taylor invited members of the PC to attend. They have arranged for a team to attend and support the Catfield Does Christmas event on 14th December.
5. **Matters Arising - Report on actions from the previous meeting;**

Oct 24 Ref	Item	Action	Completed/Next Steps
6.1	Meeting with Steffan Aquarone	Mrs Briscoe to draft response to MP	Letter sent. discussed under item 6.2
6.2	PC Questionnaire	Clerk to issue chase letter. Mr Edwards to provide working draft at November meeting and consolidate full results for December meeting	Discussed under item 6.3
6.3	EDP article re NNDC new build target	Mrs Briscoe to draft letter	Discussed under item 6.4
6.7	Malthouse Corner	Mr Edwards to draft letter re hedge removal	Letter sent. Discussed under item 6.8
6.8	Fenview, 3 Fenside Cottages	Clerk to contact for planning update	Clerk actioned. Discussed under item 6.9
6.9	Land adjacent to Landes	Clerk to respond 'strongly objecting' to planning	Clerk actioned. Objection sent. No further action
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	Wood St/Plumsgate Rd/Lodge Rd junction safety issues	Any suggestions (following Highways agreement to install a crossroads sign) to be sent to Clerk for discussion at November meeting	No suggestions received. Discussed under item 7.2
7.3	Parking on Long Lane	Clerk to chase for response from Victory Housing	Response received. Discussed under item 7.3
8.2	Back Lane Lime Pollution	Mrs Jeffreys to draft letter to landowner	Letter sent to landowner. No further action required at this time.
C/F	Allotments	CUC were arranging a skip to clear debris. Ms Johnson to arrange working group and review grants available.	Discussed under item 14.4
9	Playground Inspection Report	a) Mrs Jeffreys proposed the PC spend £450 to resolve some reported items and will obtain additional quote to repair patch under the swings and the swing shackles. b) Clerk to clarify required depth & diameter of climbing frame woodchips	Discussed under item 9
10.1	New Bus Stop Request	Dr Bacon awaiting confirmation from Connect re bus stop on Elderbush Lane	Discussed under item 11.1
11.2	Bank Account	a) Clerk to trial processing payments online b) Ms Johnson to contact Lloyds as Clerk does not have online access to savings account	Discussed under item 10.2
12.1	Ludham Road (football field) hedge	Mr Jordan volunteered to cut the football field hedge and invoice the PC	Discussed under item 12.2
12.2	VH Hedge	Clerk to obtain quote from grass-cutter to cut VH hedge	Clerk chased. Discussed under item 12.1
12.3	New Rd & Potter Heigham Rd junction	Clerk to write to property owners, as Highways confirmed the hedges are theirs	Letters sent. Discussed under item 12.3
15.1	Data Protection	a) C/F from Sept. Mrs Briscoe to draft letter re NNDC DP breach of a parishioner b) Clerk to ask NALC if they have a more general DP policy	Discussed under item 13.1
16.1	Village Hall	a) C/F Mrs Jeffreys to provide breakdown of accessibility issues and to discuss the VHM website requirements with the Clerk. b) Sub-group (Mr Jordan, Mr Roberson, Mrs Plowman & Mrs Jeffreys) to meet with VH committee c) Mrs Jeffreys to attend next VHM meeting and to confirm her position within the VH Committee d) C/F - Mrs Jeffreys to discuss funding availability with charity & update after next VH meeting e) Clerk to request up to date insurance policy for VH from VHM	Discussed under item 14.1

6. Planning

- 6.1 Local Plan Further Consultation (to address the planning inspector's interim findings) – Mrs Briscoe, along with Mrs Jeffreys, presented a paper to the PC prior to the meeting and explained the 3 main areas of concern are the shortfall in housing provision, the approach to Small Growth Villages and updating the Gypsy & Traveller evidence base. She said the report puts forward changes to the local plan, which mostly does not affect Catfield, however change 13 does and the proposed housing growth increases from 6% to 9%, increasing the indicative housing allowance from 27 to 39, however, there is some uncertainty as to whether Milestones 21 proposed accommodations are included within the allocation or not. Following a long discussion, Mrs Jeffreys proposed she, Mrs Briscoe and Mr Harris work together to provide a response to the Local Plan. Dr Harris seconded. All in agreement. **ACTION: Mr Harris to supply information regarding Catfield's environmental issues. Mrs Briscoe and Mrs Jeffreys to finalise response and forward to the DC's by 12th December and submit to NNDC by 19th Dec.****
- 6.2 Any update following meeting with Steffan Aquarone MP – Mr Harris confirmed, following their good meeting, the PC had responded to the MP to answer his Section 106 questions. No further action as this time.**
- 6.3 Parish Council's planning questionnaire update – Mr Harris advised the Clerk had sent a chase letter to those who had not yet responded. Mr Edwards provided some provisional results. The PC have received 23 responses, and the average score is currently 116, out of 1750. Mr Edwards proposed the closing date be extended to 31st December, and he will provide a detailed report at January's meeting, where the PC can decide what to do with the results. **ACTION: Mr Edwards to collate responses and provide a full report at January's PC meeting.****
- 6.4 Any update following EDP article re NNDC new build target – It was agreed it was not necessary to discuss item, as incorporated in earlier discussion.**
- 6.5 Any update re Milestones (including Section 106) – The Clerk confirmed Mr Williams had been chased, but as yet, still no response received.**

- 6.6 **CL/24/0354 – Any update re siting of mobile home on land off School Road/Ludham Road –**
The PC had been advised by a parishioner that the mobile home has been moved into the curtilage of the main property, resolving the breach, therefore, this appears to be concluded and no further action required by the PC.
 - 6.7 **PF/23/2004 – Any update re retrospective planning and other issues re Store Galore Containers –** Cllr Taylor advised the conditions have been issued and there is now a 3 month grace period in which the conditions must be implemented. A Parishioner said they have reservations, but Mrs Briscoe advised objectors do not have an automatic right to appeal. Mr Harris suggested the PC chase Planning for a response regarding the other sites. **ACTION: Clerk to chase.**
 - 6.8 **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) –** Cllr Taylor advised as long as the DC's retract their request to call this to Committee, the application will be recommended for refusal, with the core reason for refusal being nutrient neutrality. Mr Harris thanked the DC's for their efforts and said the letters the PC have written have also proven to be worthwhile.
 - 6.9 **CL/24/1249 – Any update re Fenview, 3 Fenside Cottages – Lawful Development Certificate for existing use of land as residential garden –** Mr Edwards advised those who objected have not yet been contacted. No further PC action at this time.
 - 6.10 **IB/24/2429 - Pre-Planning Advice - Notification of intention to install fixed line broadband electronic communications apparatus (2 X 9M light wooden pole) - O/S No.7 Chapelfield Close** - Mr Edwards questioned why there will be 2 poles outside one property, but the PC agreed no action required.
 - 6.11 **Affordable Housing in Catfield –** Mr Harris advised the PC had responded last year.
 - 6.12 **Any other planning matters –** No other issues raised.
- 7. Highways & Road Safety**
- 7.1 **Update re new Village Hall Bus Shelter –** Discussed under item 4.3
 - 7.2 **Update re Wood Street / Plumsgate Road / Lodge Road junction safety issues –** Discussed under item 4.3. The PC agreed there is nothing further they are able to do, as Highways have been notified and provided their best solution.
 - 7.3 **Any update re parking on Long Lane –** Mr Harris advised the PC had a good, positive response.
 - 7.4 **Discuss Parish Partnership Scheme –** Discussed under item 4.3
 - 7.5 **Any other Highways or road safety issues –** No other issues raised
- 8. Environmental**
- 8.1 **Catfield Action Team Update –** A parishioner advised the group, joined with members of the School Council, to do a litter pick in the VH play area, and thanked the teachers and children for helping. The grass has been mown and leaves collected at New Rd corner and seeds are making progress. They are making plans for further bulb planting in 2025 and are happy to receive suggestions where to plant them. Tickets are selling fast for the Catfield Does Christmas event on 14th December, which will include food, bar, a quiz, raffle and live music. The event is a joint fundraiser for CAT and All Saints Church. There are wreath-making workshops on 28th November and 10th December. Bingo will be on 29th November and 17th January, and there will be a Burns Night-themed Quiz at the VH on 25th January.
 - 8.2 **Any update re Back Lane Lime Pollution –** Mr Harris confirmed the PC wrote to the landowner regarding the lime pollution. There has been no response.
 - 8.3 **Any other Environmental issues –** No other issues raised.
- 9. Discuss latest inspection report on the Recreation Ground –** Mrs Jeffreys advised, she and Mr Jordan have repaired posts and painted the strimmer damage. Following further discussion, Mr Harris proposed, as no 'red' areas, Mrs Jeffreys obtain two quotes for the igloo climber ground protection, suggested by the inspector, and update at the next meeting. **ACTION: Mrs Jeffreys to carry out proposal.**

10. Finance

- 10.1 **To approve payments** – Payment list supplied to all prior to the meeting.
Cheque 000052 – Clerk salary for November (including mobile phone)
Cheque 000053 – Broads Society (annual subscription) - £16.00
- 10.2 **Savings Account update re online access** – Ms Johnson advised, after speaking to Lloyds, that due to an error at the bank, no-one from the PC currently has access to the savings account. At the last meeting, it was proposed the Clerk should trial online payments, however, she advised she is not permitted by the bank, to do so. **ACTION: Mrs Jeffreys to discuss with the Clerk how the CUC manage the same situation.**
- 10.3 **To Review and Agree Bank Reconciliation** - Mr Harris proposed approval of items 10.1, 10.2 and 10.3. Mr Roberson seconded and all in agreement. As a payment is being made to the Broads Society, Dr Bacon declared an interest. The Chairman agreed and signed the bank rec.
- 10.4 **Discuss and review 2025/26 Budget** – The Clerk had provided an initial draft budget prior to the meeting. Dr Harris advised the PC may still need to include funding toward the disabled parking spaces, if the PPS is not approved. Mrs Jeffreys also said that funding for a new playground should be included, as this need was highlighted in the village survey. Following a discussion, it was agreed to defer a potential second bus shelter to the following financial year. Mr Harris proposed that the budget be deferred to the next meeting when they should agree whether to include funding to upgrade the play area or not. Mr Edwards seconded. All in agreement.
- 10.5 **Discuss 2025/26 Precept** – As per 10.4
- 10.6 **Any other financial matters** – None raised

11. Correspondence

To note correspondence received;

- 11.1 **Any update re new request bus stop on Elderbush Lane** – Dr Bacon advised one of the bus companies, Connect, still has not made contact. **ACTION: Dr Bacon to chase.**
- 11.2 **Goal Nets at Recreation Ground** – Due to their condition, Mr Edwards proposed the nets be removed completely and paint the goal posts in the Spring. All in agreement. **ACTION: Clerk to update parishioner.**
- 11.3 **Discuss possible solution to fake Cllr emails** – It was discussed there is no possible solution. No action required.
- 11.4 **Any other correspondence received** – None received

12. Hedge Cutting Updates

- 12.1 **Hedge surrounding the VH play area** – The Clerk obtained 2 quotations for the hedge cutting. It was agreed to proceed with Garden Guardian for this year but review alternative options next year. **ACTION: Clerk to book.**
- 12.2 **Hedge surrounding the Ludham Road Recreation Ground** – Mr Jordan had advised the hedge is still very leafy and bearing natural feed, but he will ensure it is cut before the end of February.
- 12.3 **Hedges on New Rd/Potter Heigham Rd Junction** – Mr Harris advised the PC has written to the property owners asking them to cut back the hedges at the junction, as these belong to them and not Highways responsibility. **ACTION: PC to review if actioned.**
- 12.4 **New hedge on School Road/Ludham Road** – The PC wrote to the landowner and a response has been received. There is still concern that when the hedge grows this may become a safety issue, but no further action required, at this time.

13. Policies for Approval:

- 13.1 **Data Protection Policy** – The Clerk advised NALC suggested amalgamating their own DP policy with our existing policy to create one the PC is satisfied with. **ACTION: Mrs Briscoe agreed to review both policies within the next few weeks.**

14. Progress reports for information

- 14.1 **Village Hall (including feedback of the sub-committee meeting)** – Following the PC's VH sub-committee meeting, Mrs Jeffreys provided the PC with a full summary of the meeting, where

several questions were raised regarding details of the lease. They also discussed its projects and funding. Mr Harris added the summary provided a good analysis of action needed and it confirmed the PC is also deficient of basic information. He proposed the PC accept and thank the sub-committee for their report, allow Mrs Jeffreys to facilitate a meeting between the VHMC and PC sub-committee to address the concerns and questions raised. Mr Edwards seconded. All in agreement. **ACTION: Mrs Jeffreys to discuss the report with the VHMC at their next meeting (due Jan/Feb). Clerk to obtain copy of full insurance policy, particularly re fire cover. Mrs Jeffreys and Mrs Briscoe to investigate answers to queries raised by the sub-committee. Mr Roberson agreed to carry out a building inspection of the hall, with Ms Johnson making notes.**

14.2 Poor's Trust – Dr Harris advised they are to start work imminently on improvements to the boatyard moorings. They have successfully transferred to Lloyds bank from Barclays and the advert for the distribution is in the magazine and added anyone can submit names for those in financial need, to the CUC.

14.3 All Saints Church – Dr Bacon advised there are some Christmas events coming up including a popular event on Xmas Eve afternoon with carols, children and donkeys at the Church. He added the church porch had recently been replastered but the following day both windowsills had been vandalised, for no reason other than destruction, and therefore CCTV will be being installed.

14.4 Allotments – Ms Johnson advised 4 are in use and there is another interested in a plot. She confirmed a water tank will be removed from the site. Mr Harris read aloud an email from an allotment holder, thanking Mrs Jeffreys and Mr Jordan for their help and interest in the allotments. The Clerk advised the holders should be invoiced and Ms Johnson confirmed the cost will be £30 each. **ACTION: Clerk to invoice allotment holders.**

14.5 Any other reports – None raised.

15. Confirm PC meeting dates for 2025 – Dates for January to November 2025 confirmed. December to be confirmed nearer the time.

16. Matters for next Agenda and information

The date of the next meeting scheduled for 18th December 2024.

Meeting finished at 10.05 pm

Chairman Signature: _____

Date: _____

Chairman Name: _____