MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on WEDNESDAY 29th JANUARY 2025 IN THE VILLAGE HALL

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

Mr Harris advised the meeting is recorded for the purpose of producing the minutes.

Before the meeting began, Mr Harris proposed a minute silence to honour the sad passing of Mr Michael Briscoe. Everyone stood for the minute, as a sign of respect.

Meeting started: 19.04

1. **Apologies and approval of absences –** Apologies received and accepted from Cllr Taylor and Cllr Bayes, as they had to attend an emergency NNDC meeting. It was briefly mentioned, that often due to NNDC meetings clashing with the PC's, that if necessary, the PC may consider an alternate date to allow for the DC's attendance. Mr Snelling had not sent his apologies but was absent from the meeting.

2. **Declarations of interests –** Mr Harris declared an interest in item 10.1, as this occurred on his land and said he will not speak on the subject, unless asked to do so, and although not a pecuniary interest, he also declared an interest in item 6.5.

3. **To approve as accurate Minutes of the previous meeting –** Mr Harris proposed the Minutes of 18th December 2024 be approved. Mr Edwards seconded. All in agreement and the Chairman duly signed.

4. **Public participation session (10 minutes)**
   - **4.1** **Public –** No issues raised.
   - **4.2** **Cllr Taylor/Cllr Price –** Not present at meeting and no report received.
   - **4.3** **Cllr Price** congratulated the PC as a roadside nature reserve (RNR) has been approved at Plumsgate Road and advised there are now over 300 RNR's in Norfolk. He apologised for some confusion in the press and explained the Internal Drainage Board (IDB) will be replacing 13 x 70-year-old pumps and dry wells will need to be created to carry out the work. He is chasing Highways team re the bus shelter and provided an update on the government's devolution plans, where Norfolk have applied to be on the priority list, along with 17 other counties and that May County elections may need to be postponed. Cllr Price advised the planning application for the Western Link has been withdrawn, in order to obtain further advice. Reverting to the bus shelter, Mr Edwards highlighted traffic management costs have been included, and that Norse may also include the same cost as part of the disabled parking bay installation. Cllr Price confirmed he will pay £6k toward the parking bay and will contact Westcotec to ensure only one traffic management charge be incurred for both installations. It was agreed the work should commence before the tax year end. The PC chose to proceed with the green 3-bay shelter. To avoid any confusion, Mr Harris proposed, for clarity, Dr Harris email a summary of the bus shelter and disabled parking bay to the PC, which will then, also be sent to all those involved. All in favour, including Cllr Price. **ACTION: Dr Harris to provide latest status summary to PC and request invoice with traffic management cost removed. Dr Harris to forward invoice to Cllr Price and ensure all parties involved receives summary.**

     Cllr Price left to attend another meeting.

5. **Matters Arising - Report on actions from the previous meeting:**

Dec 24 Ref	Item	Action	Completed/Next Steps
C/F Nov	Hedge surrounding the Ludham Road Recreation Ground	Mr Jordan offered to cut hedge before the end of February	Mr Jordan confirmed this has been actioned.
6.2	Store Galore	Clerk to contact NNDC re time limit for CLU application	Actioned. Discussed under item 6.2
6.2	Flo Gas	Lighting was raised and agreed Clerk to add to next agenda	**ACTION:** Clerk to add to February's agenda
6.3	Fenview, Fenside	a. Mrs Briscoe to draft letter to NNDC. b. Clerk to update Cllr Taylor and Cllr Bayes	Actioned Actioned
6.6	PC Questionnaire	Mr Edwards and Dr Harris review and collate responses and forward results to PC prior to the next meeting and present to all at January's meeting.	Discussed under item 6.1
6.8	Other Planning Matters	Mr Edwards to draft response to Planning re Elderbush Lane extension	Actioned. Response sent to planning, no further action required
7.1	Bus Shelter	a. Dr Harris to obtain final costs, design and position. b. Clerk to confirm details of disabled parking bay to Cllr Price	Discussed under item 4.3 Actioned
8.2	NE Site Survey	Clerk to provide permission to NE	Actioned
9.1	Budget/Precept	Clerk to send final budget to all and notify NNDC of precept	Actioned
9.6	Bank Account	C/F: Mrs Jeffreys to discuss with Clerk how the CUC manage the online payment situation.	**ACTION:** To be carried forward.
10	Playground Inspection Report	Mrs Jeffreys agreed to review and report options at next meeting	Discussed under item 11
11.3	New Bus Stop Request	Dr Bacon to draft letter to Konectbus re bus stop on Elderbush Lane	Actioned. Discussed under item 10.3
12.1	Village Hall	a) Clerk to add higher on agenda b) C/F Mrs Jeffreys to discuss the VHMC website requirements with the Clerk. c) C/F - Mrs Jeffreys to discuss funding availability with charity & update after next VH meeting d) Mrs Jeffreys to discuss the sub-committee report with the VHMC at their next meeting (Jan/Feb) e) Clerk to obtain copy of full insurance policy, particularly re fire cover f) Mrs Briscoe & Mrs Jeffreys to investigate answers to queries raised by sub-committee g) Mr Roberson to carry out building inspection. Ms Johnson to make the notes h) Mr Harris to arrange duplicate key cutting	Actioned Discussed under item 7.1 Most items to be c/f until after next VHMC meeting on 11th Feb **ACTION**: Clerk to c/f points to next agenda. Duplicate key provided by VHMC
12.4	Allotments	C/F action: Ms Johnson to arrange working group and review grants available. Clerk to invoice allotment holders	Ms Johnson confirmed the invoices have been sent and she is still to arrange a working group and review grants. **ACTION:** To be carried forward.
12.5	Other Reports	Clerk to add the school quarterly to the list of reports	**ACTION:** Clerk to add to Feb agenda & 1/4ly thereafter
13.1	Data Protection	Mrs Briscoe to review PC and NALC policies and amalgamate into one policy suitable for the PC	To be discussed at later meeting (Feb/Mar) **ACTION:** Clerk to add to Feb/Mar agenda

6. Planning

6.1 Parish Council's planning questionnaire results – Mr Edwards explained the survey was originally distributed to ascertain whether the PC were alone in receiving poor service from NNDC and said the results clearly show this is not the case. Mr Harris said the report reads objectively, with total anonymity given to the PC's who responded, and all felt Mr Edwards had done an excellent job. Mr Harris proposed that the PC should decide whether there should be some additions to the report, to help identify whether those with poor results had a higher quantity of applications or not and the PC should ensure the report is sent to the correct people. Dr Bacon suggested NNDC Planning Officers, Leaders of the Council, Leaders of the opposition, the cabinet member for Planning and to those parishes who responded but should take advice from Cllrs Taylor & Bayes. Ms Johnson offered to review the number of planning applications per responded PC. Mr Edwards seconded. Majority in favour with Mrs Jeffreys requesting her abstention be noted, due to her position and work with NNDC. **ACTION: Councillors to send opinions to Mr Edwards to allow him to provide a final report at February's meeting**.

6.2 PF/23/2004 – Any update re retrospective planning and other issues re Store Galore Containers – Mr Harris said Planning advised the Grove Farm site owner must apply for a certificate of lawful use by 17th January and proposed the PC chase for an update. Dr Bacon queried why the PC were pursuing the Grove Farm site, when the complaint was raised re the Store Galore site only, but the PC felt as the businesses were conducted as one and containers were being moved to this site, that it is justifiable. **ACTION: Clerk to check with Planning for Grove Farm update.**

6.3 CL/24/1249 – Appeal received - Fenview, 3 Fenside Cottages – Lawful Development Certificate for existing use of land as residential garden – Mrs Plowman advised recently a bat box has been erected, a fence has been removed and the land has been flattened and cleared of scrub and small trees to appear more like a garden and there are photos which show the changes. Although no action for the PC, individuals should comment before 5th February deadline. **ACTION: Mrs Briscoe to review and circulate her thoughts to the PC.**

6.4 Any update re Milestones (including Section 106) – No update received. No action required.

6.5 **IB/24/2688 – Pre-Planning Application – Land at side of Back Lane – Installation of 1x9m and 1x10m poles for fixed line broadband apparatus –** Mr Harris had declared an interest and advised poles are to be erected next to his gate and hedge, without consultation, which will potentially be hit when cutting the hedge and moving livestock. Mr Edwards proposed the PC write to request a site meeting between Planning, the PC and the landowners. Mr Jordan seconded. All in favour with one abstention due to interest. **ACTION: Mr Edwards to draft letter**

6.6 **TPO/25/1063 – Tree Preservation Order – Land at 11 Oak Tree Court, Catfield –** The PC discussed and noted the Order.

6.7 **Any other planning matters –** Dr Bacon advised on the corner of the land in front of FloGas, an underground sewer connection has been installed, which goes under Malthouse Lane into the traveller's site. He said it was not known whether it was Anglian Water or a contractor doing the work. Mr Harris said Cllr Taylor had been advised of this and had contacted AW. It was agreed the PC need to obtain more facts before taking any action. Mr Harris proposed he would speak to Cllr Taylor for an update. All in agreement. **ACTION: Mr Harris to obtain update from Cllr Taylor.**

The PC noted planning approval for a single storey rear extension to 24 Elderbush Lane.

7. Progress reports for information

7.1 **Village Hall update –** Following a meeting with the VHMC, Mrs Jeffreys provided an update. She advised the VHMC are willing to meet the members of the PC sub-committee on 11th Feb, to discuss their report in detail and they welcome the PC assistance. The committee members are Mrs Jeffreys, Mrs Plowman, Mr Jordan, Mrs Briscoe and Mr Roberson. The PC discussed their concerns regarding the VH insurance, as the required documentation has still not been received from the VHMC. Mr Harris proposed Mrs Jeffreys speak to them about the insurance, and she will continue to act as a useful ambassador, along with the sub-committee, to help solve the issues. Mrs Plowman seconded. All in agreement. Mrs Jeffreys confirmed all outstanding action points to be discussed on 11th Feb. A copy of the VH key was given to the Clerk to retain. **ACTION: Mrs Jeffreys to carry out proposal.**

7.2 **Poor's Trust –** Dr Harris advised they had a successful distribution, that work should be starting on the quay headings soon and they will be checking on their properties. Dr Harris acknowledged the sad loss of Mr Briscoe to the Trust.

7.3 **All Saints Church –** Dr Bacon advised the volunteers will soon start cutting the grass and confirmed the lawnmower, the PC contributed toward, is still in use by the Church.

7.4 **Allotments –** Ms Johnson confirmed the allotments were discussed earlier.

8. Highways & Road Safety

8.1 **Update re new Village Hall Bus Shelter –** Discussed under item 4.3

8.2 **Update re Disabled Parking Bay at Village Hall -** Discussed under item 4.3

8.3 **Any other Highways or road safety issues –** It was agreed to add FloGas lighting to the next agenda. **ACTION: Clerk to add to agenda.**

9. Environmental

9.1 **Catfield Action Team Update –** A parishioner provided an update on behalf of CAT. New hedging was planted on Sutton Rd by Chris Cook of Green Gardens to fill in some gaps. Trend have agreed to maintain the new plants alongside their existing hedge. New bulbs are coming up at The Street/New Rd junction along with new daffodils at the school. Between 14.30-16.30 on 5th March they have a new, free event - Afternoon Tea with CAT. This will be an open meeting for prospective and existing members, where they will provide information about past and planned projects and will collect ideas on how to improve the village. Following a well-attended evening in January, Bingo sessions continue at 7pm on 21st February in the VH. They will be running another summer fete on Sunday 22nd June, and are asking for firm offers of support. They had a successful Burns night quiz.

9.2 **Any other Environmental issues –** Dr Bacon and Mr Roberson clarified the location of the roadside nature reserve.

10. Correspondence

To note correspondence received;

10.1 Update re Deer Culling – An email had been received from the RSPB advising a deer carcass was found on the Butterfly Conservation section of Catfield Fen and there is a deer seat on the Rond. Mr Harris had photographed another deer seat at another location. Neither the BC, the landowner, and Dr Bacon confirmed the PC, have ever given permission to shoot on this land. Following a long discussion, Mrs Briscoe proposed, as this is a new, separate incident and with additional evidence of the deer seats, the PC should report to the Police and Natural England. Mrs Jeffreys seconded. All in agreement with one abstention due to interest and it was noted Mr Harris did not speak on the subject during the discussion. **ACTION: It was agreed, Mr Harris to draft letters to Police and Natural England regarding the Rond.**

10.2 Goal Nets at Recreation Ground – Since the last meeting, a parishioner advised they had some second-hand goal nets that they would be happy to install to replace the existing, worn nets. The PC discussed and were very grateful for the offer. Mr Harris proposed the PC accept the parishioner's offer. Mr Edwards seconded. All in favour. **ACTION: Clerk to contact parishioner to accept offer and once hung, the PC should sporadically check goal nets for deterioration.**

10.3 Any update re new request bus stop on Elderbush Lane – Following letters sent to both bus companies, Konectbus and Sanders, Dr Bacon advised both companies have confirmed that Elderbush Lane will be regarded as a request stop.

10.4 Any other correspondence received – None received.

11. Discuss potential improvements to the Recreation Ground – Mrs Jeffreys requested permission to pursue for National Lottery funding. In order to apply, she explained this will require aspects of PC finances being shared. All in agreement to proceed. She said she would also like to set up a working group from different areas of the village. Within the design, Mrs Jeffreys requested possibility of including a small sensory garden. Mr Harris proposed Mrs Jeffreys pursuing the funding and option to include the possibility of a sensory garden. **ACTION: Mrs Jeffreys to pursue funding.**

12. Finance

12.1 To approve payments – Payment list supplied to all prior to the meeting.
Cheque 000056 – Clerk salary (including mobile phone, computer paper and envelopes)
Cheque 000057 – Catfield Parochial Church Council – 3rd instalment of lawnmower payment - £250.00. Dr Bacon declared an interest in this item. Mr Harris proposed approval of the payments. Mr Roberson seconded. All in agreement. Cheques duly signed.

12.2 Savings Account update re online access – The Clerk and other cheque signatories advised they still do not have access to view the savings account online. Ms Johnson advised when she last contacted the bank, they said it would take time to resolve. **ACTION: Ms Johnson to check again with Lloyds bank.**

12.3 Any other financial matters – None raised

13. Discuss existing Standing Order policy – Mr Edwards advised that following the last meeting, due to feeling so strongly regarding the cost of the disabled parking bay, he asked the Clerk to state the names of those who were against the decision, in December's Minutes. However, the Standing Orders (SO's) state, in order to do so, such a request must be made before moving on to the next agenda item. Following a discussion as to whether the policy should be amended, it was agreed that as everyone is now fully aware of this rule, the policy will remain unchanged. In addition, Mr Edwards said the SO's state 3 quotes should be obtained but the PC are proceeding with the sole quote for the disabled bay, supplied by Cllr Price. Mr Harris explained the whole process has taken far too long and now the work must be completed urgently, before the financial year end, which was agreed.

14. Agree grass cutting contract for 2025 – The Clerk presented 4 quotes to all prior to the meeting. Mr Edwards led the discussion comparing the quotes. The existing contractor's quote was not the lowest although the PC agreed they were satisfied with the service provided. As there were more competitive quotations, Mrs Jeffreys proposed the PC ask the existing contractor if they can improve on their current quotation and revert to discuss at the next meeting. Mr Jordan seconded. All in favour. **ACTION: Clerk to contact contractor.**

15. **Norfolk ALC AGM Update –** It was agreed the PC had no opinion. No further action taken.

16. **Matters for next Agenda and information**
Date of the next meeting confirmed for 26th February 2025.

Meeting finished at 9.45 pm

Chairman Signature:____________________________ Date:___________________________

Chairman Name:_______________________________