MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on WEDNESDAY 26th FEBRUARY 2025 IN THE VILLAGE HALL

Attendance: Mrs Jeffreys (Vice-Chair), Mr Edwards, Dr Harris, Ms Johnson, Mrs Briscoe, Dr Bacon, Mr Snelling, Mr Jordan, Mr Roberson, Mrs Plowman, Mrs Cunningham (Clerk), District Cllr Taylor, District Cllr Bayes, County Cllr Price and six members of the public.

Mrs Jeffreys advised the meeting is recorded for the purpose of producing the minutes.

Meeting started: 19.05

1. **Apologies and approval of absences –** Apologies received and accepted from Mr Harris.

2. **Declarations of interests –** Mrs Jeffreys explained that due to work associations re planning questionnaire she will be abstaining from any decisions on that subject.

3. **To approve as accurate Minutes of the previous meeting –** Ms Johnson proposed the Minutes of 29th January 2025 be approved. Mrs Plowman seconded. All in agreement and the Vice-Chair duly signed. Mr Snelling and Dr Harris joined the meeting. They declared no interests.

4. **Public participation session (10 minutes)**

   4.1 **Public –** No issues raised.

   4.2 **Cllr Taylor** advised the conditions set at the Store Galore committee meeting have still not been implemented and were advised today, by a resident, that an application to discharge the conditions was made on 5th Feb and validated 6th Feb, however, it was only uploaded to the portal today (26th). The French drain, acoustic fencing, container relocation scheme and secure access are the conditions in dispute. Cllr Taylor expressed his dissatisfaction that they were not notified, nor listed as Consultees, and neither is the PC. The DC's feel frustrated at the general lack of communication from Planning and have a meeting with them to discuss. Re Malthouse Lane, there has been no appeal or follow-up since the refusal, and they are continuing to speak to local residents. He finished by adding the PC was well represented at the recent Devolution briefing event and regarding the PC meeting dates, he suggested no change was necessary, as only 4 meeting dates should clash. Cllrs Taylor and Bayes then left the meeting.

   4.3 **Cllr Price** advised Devolution is ongoing. Re the Bus Shelter, as the final cost is lower than the initial quote, he has agreed with NCC Parish Partnership Scheme (PPS) that they will still contribute £3430.50 as originally agreed, saving the PC £900. There was a long, detailed discussion regarding whether the PC should pay Westcotec now, as advised by Cllr Price, which Mr Edwards strongly objected as being irresponsible and quoted the Good Cllrs Guide which states invoices should only be paid after work is completed. Following the discussion, Mr Edwards proposed 1)the PC send the contractors invoice to NCC, 2) As instructed by Cllr Price, the PC send its own invoice to NCC for the PPS contribution, 3)The PC contact Westcotec to discuss the PC would be contravening procedures if the invoice is paid now but on receipt of a confirmed start date, the PC would comply with their T&C's. It was also agreed to remove the Westcotec payment from today's Payee List. Dr Harris seconded. All in agreement. Cllr Price reconfirmed he will contribute £6k toward the disabled bay. **ACTION: Clerk to carry out proposal.** Cllr Price left the meeting.

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

Jan 25 Ref	Item	Action	Completed/Next Steps
4.3	Cllr Price – Bus Shelter & Parking Bay	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	Discussed under item 4.3

6.1	PC Questionnaire	Councillors to send opinions to Mr Edwards to allow him to provide a final report at February's meeting	Discussed under item 7.1
6.2	Store Galore	Clerk to check with Planning for Grove Farm update.	Discussed under item 7.2
6.3	Fenview, Fenside	Mrs Briscoe to circulate her thoughts to the PC	Actioned. Discussed under item 7.3
6.5	IB/24/2688 – Pre-Planning Application –Land at side of Back Lane – Installation of 1x9m and 1x10m poles	Mr Edwards to draft letter requesting site meeting with Planning, Landowners and PC	Actioned. Discussed under item 7.6
6.7	Other Planning Matters	Mr Harris to obtain update from Cllr Taylor re the work being carried out at Malthouse Lane	Actioned. Discussed under item 4.2
7.1	Village Hall	a) C/F Mrs Jeffreys 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) Copy of full insurance policy requested 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	Discussed under item 10.1
8.3	Flo Gas	Lighting was raised and agreed Clerk to add to next agenda	Added. As requested by parishioner who was absent from meeting. To be deferred to March
10.1	Deer Culling	Mr Harris to draft letters to Police and Natural England regarding the Rond	Actioned. Discussed under item 11.1
10.2	Goal Nets	a) Clerk to write to parishioner to accept offer to replace goal nets. b) PC to sporadically check condition of goal nets for deterioration c) Action C/F: To arrange for goal posts to be painted in Spring	Actioned. Clerk wrote to parishioner. PC to check if installed. To be Carried Forward and Ongoing C/F Will need to be arranged (when/who)
11	Playground Inspection Report	Mrs Jeffreys to pursue lottery funding	Discussed under item 12
12.2	Bank Account	C/F: Mrs Jeffreys to discuss with Clerk how the CUC manage the online payment situation. Ms Johnson to check savings account access with Lloyds bank again	Action to be carried forward Lloyds confirmed will be corrected during Q2 2025
12.5	Other Reports	Clerk to add the school quarterly to the list of reports	Actioned. Added to Feb agenda
13.1	Data Protection	Mrs Briscoe to review PC and NALC policies and amalgamate into one policy suitable for the PC	To be deferred to March meeting
14	Grass Cutting Contract	Clerk to contact existing contractor to try and obtain more competitive quote	Actioned. Discussed under item 14

6. **Update following the Town and Parish Council briefing, outlining proposals for Devolution and Local Government Reorganisation (LGR) in Norfolk –** Mrs Jeffreys, Mr Harris, Dr Bacon, Mr Edwards and Mrs Briscoe attended the briefing, and all felt NNDC were honest and unbiased in their views. Mrs Jeffreys said they were advised Norfolk and Suffolk will be combined by 2026, with a mayor elected and there will be local government reorganisation so the number of districts will be reduced to 1,2 or 3 unitaries and Deloittes have been appointed to assist with modelling. Unitaries should be in place by 2028. There was very little reference to Parish Councils, but Dr Bacon advised there will be no change to the PC's, nor to the BA. As there is a consultation period, Mrs Jeffreys proposed she can provide a bullet-pointed brainstorm draft for the Devolution and LGR, which she will distribute to the PC for Cllrs to provide their ideas. She will then provide a draft letter prior to the next meeting. Mr Snelling seconded. All in agreement. **ACTION: Mrs Jeffreys to carry out proposal.**

7. **Planning**

7.1 Parish Council's planning questionnaire results – Mr Edwards said the Cllrs did not respond, as per the last meeting, so there has been no further action. Mrs Briscoe proposed the Clerk resend the questionnaire to the PC, for the Cllrs to provide responses and suggestions, to enable Mr Edwards to provide a final report for the next meeting. Ms Johnson seconded. All in favour. **ACTION: Clerk to resend. Cllrs to respond. Mr Edwards to provide final report.**

7.2 PF/23/2004 – Any update re retrospective planning and other issues re Store Galore Containers. Discussed under item 4.2. Mrs Jeffreys proposed Mrs Briscoe review the appeal documents and circulate to the PC. The PC will request an extension to the consultation period, as the appeal was dated 5th Feb, validated on 6th but uploaded on 26th Feb, as not sufficient time to respond and ask why the PC, nor the DC's, were listed as Consultees. Mr Roberson seconded. All in favour. **ACTION: Mrs Briscoe to review documents. On receipt, Clerk to contact Planning**. As the CLU for the Grove Farm site has still not been uploaded, Mrs Jeffreys proposed the Clerk chase for update. Dr Harris seconded. All in agreement. **ACTION: Clerk to chase Planning.**

7.3 CL/24/1249 – Any update re Appeal - Fenview, 3 Fenside Cottages – Lawful Development Certificate for existing use of land as residential garden – Although no action required by the PC, Mrs Briscoe had circulated her thoughts. Individuals would have made their comments to the Planning Inspectorate prior to the closing date.

7.4 Any update re Milestones (including Section 106) – Mrs Jeffreys advised the last correspondence from NNDC was in October and as there has been no evidence of any development yet, there is no current action for the PC.

7.5 Any update re Malthouse Lane site – Discussed during item 4.2

7.6 IB/24/2688 – Any update re Pre-Planning Application – Land at side of Back Lane – installation of 1x9m and 1x10m poles for fixed line broadband apparatus – Mrs Jeffreys advised there has been good communication between all parties concerned. No PC action required at this time.

7.7 North Norfolk Local Plan Examination – To discuss register of interest in speaking at the hearing and confirm session date – Mrs Jeffreys advised the PC agreed Mr Harris would be the PC's representative to speak at the hearing on 10th April.

7.8 Any other planning matters – The PC received information regarding training sessions on planning related topics, which all may be interested in attending, date dependant. Mrs Jeffreys proposed the Clerk register an interest for the PC. Mr Snelling seconded. All in agreement. **ACTION: Clerk to register interest for PC.**

8. Highways & Road Safety

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

8.2 Update re Disabled Parking Bay at Village Hall – Discussed during item 4.3

8.3 Any other Highways or road safety issues – A parishioner mentioned a large pothole in The Street, which was originally repaired around 5 months ago. Mrs Jeffreys proposed she would report the pothole. Dr Harris seconded. **ACTION: Mrs Jeffreys to report via the website.**

9. Environmental

9.1 Catfield Action Team Update – A parishioner advised CAT cleared away branches and tree trunks from Sandholes and thanked Mr Jordan and Dr Bacon for making this possible. They plan to pull up tiny sycamore seedlings and remove litter. Mr Edwards was thanked for the Burns Night quiz which raised funds for village projects. All are invited to come and meet CAT for afternoon tea on 5th March, to see what the group does, how to get involved or help give them ideas how to improve the village. There will be a litter pick on 8th March. Bingo sessions are booked for 21st March and 25th April. The summer fete on 22nd June (11 am - 4 pm), will have a classic car display, a model railway layout, lots of stalls, children's activities, a licensed bar, refreshments, food vendors and live music but they need lots of volunteers to help.

9.2 FloGas Lighting – Mrs Jeffreys proposed as this was added at request of a parishioner, who was not present, the subject be deferred to next month. Mr Snelling seconded. All in agreement. **ACTION: Clerk to add to March agenda.**

9.3 Any other Environmental issues – None raised.

10. Progress reports for information

10.1 Village Hall update – Mrs Jeffreys advised the PC sub-committee attended the VHMC meeting and a list of actions were confirmed. In summary, Mrs Jeffreys will discuss the insurance policy with the person responsible; Mrs Briscoe will take on the lease and plan; The VHMC will set up new policies; They discussed priority projects for the building and were given authority by the PC, to spend money maintaining the hall – primarily, the roof, where Mr Roberson was tasked to seek advice re asbestos, if relevant. Accessibility of the VH i.e. widening of door and ramp, improvement to the outside lighting and a Storeroom to store bikes and other equipment, were discussed, which they would need to research and bring suggestions to the PC. Better communication between the PC and VHMC was also discussed and the VHMC will provide a monthly report for the PC meeting. It was agreed to have 2 PC representatives, plus have the sub-committee attend VHMC meetings quarterly. **ACTION: Mrs Jeffreys to send copy of actions to VHMC.** Dr Bacon distributed early photos of the VH exterior to the PC.

10.2 Poor's Trust – Dr Harris advised there is superb work going on at the boat yard, where 16 new platforms are being installed, and they will be doing a walkabout on Saturday.

10.3 All Saints Church – Dr Bacon said the grass cutting has started and the flowers are now in bloom.

10.4 Primary Academy School – Ms Johnson said they did exceptionally well at their latest inspection and read aloud a section from the report.

10.5 Allotments – Ms Johnson advised the oil tank has been moved and now the weather is drier, she is hoping the remaining allotments will be rented. There is still one allotment invoice out-standing. **ACTION: Ms Johnson to chase payment.**

10.6 Any other reports – Ms Johnson thanked the bus driver that helped her while installing the speed camera in the village.

11. Correspondence

To note correspondence received;

11.1 Update re; Deer Culling – Mrs Jeffreys read out a response the PC received from PC Shelley, in answer to its letter. Mr Edwards said shots, which sounded from a high-power rifle, have been heard and understandably, residents are concerned. It was agreed PC Shelley's response was dismissive and unacceptable. Following a discussion, Mrs Jeffreys proposed she would draft a letter to the Chief Inspector, advising the response received was unacceptable and include the concerns the PC still have. It was suggested this should also be sent to the Police & Crime Commissioner and cc National England. Mr Edwards seconded. All in agreement. **ACTION: Mrs Jeffreys to draft response.**

11.2 Any other correspondence received – Mrs Jeffreys read aloud a letter, received after the agenda had been set, complaining the exterior lighting at Sands Agricultural Machinery were offensive, as they face the parishioner's property. Dr Bacon advised both the factory, and the parishioner's property are both in Hickling's parish. Mr Roberson proposed the Clerk contact the parishioner with advice who to contact re light pollution and advise re Hickling parish. Ms Johnson seconded. All in favour. **ACTION: Clerk to contact parishioner to give advice how to proceed with Hickling PC and other organisations.**

12. Discuss potential improvements to the Recreation Ground – Mrs Jeffreys requested this item be removed from the agenda, until she has a project plan, project quotes and funding to report, which everyone accepted. **ACTION: Clerk to remove from agenda until notified by Mrs Jeffreys.**

13. Finance

13.1 To approve payments – Payment list supplied to all prior to meeting. Mrs Jeffreys proposed as agreed earlier, the payment to Westcotec (Cheque 000059) would be deferred and today's payment rejected and the payment to the Clerk be approved. Ms Johnson seconded. All in agreement. Cheque duly signed.
Cheque 000058 – Clerk salary (including mobile phone)

13.2 To review and agree Bank Reconciliation – Bank reconciliation sent to all prior to meeting.

13.3 To review and agree Accounts to Date – Accounts sent to all prior to meeting. Mrs Jeffreys proposed acceptance of the Accounts and Bank Rec. Ms Johnson seconded. All in favour. The Vice-Chair agreed and signed the Bank Rec and Accounts to date.

13.4 To discuss and review Mobile Phone contract – Mrs Jeffreys explained there was a £1 increase to the existing Vodafone mobile phone contract and the Clerk had provided alternative sugges-tions. Due to the minimal increase and possible disruption to change, Mrs Jeffreys proposed the Clerk remain with Vodafone. Mr Edwards seconded. All in agreement. **ACTION: Clerk to ensure Vodafone contract continues.**

13.5 To discuss and appoint an Internal Auditor – The Clerk provided information and quote to the PC prior to the meeting regarding last year's Internal Auditor and a NALC comparison. Mrs Jeffreys proposed as the PC were happy with the previous audit, they proceed with the same Auditor. All in agreement to proceed with Mo Anderson-Dungar. Mr Edwards seconded. All in favour. **ACTION: Clerk to instruct.**

13.6 Any other financial matters – No matters raised.

14. Agree grass cutting contract for 2025 – Mrs Jeffreys advised the Clerk obtained a further quotation from the current contractor and these were compared to new company quotes. Mrs Jeffreys proposed, to continue with the current contractor, as the original quote was acceptable, and the PC are satisfied with his work. The PC would not commit to a 3-year contract, as requested in his revised quote. Dr Bacon seconded. All in agreement. **ACTION: Clerk to confirm to contractor**

15. Matters for next Agenda and information

Date of the next meeting confirmed for **26th March 2025**.

Meeting finished at 9.56 pm

Chairman Signature:____________________________ Date:___________________________

Chairman Name:_______________________________

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