

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

Attendance: Mr Harris (Chairman), Mr Edwards, Ms Johnson, Mrs Briscoe, Dr Bacon, Mr Jordan, Mr Roberson, Mrs Plowman, Mrs Cunningham (Clerk), District Cllr Bayes and six members of the public.

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

Meeting started: 19.04

- 1. Apologies and approval of absences** – Mr Harris advised that sadly, Mrs Jeffreys has resigned from the Parish Council and expressed gratitude for her great contribution and energy she put into her time on the PC. Apologies received and accepted from Cllr Taylor, Cllr Price, Dr Harris and Mr Snelling.
- 2. Declarations of interests** – Mr Harris declared an interest in agenda item 10.1 (deer shooting).
- 3. To approve as accurate Minutes of the previous meeting** – Mr Roberson proposed the Minutes of 26th February 2025 be approved. Mrs Plowman seconded. All in agreement and the Chairman duly signed.
- 4. Public participation session (10 minutes)**
 - 4.1 Public** – No items raised
 - 4.2 Cllr Bayes** advised photos and information sent by the PC regarding the Malthouse Lane site have been sent to Planning and the Enforcement Officer will serve notice on Thursday, when they will also be inspecting the site. Cllr Taylor has a meeting to discuss the discharge of the Store Galore conditions and Cllr Bayes has reported a breach of two conditions, the opening hours and that there is a skip on site, being used by a carpet company. He advised any future evidence of breaches should be sent to the Conditions Officer. Regarding the DC's community payback, he asked for suggestions from the PC and Mr Edwards asked if they would be willing to paint the goalposts on the recreation ground, which he agreed they could do.
 - 4.3 Cllr Price** provided a report, which Mr Harris read aloud. He is awaiting a response from Highways regarding the bus shelter start date but has not yet received a response. He asked the PC for the SAM2 serial number, which Ms Johnson has now provided. Re the interim LGR papers, County will now consult, investigate, analyse, and carry out further research, which will include talking to PC's, and they will make their final recommendations to the Government in September. It was noted that a parishioner said there was a list of the Council's expenditure in the EDP, but Catfield's bus shelter was not listed. As the PC has received funding from the PPS, they were not concerned.

5. Matters Arising

Report on actions from the previous meeting

Feb 25 Ref	Item	Action	Completed/Next Steps
4.3	Cllr Price – Bus Shelter & Parking Bay	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	Clerk Actioned. Discussed under item 7.1
6	Devolution & Local Government Reorganisation	Mrs Jeffreys to draft bullet points for brainstorming & to provide a draft letter prior to the next meeting	Discussed under item 8
7.1	PC Questionnaire	Clerk to resend the questionnaire to the PC, for the Cllrs to provide responses and suggestions to Mr Edwards to allow him to provide a final report	Discussed under item 6.1
7.2	Store Galore	Mrs Briscoe to review documents. On receipt, Clerk to contact Planning	Discussed under item 6.2
7.8	Other Planning Matters	Clerk to register PC for planning training sessions	Clerk Actioned.
8.3	Other Highways Matters	Mrs Jeffreys to report pothole in The Street	Not Actioned. ACTION: Mr Harris to locate and report pothole online.
9.3	Flo Gas	Clerk to add to next agenda	Discussed under item 9.2
10.5	Allotments	Ms Johnson to chase outstanding payment	Discussed under item 14.4
11.1	Deer Shooting	Mrs Jeffreys to draft response to Police	Actioned. Discussed under item 10.1

10.1	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 Action from Feb Meeting - Mrs Jeffreys to send copy of actions to VHMC.	Items A-F are carried forward from previous meetings and are being actioned by the VH sub-committee. Discussed under item 14.1 Mrs Jeffreys Actioned.
11.2	Other Correspondence	Clerk to contact parishioner to give advice how to proceed with Hickling PC and other organisations	Clerk Actioned. Dr Bacon added the Hickling DC said he will visit the parishioner.
12	Playground	Clerk to remove from agenda until notified by Mrs Jeffreys	Actioned. Discussed under item 11
13.4	Vodafone Contract	Clerk to ensure Vodafone contract continues.	Clerk Actioned
13.5	To discuss and appoint an Internal Auditor	Clerk to appoint	Clerk Actioned
14	Grass Cutting Contract	Clerk to confirm acceptance of original quote to existing contractor	Clerk Actioned

6. Planning

- 6.1 Parish Council's planning questionnaire results** – Mr Edwards advised he and Dr Harris analysed the results and had provided the PC with a full report prior to the meeting. There was a long discussion who to send the report to. It was agreed not to send the report initially to the EDP, as this should be sent once/if NNDC reject it. Ms Johnson suggested the PC should meet with NNDC to present the report, rather than just email. Mr Harris proposed he will discuss some suggested modifications to the report, with Mr Edwards. The report can then be sent to the PC, and email Steve Blatch (NNDC CEO), Cllr Tim Adams and cc Russell Williams (Planning) offering a meeting to discuss the report, before deciding the next action. Mr Roberson seconded. All in favour, including Cllr Bayes. **ACTION: Mr Harris and Mr Edwards to make modifications to the report. Clerk to send as per proposal.**
- 6.2 PF/23/2004 & CD/25/0247– Any update re retrospective planning and other issues re Store Galore Container sites** – There was some confusion initially, but both the conditions (CD/25/0257) and the Grove Farm CLU (CL/25/0247) are on NNDC's website. Mr Harris advised following the last meeting, due to the short consultation expiry date, the PC wrote to Planning suggesting the Store Galore conditions should not be released until they have been fulfilled in practice. Re CL/25/0247, Mr Harris advised as this is not a planning application residents are not informed and although it cannot be objected to, any additional evidence can be submitted, and concern was raised that residents maybe unaware. Following a long discussion, Mr Harris proposed as this is a rare occurrence, the PC should vote whether to notify the neighbours in Sharp Street and Watering Piece Lane. Mr Edwards seconded. The PC voted 7 for, and 1 against. **ACTION: Clerk to send letters to those residents.** It was agreed that this is not a blanket policy for all CLU's, but the PC will discuss similar cases individually.
- 6.3 CL/24/1249 – Any update re Appeal - Fenview, 3 Fenside Cottages – Lawful Development Certificate for existing use of land as residential garden** – No action for the PC at this time, as waiting for inspector's report.
- 6.4 PF/25/0246 – The Hollies, The Street, Catfield - Demolition of existing single storey extension and erection of two storey extension to dwelling** – Although not an interest, Mr Edwards opted to refrain from the discussion due to knowledge of the residents. A parishioner raised an issue of parking, which was discussed but as there are no neighbours' objections on the website, the PC agreed they had no objection to the application. **ACTION: Clerk to advise planning.**
- 6.5 Any update re Malthouse Lane site** – Cllr Bayes reiterated photos sent by the PC, along with PC concerns, have been sent to the enforcement officers. Dr Bacon added a hedge has been planted up against the tarmacked road, which Cllr Bayes advised this is a Highways issue and Cllr Price should be made aware. He reconfirmed Mr Peacock from NNDC will issue a notice tomorrow and will review the site at the same time. Mr Harris read aloud a section of a parishioner's letter regarding the works on the site, and explained additional photographs were also included. Mr Harris proposed the PC write to Highways and Cllr Price re encroachment and visibility splay. All in agreement. **ACTION: Dr Bacon to draft letter as per proposal.**

- 6.6 **North Norfolk Local Plan Examination– To discuss the hearing on 10th April** – Mr Harris will be attending the session held at 9.30am, to speak on behalf of the PC.
- 6.7 **Any other planning matters** – None raised. Cllr Bayes left the meeting.
7. **Highways & Road Safety**
- 7.1 **Update re new Village Hall Bus Shelter** – Mr Harris confirmed the PC had received the PPS funding and are still awaiting confirmation of the start date.
- 7.2 **Update re Disabled Parking Bay at Village Hall** – Awaiting start date along with item 7.1.
- 7.3 **Any other Highways or road safety issues** – None raised
8. **To discuss the Mayoral Combined Authority (MCA) and Local Government Reform (LGR) response** – In order to submit the PC's concerns within the consultation period ending 13th April, Mrs Jeffreys had previously sent a document to all, regarding the challenges for PC's. Following a discussion on the proposed devolution, Mr Harris proposed the document should be sent, as is. All in agreement. **ACTION: Mrs Briscoe to confirm who the document should be sent to. Clerk to send.**
9. **Environmental**
- 9.1 **Catfield Action Team Update** - A parishioner advised they have removed sycamore seedlings and litter from Sandholes and would like to return in autumn. There were new people at the litter pick and CAT were grateful to NNDC for removing the rubbish, including debris left behind recycling bins. CAT is now three years old and will hold its AGM at the VH on 23rd April. All paid-up members are entitled to attend, and they are encouraging new people to join the group. They had a successful Afternoon Tea event and gained 4 new members, all new to the village. The next bingo session is on 25th April, and they hope to hold monthly sessions in the summer. At the summer fete on 22nd June, there will be a classic car display, vintage tractors, a model railway, willow-weaving, many stalls, children's activities, licensed bar, refreshments, food vendors and live performances but they still need lots of volunteers. Mr Roberson was thanked for filling a hole near the noticeboard. Ms Johnson advised she almost tripped over a newly extended grass section on The Street. Mr Harris suggested she review the area and bring to the PC next month, if necessary. **ACTION: Ms Johnson to review area.**
- 9.2 **FloGas Lighting** – Added at request of a parishioner but they asked for this to be deferred to next month. **ACTION: Clerk to add to April agenda.**
- 9.3 **Any other Environmental issues** – None raised.
10. **Correspondence**
- To note correspondence received;**
- 10.1 **Update re Deer Shooting** – Another letter had been sent by the PC to the Police and Mrs Briscoe said a response had been received from the Chief Inspector advising they will increase their night shift patrol officers in Catfield. No further action for the PC at this time.
- 10.2 **Any other correspondence received** – None received.
11. **To discuss Parish Councillor resignation and replacement process** – The Clerk advised of the procedures following Mrs Jeffreys resignation. Providing there are insufficient requests for an election, the PC can co-opt a new Parish Cllr. It was agreed, if confirmed the PC can co-opt, then the position should be advertised in the magazine for co-option at June's meeting. **ACTION: Clerk to send advert to Mrs Briscoe for placement in the magazine.** It was agreed to elect a new Vice-Chair at May's Annual PC Meeting. As Mr Edwards volunteered, Mr Harris proposed Mr Edwards replaces Mrs Jeffreys to lead the enquiries into the new playground project. Ms Johnson seconded. All in favour.
12. **Finance**
- 12.1 **To approve payments** – Payment list supplied to all prior to the meeting.
 Cheque 000060 – Clerk salary (including mobile phone)
 Cheque 000061 – Catfield Village Hall Management Committee – Yearly VH hire - £300.00

Mr Harris proposed approval of both payments. Mrs Plowman seconded. All in agreement. Cheques duly signed.

12.2 To review the Asset Register - All Cllrs had received and seen the Asset Register which was sent to all prior to the meeting. Mr Harris proposed approval of the register. Mrs Plowman seconded. All in agreement and the register approved.

12.3 Discuss replacement cheque signatory – Mr Edwards offered to replace Mrs Jeffreys as a cheque signatory on the Lloyds Bank account. **ACTION: Clerk to request documents for amendments.**

12.4 Any other financial matters – None raised.

13. Review Risk Assessment – Mr Harris raised concerns that the PC have still not received sight of the VH insurance policy. Mrs Briscoe said the VHMC confirmed the hall is insured and, as obtaining a copy of the policy was tasked to Mrs Jeffreys, this will need to be followed up by a member of the VH sub-committee. Mrs Briscoe raised a couple of small inaccuracies within the assessment. **ACTION: Clerk to amend typo and section re Grants Officer.** Mr Harris proposed approval of the document. Mr Jordan seconded. All in agreement. Assessment to be adopted following amendments.

14. Progress reports for information

14.1 Village Hall update – Following a previous VHMC meeting, Mr Roberson advised he has obtained several quotes, on behalf of VHMC, for a new roof, including asbestos removal and scaffolding and will obtain further quotes for a new front door, windows and fascia's & soffits. The VHMC had discussed whether the car park should be made larger, and it was agreed they need to approach the PC with a proposal. Mrs Briscoe offered to replace Mrs Jeffreys as the PC's representative, in addition to the sub-committee. Following the latest VHMC meeting, Mr Jordan advised, Mrs Briscoe has been tasked to review the lease, CUC will share their policies, and it was noted the PC had not advise the VHMC of the proposed disabled parking bay and bus shelter. Mrs Briscoe apologised for the lack of communication. Mr Harris proposed approval of the appointments of Mrs Briscoe as PC rep and Mr Edwards as rep for the playground. Mr Jordan seconded. All in favour. **ACTION: PC to liaise with DC and CC re disabled accessibility grants availability. Clerk to make VHMC aware of bus shelter/disabled bay start date. Clerk to contact grass contractor to cut the grass from the emergency exit to the road.**

14.2 Poor's Trust – Mr Jordan advised the work at the boat yard has now been completed.

14.3 All Saints Church – Dr Bacon advised if anyone wishes their names to be added to the Church Electoral Roll, whether new or on a previous list, a new form must be completed. Forms available from Dr Bacon. Being added, allows attendance of the Annual Parochial Church Meeting, which includes the election of Churchwardens. Full details can be found in the magazine or on the Church noticeboard.

14.4 Allotments – Ms Johnson advised payments have now been received for all plots.

14.5 Any Other Reports – None raised.

15. To confirm the meeting date for the Annual Parish Meeting – Confirmed for 28th May.

16. To confirm the meeting date for the Clerk's annual review – Dr Harris, Ms Johnson and Mr Edwards to confirm date for review. **ACTION: Mr Harris to chase Dr Harris to arrange review meeting.**

17. Matters for next Agenda and information

Date of the next meeting is scheduled for **30th April 2025.**

Clerk handed spare noticeboard key to Mr Edwards.

Meeting finished at 9.42 pm

Chairman Signature: _____

Date: _____

Chairman Name: _____