**MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on WEDNESDAY 30th APRIL 2025 IN THE VILLAGE HALL**

**Attendance:** Mr Harris (Chairman), Mr Snelling, Dr Harris, Mrs Briscoe, Mr Roberson, Dr Bacon, Mrs Plowman, Mrs Cunningham (Clerk), County Cllr Price and seven members of the public.

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

Meeting started: 19.03

1. **Apologies and approval of absences –** Apologies received and accepted from Mr Edwards, Ms Johnson and Mr Jordan. Cllr Taylor had advised he hopes to join the meeting around 8pm.

2. **Declarations of interests –** None declared.

3. **To approve as accurate Minutes of the previous meeting –** Mr Harris proposed the Minutes of 26th March 2025 be approved. Mrs Briscoe 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/Cllr Taylor** – It was agreed to defer until the arrival of the DC's.
   - **4.3 Cllr Price** advised NCC are asking for feedback re the local government reform and responses due by 20th May. He is expecting to receive the new bus shelter start date on Friday.

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

| Mar 25 Ref | Item | Action | Completed/Next Steps |
|---|---|---|---|
| 6.1 | PC Questionnaire | Mr Harris & Mr Edwards to make modifications to the report. Clerk to send | Discussed under item 6.1 |
| 6.2 | Store Galore – Grove Farm | Clerk to send letters to residents in Sharp Street & Watering Piece Lane | Discussed under item 6.2 |
| 6.4 | The Hollies, The Street | Clerk to advise planning of no objection | Clerk completed. No further action required |
| 6.5 | Malthouse Lane | Dr Bacon to draft letter | Discussed under item 6.5 |
| 8 | Mayoral Combined Authority & LGR | Mrs Briscoe to confirm who document should be sent to. Clerk to send | Unable to send own report, as originally agreed. Dr Harris completed questionnaire on behalf of PC. No further action required. |
| 8.3 | Other Highways Matters | Mr Harris to report pothole in The Street | Mr Harris advised he reported over 20 potholes and stressed how simple it is to report online and suggested everyone should report any potholes. |
| 9.1 | Environmental | Ms Johnson to review grass section on The Street and report to PC, if action required | Ms Johnson absent, so action carried forward. **ACTION: Clerk to add to next Action Plan** |
| 9.3 | Flo Gas | Requested by Parishioner. Clerk to add to next agenda | Discussed under item 8.3 |
| 11 | Parish Cllr Vacancy | Clerk to send advert to Mrs Briscoe for placement in magazine | Completed & in magazine. It was agreed advert should also be placed in next edition of magazine. **ACTION: Clerk to send advert to Mrs Briscoe** |
| 12.3 | Cheque Signatory Replacement | Clerk to request documents to add Mr Edwards | Discussed under item 11.7 |
| 13 | Risk Assessment | Clerk to amend typo and section re Grants Officer | Completed. Revised policy sent to all |
| 10.1 | Village Hall | a) C/F - Funding availability to be discussed with charity & update after next VH meeting<br>b) C/F - Copy of full insurance policy requested<br>c) C/F - Mr Roberson to carry out building inspection. Ms Johnson to make the notes<br>d) PC to liaise with DC and CC re Disabled Accessibility Grant availability<br>e) Clerk to make VHMC aware of bus shelter/disabled bay start date<br>f) Clerk to contact grass contractor to cut grass from emergency exit to road | Items A-C are carried forward from previous meetings.<br>Discussed under item 14.1 |
| 16 | Clerk Review | Mr Harris to chase Dr Harris to arrange meeting | Review now booked. |
| C/F | Data Protection | Mrs Briscoe to review PC and NALC policies and amalgamate into one policy suitable for the PC – Deferred to April | Mrs Briscoe asked to defer DP policy. **ACTION: Mrs Briscoe to review and Clerk to add to next agenda** |
| C/F | Goal Nets | PC agreed to sporadically check goal nets for signs of deterioration | Agreed to defer for 3 months. **ACTION: Clerk to diarise.** |

6. **Planning**
   - **6.1 Parish Council's planning questionnaire results** – It was agreed to defer until Cllr Taylor arrives.

**6.2 PF/23/2004 & CD/25/0247– Any update re retrospective planning and other issues re Store Galore Container sites –** Re Grove Farm, Cllr Price advised he was asked by a parishioner to investigate what the tenants are allowed to do under the tenancy agreement, as NCC are the landlords. He said a NCC surveyor visited the site and confirmed tenants can diversify providing the character of the tenancy is primarily or wholly agricultural, whilst complying with any necessary planning requirements. He confirmed County are satisfied but could not comment on NNDC's planning and said the surveyor would report if they were unsatisfied with the number of containers on site. Mrs Briscoe added a Certificate of Lawful Use and Development (CLU) has been submitted and this will legitimise what is there, so the PC must wait for NNDC's decision.

**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 awaiting the inspector's report. Mrs Briscoe added anyone who made representations should be notified of the result.

**6.4 PF/25/0636 – Bluebell Cottage, 3A Chapelfield Close, NR29 5AT - Convert the existing garage space to create an accessible ground floor bedroom –** Mr Harris proposed providing there are no objections from neighbours, the PC had no comment or objections. Mr Snelling seconded. All in agreement. **ACTION: Clerk to advise Planning.**

**6.5 Any update re Malthouse Lane site –** Following a response received to the PC's letter, Dr Bacon explained the included map shows that the newly erected fence and hedge are clearly on NCC Highways property. Cllr Price confirmed Mr Le-May will liaise with the landowner and is confident he will then update both Catfield and Ludham parishes. Although there is a current enforcement notice in place due to a breach of planning control, it was agreed the Highways issue and Planning should be treated as two separate subjects. **ACTION: Cllr Price to follow-up.**

**6.6 Any update following the North Norfolk Local Plan Examination hearing –** Mr Harris and Mrs Briscoe attended the hearing, although Mrs Briscoe was in a separate room as logistically, she was unable to join the open session. She explained the PC focus was that Catfield's allocation increased from 27 to 39 dwellings, but Potter Heigham and Sea Palling had zero allocations, as they are classed as being environmentally constrained, which due to Catfield's water issues means it should be classed the same. It is expected the report will take a couple of months to be decided, so no further action at this time.

**6.7 Any other planning matters –** Mr Harris said Milestones' website has been updated with information regarding tree and bat surveys. Cllr Price said he will be attending a multi-agency group, set up by Anglian Water, and will be demanding Ludham is included and will be questioning how much money will be spent and where. Mr Harris advised as the PC were denied a time extension to discuss a planning application at 11 Thorn Road, a decision was agreed, outside the meeting, that as there were no objections from the neighbouring properties, the PC had no objection to the application. Mr Harris proposed approval of action taken. Mr Snelling and Mrs Briscoe seconded. All agreed.

**7. Highways & Road Safety**

**7.1 Update re new Village Hall Bus Shelter and/or Disabled Parking Bay at Village Hall –** Discussed under item 4.3

**7.2 Discuss new NCC Bus Shelter funding proposal –** Mr Harris advised there is a new NCC scheme for PC's to apply for up to 80% funding for new bus shelters, however, specific criteria must be met by 30th June. Location is a major decision and Dr Bacon raised concerns that residents may object to a bus shelter being erected outside their property and so the PC would be unable to proceed without residents' consultation first, but a shelter on the green at New Road may be a possible location. Following a long discussion, Dr Harris and Mrs Briscoe agreed to discuss the practicality of the proposal, with Mr Edwards. Dr Bacon added following on from the PC confirmation of a request bus stop at Elderbush Lane, a sign has now been erected.

**7.3 Any other Highways or road safety issues –** A parishioner raised concerns that a resident has placed concrete blocks on Highways grass verge outside 18 Elderbush Lane. Mr Harris proposed Cllr Price discuss the matter with Highway's directly, which he agreed he would do. Dr Harris seconded. All in agreement. Another parishioner advised of a full drain causing flooding, outside

2 Lea Road. It was agreed this was a Highway's issue and Mr Harris proposed Cllr Price contact Highway's directly, which he agreed he would do. Dr Harris seconded. All in agreement. **ACTION: Cllr Price**

**8. Environmental**

**8.1 Catfield Action Team Update –** A parishioner advised CAT revisited the school garden and pond where they dug over the beds, weeded and added compost, cut away broken webbing under the paths and added gravel, planted shrubs, perennials and herbs and had a lovely thank-you from the children. They transferred wild garlic to Sandholes to augment existing stocks. At their AGM, they reflected on the year's activity, elected a new committee and made changes to the constitution. Unfortunately, Dina Croft, stood down as Treasurer, and she was thanked her for all she has done for CAT in the past three years. They held a recent bingo session and plan additional evenings on 30th May, 27th June and 25th July.

**8.2 To discuss NCC's Investigation Report into the Flooding across Norfolk in Storm Babet (inc. School Road & Elderbush Lane) –** Mr Harris explained the assessment does not take into account flood risk from groundwater and read aloud a previous letter sent by the PC, explaining the cause of the problem was the high ground water table and water running from the fields. He proposed the school should be the priority and would draft a letter highlighting they have not addressed the issue and added the EA have been studying the discharge of pollution going into the Fen. Mrs Briscoe seconded. All in agreement. He also suggested Ms Johnson talk to the school to discuss matters with the landowner. **ACTION: Mr Harris to draft response. Ms Johnson to liaise with the school.** Cllr Price left the meeting.

**8.3 FloGas Lighting –** A parishioner advised tenants living in Elderbush Lane have complained regarding the high intensity of the lighting levels and that they are also on throughout the day. Mr Roberson said the PC have written previously and he had visited the site 3 times to discuss the situation. Mrs Briscoe proposed the PC write to FloGas again. Mrs Plowman seconded. Majority approved, with 1 abstention and 1 against. **ACTION: Clerk to draft letter and send to FloGas site and Head Office.**

**8.4 Any other Environmental issues –** None raised

**9. Correspondence**

**9.1 Any correspondence received** – None received.

**10. Village Hall Recreation Ground**

**10.1 To discuss update re playground** – Mr Harris read a report supplied by Mr Edwards advising he has met with one company, and 2 others are diarised, to supply quotations for the playground and is suggesting on receipt, he arrange a public meeting to discuss the proposal. Mr Edwards will obtain quotes before submitting any grant applications and Dr Bacon gave background to a charity who may be able to assist with grant funding. Mr Harris proposed the PC welcome Mr Edwards report and look forward to hearing his proposals, which should take before a public meeting, which was agreed by all. The report also included a request to highlight Highways in-action on the Plumsgate/Wood Street/Lodge Rd signage. Mr Roberson said there is new sign in the embankment, but it was agreed this is not at the correct location to resolve the issue at the junction. It was agreed to postpone the discussion until Mr Edwards is present. **ACTION: Clerk to add to next agenda**. Discussion returned to the new Bus Shelter scheme, as the main concern is where this could be located and the short deadline date to achieve the set criteria. Dr Harris and Mrs Briscoe proposed they and Mr Edwards review the subject further and report at the next meeting. **ACTION: Dr Harris, Mrs Briscoe and Mr Edwards discuss and report back.**

**10.2 To discuss booking for playground inspection –** Although the PC are in the process of reviewing a potential upgrade to the playground, Mr Roberson proposed the PC proceed with its annual inspection. Mrs Briscoe seconded. All in agreement. **ACTION: Clerk to arrange**.

**11. Finance**

**11.1 Sign off approved Year End Bank Reconciliation –** Mr Harris proposed approval of the YE bank reconciliation. Mr Snelling seconded. All in agreement. The Clerk had highlighted that the Financial Regs state a member other than the Chairman or Cheque signatory should sign the Rec. It was agreed the Chairman would continue to sign the documents, but the PC would obtain a countersignature by a non-cheque signatory. Chairman duly signed and countersigned by Mr Snelling.

**11.2 Sign off approved Year End Accounts -** Mr Harris proposed approval of the YE bank reconciliation. Mr Snelling seconded. All in agreement. Chairman duly signed and Mr Snelling countersigned.

**11.3 Approval of the Certificate of Exemption –** The Certificate of Exemption is not required for this accounting year. No action required.

**11.4 Approval of the Annual Return Governance Statement –** In preparation for the audit, the Governance Statement was presented to the PC and approved.

**11.5 Approval of the Accounting Statements of the Annual Return** - In preparation for the audit, the draft certificate was presented to the PC and approved.

**11.6 To approve payments -** Payment list supplied to all prior to meeting. Mr Harris proposed payment be made. Mr Snelling seconded. All in agreement to proceed and cheque duly signed. Cheque 000062 - Clerk salary (including mobile phone, a folder for accounts & stamps)

**11.7 Discuss procedures to add replacement cheque signatory –** The Clerk advised she is unable to make any amendments to the account, as this is only accessible by a signatory. It was agreed the Clerk should request Mr Jordan assist to add Mr Edwards as a replacement for Mrs Jeffreys. **ACTION: Clerk to discuss with Mr Jordan.**

**11.8 Any other financial matters –** As the first half of the precept have been received, the Clerk asked whether the PC should consider transferring some funds into the savings account. Mr Harris proposed £12k should be transferred to the savings account. Mr Roberson seconded. All in agreement. **ACTION: Clerk to investigate easiest method to transfer funds with bank and signatories.**

**12. Review Insurance cover for policy renewal –** Mr Harris explained the PC's insurance is due for renewal on 2nd June and the Clerk had obtained another quotation, but the PC need to review whether the new policy gives adequate coverage. Given Dr Bacon's knowledge of the PC's ownership of specific village items, Mr Harris proposed Dr Bacon review the policies to check whether they supply sufficient cover and report back at next meeting. Dr Harris seconded. All in agreement. **ACTION: Dr Bacon to review**.

**13. To Review & Accept Policies**

**13.1 NALC Financial Regulations –** Following a discussion, the PC agreed to continue with their existing Financial Regulations, rather than use NALC's revised version. Existing Financial Regulations reviewed and adopted.

**13.2 Data Protection policy –** Mrs Briscoe asked to defer to the following month. **ACTION: Clerk to add to next agenda.**

**14. Progress reports for information**

**14.1 Village Hall –** Mr Roberson provided an update following the recent VHMC, that Mrs Plowman also attended. The VHMC have agreed, in principle, to replace the roof of the main building, excluding the kitchen, and he proposed the PC allow them permission. Mrs Plowman seconded. All in agreement. Although, he had attempted to obtain 3 quotes for the replacement roof, 1 refused to quote and 2 were received, therefore, the PC were satisfied Standing Order requirements have been adhered to. Mr Roberson added he will also be obtaining quotes for new windows and guttering and will check with planners whether permission is required to change the VH roof. There was a long discussion and uncertainty regarding payment and claiming back VAT. Mr Harris said the PC own the building and allow the VHMC control of the maintenance, however, as the VHMC is a registered charity, Mr Roberson will speak to the supplier as to whether VAT should be included. **ACTION: Mrs Briscoe to explore whether a charity should pay VAT. If any doubt, Clerk to confirm with NALC.**

**14.2** **Poor's Trust –** Dr Harris advised they have had regular meetings and there is good work at the boat yard.

**14.2.1** **Trustee Vacancy –** Dr Harris also advised there is, unfortunately, now a vacancy on the Poor's Trust. It was agreed an advert, as previously used, should be placed in the magazine for discussion at July's meeting.

**14.3** **All Saints Church –** Dr Bacon advised the grass is being cut and the Annual Parish Church Meeting is Wednesday 14th May, where the Church Wardens will be appointed.

**14.4** **Any Other Reports –** The Clerk had advised of the Internal Auditors suggestion for the PC to adopt a Bio-Diversity policy and due to quantity of environmental issues discussed by the PC, and that this is sufficiently covered within the current environmental policy, Mr Harris proposed another policy is not necessary. Mrs Briscoe seconded and all in agreement.

**15. To confirm the meeting date for the Clerk's annual review –** Review date scheduled.

**16. Matters for next Agenda and information**

Date of the next meeting and Annual Parish Meeting scheduled for **28th May 2025**.
APM to start at 6.30pm and to be followed by the PC meeting at 7pm.

It was agreed Annual reports would be required from the Poor's Trust, Dr Bacon on behalf of the Church, Ms Johnson on behalf of the School, the VHMC (which Mrs Briscoe will contact them to request), Catfield magazine and the Chairman on behalf of the PC.

As Cllr Taylor had not joined the meeting, the PC reverted back to **item 6.1**. **Parish Council's planning questionnaire results**. Mr Harris read aloud Mr Edwards response to Mr Blatch's request for the PC to supply them with details of those PC's who completed the survey. He said we can not supply details of PC's due to promises of confidentiality and Dr Bacon added all responses came from the Parish Councils, provided by their Clerk. Mr Harris proposed Mr Edwards suggestion. **ACTION: Clerk to respond**.

Meeting finished at 9.37 pm

Chairman Signature:____________________________ Date:___________________________

Chairman Name:_______________________________