MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on WEDNESDAY 28th MAY 2025 IN THE VILLAGE HALL

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

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

Meeting started: 19.11

1. **Election of Chairman –** Mr Harris advised he was happy to continue in the role and Ms Johnson proposed Mr Harris remain as Chairman. Dr Harris seconded. No opposition and all voted in favour. Mr Harris thanked the PC for their confidence, accepted the position and signed the Declaration of Office form as Chairman.

2. **Election of Vice-Chairman –** Mr Edwards proposed Mrs Briscoe as Vice-Chair. Ms Johnson seconded. No opposition and all voted in favour. Mrs Briscoe accepted the position and signed the Declaration of Office form as Vice-Chair.

3. **Apologies and approval of absences –** Apologies received and accepted from Cllr Price. Cllr Taylor advised Cllr Bayes will attend a little later.

4. **Declarations of interests –** No interests declared.

5. **To approve as accurate Minutes of the previous meeting –** Mr Harris proposed the Minutes of 30th April 2025 be approved. Mr Roberson seconded. All in agreement and the Chairman duly signed.

6. **Public Forum**
   - **6.1** **Public** – A parishioner requested permission to speak during item 8.1, which was granted. No other items raised.
   - **6.2** **Cllr Taylor -** advised he will discuss his reports under the relevant agenda items.
   - **6.3** **Cllr Price Report –** Mr Harris read aloud Cllr Price's report advising Highways budgeted £45k for drainage work on the Long Lane junction with Elderbush Lane/Myrtle Lane. It was discussed that this is one of the least significant areas for flooding and the proposed cost was considered high. The PC agreed to request information from Cllr Price. He thanked Mr Edwards for contacting him about a potential VH parking bay issue, which has since been resolved. A works order has been issued in relation to Malthouse Lane and he attended a recent LGR briefing, where council tax implications were discussed but the PC agreed to defer discussion until Cllr Price is present. **ACTION: Clerk to request clarification from Cllr Price re proposed drainage works**.

7. **Matters Arising**

   Report on actions from the previous meeting.

   Cllr Bayes joined the meeting.

Apr 25 Ref	Item	Action	Completed/Next Steps
9.1 c/f	Environmental	Ms Johnson to review grass section on The Street and report to PC, if action required	Ms Johnson advised the grass section is within white lines on the road. Mr Harris proposed Dr Bacon's suggestion that the PC review the area and report back at the next meeting. They will then discuss whether Highways should be notified. All in agreement. **ACTION: PC to review and update at next meeting.**
6.4	Bluebell Cottage, 3A Chapelfield Close	Clerk to advise planning of no objection	Clerk completed. No further action required
6.5	Malthouse Lane	Cllr Price to follow up with Mr Le-May	Discussed under item 8.2/8.3
7.2	New Bus Shelter Funding Proposal	Dr Harris, Mrs Briscoe and Mr Edwards to review proposal	Discussed under item 9.2

7.3	Other Highways Matters	a) Concrete blocks on grass verge at 18 Elderbush Lane b) Full drain at Lea Road	As no update received from Cllr Price, Clerk to request update. **ACTION: Clerk to request**
8.2	NCC investigation Report into Flooding	a) Mr Harris to draft response b) Ms Johnson to liaise with school	a) Letter sent b) Ms Johnson advised the school is aware of the report.
8.3	Flo Gas	Clerk to draft letter	Letter sent and an acknowledgement received. Mr Harris questioned whether the lights may be on during the day, because of proximity to Ludham airport, but it was felt more likely to be an issue with timers. Discussed under item 10.3
10.1	Highways	Wood St/Plumsgate Rd/Lodge Rd signage – Clerk to add to agenda	Discussed under item 9.4
10.2	Playground Inspection	Clerk to book inspection	Clerk actioned. Inspection booked for June. No further action for PC
11.7	Cheque Signatory Replacement	Clerk to ask Mr Jordan/Ms Johnson to add Mr Edwards online	Discussed under item 13.6
12	Insurance Policy	Dr Bacon to review	Discussed under item 14
14.1	Village Hall	a) C/F - Funding availability to be discussed with charity & update after next VH meeting b) C/F - Copy of full insurance policy requested c) Mrs Briscoe to explore VAT option for Charity d) Clerk to make VHMC aware of bus shelter/disabled bay start date	Items A-B are carried forward from previous meetings. c) Discussed under item 14.1 d) Clerk actioned. VHMC aware of start date
6.1	PC Questionnaire	Clerk to respond to Steve Blatch	Clerk actioned. Discussed under item 8.6

8. Planning

8.1 PF/23/2004 & CD/25/0247 – Any update re retrospective planning and other issues re Store Galore Container sites. To include: Considering planning permission conditions imposed on Store Galore application PF/23/2004 – Cllr Taylor advised he, Cllr Bayes and members of NNDC Planning met with the business owners/applicants and local residents on site and had a very constructive meeting. It was noted the applicants may request to vary some of the conditions and they passed information regarding policy EN13 and an email advising of 6 planning condition tests to the PC. He also provided background when the property was originally changed from an agricultural office to a residential dwelling. He summarised that the property does not have the same amenity entitlement that a standard residential property would have and asked the PC to review the online information, including the noise report and traffic survey, which he said, is relevant to the imposed conditions. Mrs Briscoe asked the applicant if they were making a formal application to vary the conditions, to which he advised he would be meeting with the planning officers and DC's. Mrs Briscoe added the PC are unable to make any comment until it receives a formal application, which the applicant agreed. Cllr Bayes added the reports discussed, would have been considered with the original application by the planning committee. Following a long discussion, the applicant and DC's were thanked for advising the PC of potential variations and it was agreed there is currently no further action until a formal application is received. The PC will be able to comment only, as it has no control of planning decisions.

8.2 PF/23/0861 (AP/25/0010) – Appeal - Malthouse Corner, Malthouse Lane - Change of use of land for the formation of 1 Gypsy/Traveller pitch comprising the siting of 1 Mobile Home, and 1 Portacabin for ancillary residential use, associated hardstanding and fencing and installation of a sealed septic tank (part retrospective) – Cllr Taylor advised an appeal has been submitted against the enforcement notice, and although currently unaware of the process and possible outcomes, they plan to meet with the planning inspector and will feedback to the PC following that meeting. Mrs Briscoe advised there are 2 appeals, 1 against the refusal of planning permission and the other against the enforcement notice and the PC will be able to make representations by 10th June. Following a long discussion, Mr Harris proposed Mrs Briscoe review the documents and circulate to the PC and the Clerk register the PC to speak, if applicable. Mr Edwards seconded. All in favour. **ACTION: Mrs Briscoe and Clerk to action proposal by 10th June.** Dr Bacon raised the highways issue, discussed at previous meetings, and said a line of hedging, planted up to the tarmac, has been removed but it is unclear whether this was instructed by Highways. In addition, Cllr Price advised a works order had been issued, which the PC requested further information. Mr Harris proposed the Clerk obtain information from Cllr Price. Mr Edwards seconded. All in agreement. **ACTION: Clerk to contact Cllr Price**.

8.3 ENF/22/-259 (AP/25/0011) – Appeal - Land to the northeast of Malthouse Lane, Ludham - Appeal against Enforcement Notice for Use of land for residential purposes – Included in 8.2

8.4 CL/24/1249 – Any update re Appeal - Fenview, 3 Fenside Cottages – Lawful Development Certificate for existing use of land as residential garden – No update received.

8.5 North Norfolk Local Plan update – Mr Harris advised there had been a response and read aloud the Catfield section stating, a strong argument was made that technical drainage issues apply and the likely yield should be reduced to zero. However, this may not apply in every single case and as technical concerns would have to be overcome in any event, the inclusion of a figure would not be prejudicial. Mr Harris concluded that although they did not achieve the required outcome, the issue has been made clear to NNDC and all cases will be individually reviewed.

8.6 Any update re Parish Council's Planning Questionnaire response – Mr Edwards confirmed the PC responded to NNDC, advising due to confidentiality, contributing PCs would not be named. Mr Harris proposed the PC write to the CEO again advising a suggested meeting with Mr Williams would be unproductive, as the PC have meet with him previously and Mr Edwards draft the response. **ACTION: Clerk to send report to the DC's**. **Mr Edwards to draft response to NNDC.**

Cllr Taylor and Cllr Bayes left the meeting.

8.7 Any other planning matters – None raised

9. Highways & Road Safety

9.1 Update re Village Hall Bus Shelter and/or Disabled Parking Bay works at Village Hall – Mr Edwards advised, whilst having a meeting at the playground, a Norse sub-contractor, raised concern about part of the disabled bay works and after trying to contact several people including Cllr Price, the issue now appears to be resolved. However, had he not been outside the VH at the time, the works would not have been carried out as originally discussed and proposed all future projects must be confirmed in writing, with agreed plans. Mr Roberson seconded. Mr Edwards questioned if the paving outside was being tarmacked and Dr Harris said a flood risk assessment had to be carried out before it was agreed. **ACTION: The PC agreed to keep a check on the works when passing the hall.**

9.2 Discuss new NCC Bus Shelter funding proposal – Dr Harris advised there is not enough time to submit a proposal, as the location would need great consideration. Mr Roberson reiterated a previous suggestion, that the PC should put plans in place in case future proposals are offered. Mr Harris proposed Mr Roberson's idea and suggested Dr Harris, Mrs Briscoe and Mr Edwards review and submit suggestions in 3 months. Mr Roberson seconded. All in agreement. **ACTION: Dr Harris, Mrs Briscoe and Mr Edwards as per proposal.**

9.3 Respond to NNDC re Street Trading – It was agreed the PC had no official view with regard to a request from NNDC re street trading and Mr Edwards proposed the PC respond to confirm this. Mr Roberson seconded. All in agreement. **ACTION: Clerk to respond to NNDC**

9.4 Plumsgate Rd/Wood St/Lodge Rd junction signage – At the last meeting, Mr Roberson advised a sign had been erected but in the wrong location. Mr Harris proposed the PC write to Highways advising it would be more effective if the sign could be installed in a different location. **ACTION: Mr Edwards to draft letter.**

9.5 Any other Highways or road safety issues – None raised.

10. Environmental

10.1 Catfield Action Team Update – A parishioner advised they helped water the school garden and have bought the school a hosepipe. Containers at New Road/The Street junction have been re-planted and the grass had its first cut. They plan to remove plastic guards from most of the saplings on the playing field hedge and will clear encroaching bracken, brambles and grass. CAT's next walk will be at Thurne on 17th June and there will be an accessible walk on local roads/Long-moor starting at The Old Rectory on 15th July and they hope to hold a local walk on 19th August. All welcome. Bingo sessions are planned for May, 27th June and 25th July and they have the village fete on 22nd June.

10.2 To discuss any response re NCC's Investigation Report into the Flooding across Norfolk in Storm Babet – Mr Harris advised a letter had been sent and an acknowledgement received.

10.3 To discuss any response re FloGas Lighting - Mr Harris advised a letter had been sent and an acknowledgement received.

10.4 Any other Environmental issues – None raised**.**

11. Correspondence

To note correspondence received;

11.1 Re property at 7 Long Lane – Following a brief discussion, it was agreed this is not a subject for the PC. Mr Harris proposed the PC write to the correspondent to advise it does not fall within the Parish Council remit. All in agreement. **ACTION: Clerk to respond.**

11.2 Subject Access Request received – The SAR was noted, and the PC made no reference to the requestor. The Clerk advised the standard response lead-time is 20 working days but due to her limited availability this may not be achievable. All Cllrs were sympathetic and concerned about the additional workload this imposed on the Clerk, and it was agreed she should request an extension to the standard response time and keep track of time spent on the request, so the additional hours could be paid for. **ACTION: Clerk to request time extension**.

12. Any update re Village Hall Recreation Ground – Mr Edwards advised he has seen 4 potential suppliers and received varying quotes from 3 of them. Once he has received all 4 quotes, he will circulate them along with the plans to the PC and once the PC are satisfied, he will consult with the public. In the mean-time, he will try to obtain grant funding. Mrs Briscoe added, once work begins at Milestones, then the PC can pursue the Section 126. Mr Edwards was thanked for all the work he has done, so far.

13. Finance

13.3 To note the Internal Auditors Report and discuss matters raised – All had seen the report prior to the meeting. Mr Harris said the Auditor did a good job and advised the only recommendation was a suggestion to move to electronic payments and to add the Clerk as a signatory for the purpose to upload payments only. Final authorisation would still remain totally with the PC. Mr Harris proposed the Clerk be added as a signatory. Mr Roberson seconded. All in favour. **ACTION: Existing signatory to request Clerk be added to bank account.**

13.1 Approval of the Annual Return Governance Statement - Mr Harris proposed approval. Mr Roberson seconded. All in favour and the Chairman duly signed.

13.2 Approval of the Accounting Statements of the Annual Return - Mr Harris proposed approval. Mr Roberson seconded. All in favour and the Chairman duly signed.

13.3 To approve payments – Payment list supplied to all prior to the meeting. Mr Harris proposed payment be made. Mr Roberson seconded. All in agreement to proceed and cheques duly signed.

Cheque 000063 – Clerk salary to be discussed during item 18 but all expenses (mobile phone, mileage to & from Internal Auditors to drop off and collect accounts and refund of employers NI contribution) approved.

Cheque 000064 – NALC – Annual Subscription £265.43

Cheque 000065 – M.E Anderson-Dungar £50.00

13.4 Discuss direct debit option to pay employers NI – Due to new government legislation, Mr Harris proposed the PC agree to make future employers NI payments by direct debit. Mr Roberson seconded. All in agreement. A Direct debit mandate was signed. **ACTION: Clerk to submit**

13.5 Discuss procedures to add replacement cheque signatory – Mr Edwards received notification Mr Jordan had requested him to be added as a signatory and he has been contacted by Lloyds.

13.6 Any other financial matters – As discussed at the last meeting, Ms Johnson has since requested Lloyds transfer £12k to the savings account. **ACTION: Clerk to review**

14. Discuss and Review Insurance cover for policy renewal – Dr Bacon had reviewed both Clear Councils and Zurich policy options and concluded they both offer very similar coverage and excesses and provided several examples, but the Zurich Parish Council policy is considerably cheaper. Due to the similarities in cover and reduced premium, Mr Harris proposed the PC proceed with the new Zurich policy. Mr Edwards seconded. All in favour. **ACTION: Clerk to arrange new policy.**

15. To Review & Accept Policies

15.1 **Data Protection policy** – Mrs Briscoe asked to delay review for a couple of months. **ACTION: Clerk to add to July agenda**.

15.2 **Code of Conduct policy** – Mr Harris proposed acceptance, once document realigned. Mrs Briscoe seconded. All in favour to adopt policy. **ACTION: Clerk to reformat and recirculate.**

16. Parish Council email address requirements – Ms Johnson explained this government initiative and that by changing to a gov.uk email address helps identify a PC and provides additional security features. Mr Jordan proposed the PC proceed with NALC's offer of an unlimited number of 10GB email accounts to the gov.uk domain name for £20 per year + vat. Mrs Briscoe seconded. All in favour. **ACTION: Clerk to arrange.**

17. Progress reports for Information (not discussed during the Annual Parish Meeting)

17.1 **Village Hall** – Mrs Briscoe explained if the PC are to pay for any work, 3 quotes must be obtained to satisfy the Standing Orders. Re VAT, Mr Edwards reiterated, if the PC appoint a contractor, they can reclaim the VAT and the VHMC then make a donation, for the total, to the PC. It was noted the VHMC have still not provided details of the VH insurance and Mrs Briscoe said she would raise this at the next VHMC meeting. Mr Roberson requested permission to proceed with the asbestos roof removal and roof replacement at a total cost of £41,720, scaffolding will be an additional £2k+vat and this was accepted in principle. Work hopes to be carried out in August. The Clerk explained that increases in income and expenditure will be highlighted to the External Auditor, but the PC agree these are legitimate costs, as they own the building. **ACTION: Mrs Briscoe to follow up insurance policy**.

17.2 **Poor's Trust** – No further update.

17.3 **All Saints Church** – No further update.

17.4 **Allotments –** Ms Johnson said she needs to speak to Mr Jordan regarding the allotments.

17.5 **Any Other Reports** – Mrs Briscoe said she had circulated an update following the NALC meeting.

18. Matters for next Agenda and information - Date of the next meeting is scheduled for **25th June 2025**.

To exclude the public

Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for item 18 of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act, i.e., information relating to any individual.

19. Employment review update & salary - Mr Harris proposed the public be excluded from the meeting**.**
Dr Harris provided a verbal update, having previously provided a written summary of the Clerk's review. There was discussion regarding pay and it was agreed the staffing committee would discuss and circulate their suggestion to the PC, for agreement at the next meeting. It was agreed any amendments would be backdated to April and all agreed this month's salary would be paid using the existing rate. **ACTION: Dr Harris, Mr Edwards and Ms Johnson to review**.

Meeting finished at 10.05 pm

Chairman Signature:___________________________ Date:__________________________

Chairman Name:______________________________