MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on WEDNESDAY 25th JUNE 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, 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.

Meeting started at 7.05pm

1. **Apologies and approval of absences –** Apologies received and accepted from Mr Jordan and District Cllrs Taylor and Bayes.

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

3. **Co-option of new Parish Councillor –** Mr Harris advised there had been one application – Mr Bunting and read aloud the explanation given for wishing to join. Mr Harris proposed the PC appoint Mr Bunting. Mr Edwards seconded. All voted in favour and Mr Bunting was congratulated and joined the meeting, where he signed the Declaration of Acceptance of Office.

4. **To approve as accurate Minutes of the previous meeting –** Mr Harris proposed the Minutes of the 28th May be approved. Mrs Plowman seconded. All in agreement and the Chairman duly signed.

5. **Public Forum**
   - **5.1 Public –** No issues raised.
   - **5.2 Cllr Taylor/Cllr Bayes Report** – Not present at meeting and no report received**.**
   - **5.3 Cllr Price –** advised County are proceeding with a single unitary authority for Norfolk, which provoked a long discussion. The PC raised concerns regarding the lack of representation in Norfolk and how the letter re Planning, from NNDC CEO, Mr Blatch, suggested that democratic decisions may be removed in future. Mr Harris proposed the PC advise it is not in support of a single unitary authority for Norfolk and is extremely concerned regarding representation. Mr Edwards seconded. All in favour. Cllr Price added he now has a £5k Community Fund budget and gave several examples how amounts of £500 could be distributed. If more is required, applicants are invited to crowd-fund. **ACTION: Clerk to send Mr Blatch letter to Cllr Price. Cllr Price to contact CEO re planning questionnaire response.**

6. **Matters Arising**
   Report on actions from the previous meeting

May 25 Ref	Item	Action	Completed/Next Steps
6.3	Cllr Price	Clerk to request clarification re proposed drainage works (£45k Elderbush/Myrtle)	Cllr Price advised the work is planned as the property is regularly flooded. Dr Bacon proposed a) Highways should tackle the whole site issue and b) whether this was money well spent, as the issue of parked cars causes a diversion at the location, potentially adding to the flood risk. Mr Harris seconded. All in favour. **ACTION: Cllr Price to discuss points raised with Highways**
9.1 c/f	Environmental	PC agreed to review grass section on The Street (originally brought to PC attention by Ms Johnson) and report at meeting as to whether action is required	Ms Johnson's concern was noted. Several Cllrs had reviewed and did not feel further action was required at this time.
7.3 c/f	Other Highways Matters	a) Concrete blocks on grass verge at 18 Elderbush Lane b) Full drain at Lea Road	a) Cllr Price advised the site has been inspected and concrete blocks have been placed on the highway. An enforcement letter will be sent out accordingly. It was also noted no. 19 had similar blocks and the PC was asked if it wished to proceed with the same action. Mr Harris proposed the PC should. Dr Bacon seconded. All in agreement. **ACTION: Clerk to confirm to Cllr Price.** b) Highways cannot locate the fault, and Cllr Price has asked Anglian Water to investigate and is awaiting a response. **ACTION: Cllr Price/Anglian Water**
8.2	Malthouse Lane	a) Highways - Cllr Price to follow up with Mr Le-May. b) Appeals – Mrs Briscoe and Clerk to ensure appeal registered by 10th June	Discussed under item 7.2

8.6	PC Questionnaire	a) Clerk to send report to DC's b) Mr Edwards to draft response to NNDC	a) Clerk Actioned b) Letter sent. Discussed under item 7.4
9.1	VH Bus shelter/disabled parking	The PC agreed to keep a check on the works during the month	Discussed under item 8.1
9.2	New NCC Bus shelter funding proposal	Dr Harris, Mrs Briscoe and Mr Edwards to review and submit suggestions in 3 months	**ACTION: Clerk to add to July agenda**
9.3	NNDC Street Trading	Clerk to respond to NNDC	Clerk actioned. No further action for PC
9.4	Plumsgate Rd/Lodge Rd Signage	Mr Edwards to draft letter re location of sign	Discussed under item 8.2
11.1	Correspondence – Long Lane	Clerk to respond to resident	Clerk actioned. No further action for PC
11.2	Subject Access Request	Clerk to request time extension	Clerk actioned. Requestor agreed to allow an extension for another month. Clerk to complete by 22nd July 2025
13.3	Finance	Existing signatory to request Clerk by added to bank account	Discussed under item 12.4
13.4	Finance - HMRC	Clerk to submit signed direct debit form to HMRC for employers NI	Form submitted. Acknowledgement received and sent to PC. No further action for PC
13.6	Finance – Other Matters	Clerk to check if £12k transfer has been actioned	£12k transferred on 12th June. No further action
14	Insurance Policy	Clerk to arrange new Zurich insurance policy	Clerk actioned. Policy documents sent to all 3rd June. Other than payment, no further action for PC
15.1	Policies	a) Data Protection – Mrs Briscoe to review. Clerk to diarise for July agenda b) Code of Conduct – Clerk to reformat and recirculate	a) Clerk diarised for July meeting b) Clerk reformatted and recirculated 7th June. Policy adopted.
16	PC email addresses	Clerk to arrange gov.uk email	Discussed under item 14
14.1	Village Hall Insurance	Mrs Briscoe to follow up VH insurance policy	Discussed under item 15.1
17.4	Allotments	Ms Johnson to liaise with Mr Jordan	Discussed under item 15.4
19	Employment	Dr Harris, Mr Edwards and Ms Johnson to review salary and circulate to PC	Discussed under item 17

7. Planning

7.1 PF/23/2004 & CD/25/0247 – Any update re retrospective planning and other issues re Store Galore Container sites. Mr Bunting declared an interest but no action for PC to discuss.

7.2 PF/23/0861 (AP/25/0010) – Any update re 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) and 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 – Discussed under item 6. Matters Arising, Cllr Price was asked to follow-up on boundary issues with Highways and provided an update which Mr Harris read aloud advising newly planted blackberry plants have been removed and Officers couldn't locate any damaged NCC boundary marker posts. The only discrepancy is a section of timber fence which they do not believe to be a deliberate land grab. They added no barbed wire was observed on the post and rail fence, but this was disputed by the PC, as Dr Bacon explained barbed wire is on the northern end of the property boundary against Long Lane. **ACTION: Dr Bacon to confirm location of barbed wire in writing to Cllr Price.** Mrs Briscoe advised the appeals were submitted and the hearing will be on 12th August at Cromer and having checked the website it confirms an environmental impact assessment is not necessary. NNDC had requested an extension to 27th June to submit their representations. The PC considered whether it would be beneficial to attend the hearing. Mrs Briscoe proposed the PC confirm their request to NNDC to attend and speak at the hearing. Mr Edwards seconded. All in agreement. **ACTION: Clerk to confirm to NNDC and add to July agenda.**

7.3 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.

7.4 Any update re Parish Council's Planning Questionnaire response – Mr Harris advised a response from Mr Blatch was received, where specific allegations regarding the calculations were made, but Dr Harris said it was a disappointing response. She added, there was a good response rate of 27%, explained the report calculations and confirmed it is statistically correct. Mr Harris proposed Dr Harris respond to Mr Blatch explaining the methodology, include the online confirmation discussed regarding quantification of good response rates and add some 'FYI' comments from PC's ensuring total confidentiality, as originally agreed. Mr Edwards seconded. All in favour. **ACTION: Dr Harris to draft response.**

7.5 Any other planning matters – Mr Harris advised approval of planning for Bluebell Cottage, 3A Chapelfield Close, had been received.

8. **Highways & Road Safety**

8.1 **Update re Village Hall Bus Shelter and/or Disabled Parking Bay works at Village Hall –** Discussed under item 6. Matters Arising – Mr Edwards advised the dimensions of the bay do not agree with the original discussions. He said there were 2 sets of plans, but the contractors only had one, which has resulted in an incomplete job as there is an area of excavated grass next to the hall, no signage and the parking bay is smaller than expected. Cllr Price said he would take dimensions and photos and contact Norse. He advised the stones were added as a soak-away, as the original drainage could not be added with the bay and proposed the PC do not pay for any work until satisfied with the result. Mr Harris proposed the PC support Cllr Price to resolve the issues within a week (excavated section be tarmacked and add signage), then the PC will pay Norse. Ms Johnson seconded. All in agreement. **ACTION: Cllr Price to contact Norse. Mr Edwards to forward Cllr Price a copy of his drafted letter, with the compensation point removed.** Mr Roberson said the drainage may be the wrong way and left temporarily to review the site with Cllr Price.

8.2 **Plumsgate Rd/Wood St/Lodge Rd junction signage –** Before drafting a letter, as agreed at the last meeting, Mr Edwards reviewed the sign and said its distance from the road is in conjunction with the speed limit, and it was agreed by all that no further action is needed.

8.3 **Any other Highways or road safety issues –** Mr Harris advised there is a new Parish Partnership Scheme available, which could offer a substantial contribution toward the cost of a new bus shelter. Dr Harris, Mr Edwards and Mrs Briscoe were tasked to identify the best location for a potential new shelter and report to the PC in August, but agreed, as the closing date is December, they would discuss at July's meeting instead. **ACTION: Cllrs to review the scheme and Clerk to add to July's agenda.**

9. **Environmental**

9.1 **Catfield Action Team Update –** Mrs Briscoe read CAT's report on behalf of the group. The next walk will be on 15th July, and they hope to have another on 19th August. All welcome but they would like people to advise, if attending. Afternoon Tea, scheduled for 17th July, is free and all are welcome to meet the group and hear about their actions and plans. They cleared bracken, brambles and grass from the hedge on the playing field and have taken councillors' advice to leave the plastic guards on the saplings for now. They are delighted with the show of wildflowers at The Street/New Rd junction and have noticed an increase in people using the bench. The next bingo sessions are 27th June and 25th July, and the fete was held on 22nd June. The Cllrs all agreed the fete was a great success, brilliantly organised and well received around the village.

9.2 **To discuss response re FloGas Lighting –** Mr Harris explained the PC received an excellent response from FloGas, where they made suggestions how to help resolve the issues raised and offered a meeting to discuss further. Mr Roberson said the PC should forward photos taken of the lighting during the day and Mr Harris proposed he, and Ms Johnson, attend a meeting with FloGas. Dr Harris seconded. All in favour. **ACTION: Ms Johnson to respond to FloGas.**

9.3 **Removal of paper recycling bins –** Mr Harris advised the paper recycling bins are being removed by the holding company. No action for the PC.

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

10. **Correspondence**

To note correspondence received;

10.1 **Locked playing field gates –** The issue appears to have since been resolved, as the PC responded to a parishioner who was unable to open the gates at the football pitch.

11. **Village Hall Recreation Ground**

11.1 **To discuss outcome of playground inspection report –** Mr Snelling proposed the PC considered the report and noted there were no 'red' danger warnings and, as it is in the process of upgrading the playground, there would be no further action required by the PC at this time. Mrs Plowman seconded. All in agreement.

11.2 To discuss any update re playground upgrade – Mr Edwards advised he will circulate costings and designs to the PC within two weeks and summarised a refurbishment will be approximately £60k and he is in the process of contacting grant providers for additional funding. Removal and disposing of the old equipment may have to be arranged separately. Once agreed by the PC, he is hoping to hold a public meeting and will advertise this in the magazine. **ACTION: Mr Edwards.**

12. Finance

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

12.2 To review and agree Accounts to Date – Accounts sent to all prior to meeting. Mr Harris proposed acceptance of the Bank Rec and Accounts. Ms Johnson seconded. All in agreement and documents were signed as approved by the Chair and Mr Edwards.

12.3 To approve payments – Payment list supplied to all prior to meeting.

Cheque 000066 – Clerk Salary (including mobile phone, printer paper & stamps)
Cheque 000067 – Zurich Municipal (PC Insurance) - £596.00
Cheque 000068 – Playsafety Ltd (Playground inspection cost) - £96.00
Cheque 000069 – Norse Eastern Ltd (disabled parking bay) - £2730.00 – Rejected.

Mr Harris proposed to pay cheques 66, 67 & 68 but rejected cheque 69, as discussed earlier. Ms Johnson seconded. All in agreement. Mr Edwards read a pre-drafted letter to send to Norse, advising them payment will be rejected until the work is correct and finished to the PC's satisfaction, which was accepted by all. **ACTION: Clerk to send letter advising Norse re payment.**

12.4 Discuss update to add replacement signatory and add Clerk for payment upload – Ms Johnson advised Mr Edwards has been set up and she will liaise with Mr Jordan to add the Clerk. She confirmed the funds have been transferred to the savings account, as discussed previously, and this account should soon be linked to the bank account.

12.5 Any other financial matters – Mr Roberson raised concerns regarding payments for the VH roof works, and the option of a potential grant was discussed, but it was agreed to discuss under item 15.1. The PC confirmed there were no moorings to invoice. The Clerk confirmed the AGAR had been submitted and any Employers NI contributions would be paid by HMRC direct debit.

13. To Review & Accept Policies

13.1 Complaints policy – The policy had been reviewed. Mr Harris proposed acceptance. Mrs Briscoe seconded. All in agreement to adopt policy.

13.2 Code of Conduct policy – The policy had been reviewed. Mr Harris proposed acceptance. Mrs Briscoe seconded. All in agreement to adopt policy**.**

14. Any update re Parish Council email address amendments – At the last meeting, the PC agreed to proceed with a new gov.uk email address. All Cllrs have also been offered a gov.uk email address. Mr Harris raised concerns accessing old emails if he reverts to the new option. The majority voted in favour of obtaining a gov.uk email, with one against. Mr Harris reconfirmed that WhatsApp should only be used to make Cllrs aware of important emails. **ACTION: Mr Snelling to discuss email options with Mr Harris.**

15. Progress reports for Information

15.1 Village Hall – including grant funding option – Mrs Briscoe said she chased the insurance policy again and was told it had been sent to a previous Cllr. **ACTION: Mrs Briscoe to chase again re insurance.** The PC is extremely concerned the policy has not been provided, and stressed work cannot begin on the roof until the PC are satisfied there is an adequate policy in place, and as Dr Bacon advised, the insurers have to be informed what work is being done, as they may have certain stipulations to be adhered to. Mrs Briscoe had contacted the solicitors regarding the VH plans and was advised they are holding 2 document packages and asked whether the PC should request them for the archives, which they agreed they should. **ACTION: Mrs Briscoe to request documents**. Mr Roberson feels the VHMC should proceed with the roof, including removal of the asbestos, new guttering, replacement fascia's etc (total inc vat £41,722.80) with their own funding, and then look to apply for a grant for any other work, they wish to complete. Mr Harris proposed the roof work should proceed, without a grant, the material deposit should be paid to the PC, which would be agreed by email and confirmed at the next meeting, all being subject to sight of the insurance policy and informing the insurers of the proposed works. Dr Bacon seconded. Majority in favour with one abstention.

15.2 **Poor's Trust** – Dr Harris said there is nothing to report, as they had not had a meeting this month.

15.3 **All Saints Church** – Dr Bacon advised the grounds are in good order. The Church raised concern regarding the war memorial on the church green and suggested the Church, the PC and the British Legion try and revive the Ruth Wenn Memorial Trust or set up a new one. This currently has no trustees and has a balance of £2.5k. The memorial is covered under the PC's insurance. He added the land and/or memorial could become part of Catfield Parish Trust, which owns Sandholes, and the PC is the trustee for this Trust. The PC agreed it would be beneficial to pursue. Mr Harris proposed Dr Bacon puts the details in writing to the PC. **ACTION: Dr Bacon**

15.4 **Allotments –** Ms Johnson advised she had spoken to Mr Jordan regarding extending the space but some maintenance will be required. There is more interest in taking on allotments and she has taken cash for a newly allocated plot which she will transfer into the PC account. Mr Bunting and Dr Bacon offered to help clear the site.

15.5 **Any Other Reports** – None raised.

16. Matters for next Agenda and information

Date of the next meeting confirmed for 30th July 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.

17. Employment review update & salary - Mr Harris proposed the public be excluded from the meeting. Dr Harris spoke on behalf of the staffing committee and changes to the Clerks salary, which are to be backdated to April, were proposed. Mr Edwards seconded, and all voted in favour for the amendments.

Meeting finished at 10.07 pm

Chairman Signature:____________________________ Date:___________________________

Chairman Name:_______________________________