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

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

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

Meeting started at 7.03pm

1. **Apologies and approval of absences –** Apologies received and accepted from Mr Snelling, Mr Roberson and District Cllr Bayes.

2. **Declarations of interests –** Mr Harris declared an interest in item 6.3 and Mr Bunting in item 6.1.

4.3 Cllr Price requested to leave the meeting by 7.10pm, so it was agreed he could speak first. He confirmed changes in planning has nothing to do with Devolution or the Local Government Reform (LGR). Working through his action points from the last meeting, he said, after speaking to some Cllrs at the bus shelter, although now completed, it has been noted there could be a potential trip hazard and he will contact Westcotec to resolve. The Community funding is proving to be successful as he has received many applications but stressed there is just a budget of £5k. Re item 7.1, as the PC disputed Highways intended £45k drainage works, Cllr Price suggested a site meeting with the PC and Highways to discuss further. **ACTION: Cllr Price to arrange site meeting date**. Re concrete blocks on verges, Highways will be issuing enforcement notices on both Elderbush Lane properties. Cllr Price added he is looking at the possibility of upgrading the current SAM2 to SAM3, which the PC are in favour of, and he has repeated his request to AW to investigate the Lea Road junction drain. Following a brief discussion re the Devolution, Cllr Price left the meeting

3. **To approve as accurate Minutes of the previous meeting** - Mrs Briscoe proposed the Minutes of the 28th June be approved. Mr Edwards seconded. All in favour and the Chairman duly signed.

4. **Public Forum**
   - **4.1 Public** - No items raised.
   - **4.2 Cllr Taylor Report –** The PC congratulated Cllr Taylor as he is now the Vice-Chairman of The Council, a civic, non-political role. Cllr Taylor met with Konectbus, as felt the service finished too early at night, and although not yet confirmed, advised the company are putting together a potential proposal for an additional night service. He will update once received.
   - **4.3 Cllr Price Report** – discussed earlier.

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

June 25 Ref	Item	Action	Completed/Next Steps
5.3 & 7.4	PC Questionnaire	a) Clerk to send Mr Blatch letter to Cllr Price. b) Cllr Price to contact CEO re planning questionnaire response c) Dr Harris to draft response to Mr Blatch	a) Clerk actioned b) Discussed under item 4.3 c) Discussed under item 6.4
6.3 c/f	Cllr Price	Cllr Price to discuss points raised with Highways re proposed £45k drainage works at Elderbush Lane (that Highways should tackle the whole site issue and question whether money is well spent, as the issue of parked cars causes a diversion).	Discussed under item 4.3 and 7.1
7.3 c/f	Other Highways Matters	a) Clerk to confirm enforcement for Concrete blocks on grass verge at 18 and 19 Elderbush Lane b) Full drain at Lea Road – Cllr Price to contact Anglian Water	Both discussed under item 4.3
7.2	Malthouse Lane	a) Highways – Dr Bacon to confirm location of barbed wire in writing to Cllr Price. b) Appeals – Clerk to confirm attendance at hearing to NNDC and add to July agenda	a) **ACTION: to be carried forward** b) Clerk actioned. Hearing scheduled for 12th August. Discussed under item 6.2
8.1	VH Bus shelter/disabled parking	a) Cllr Price to contact Norse b) Mr Edwards to forward Cllr Price a copy of his drafted letter with compensation point removed	Discussed under item 7.2

8.3	New NCC Bus shelter funding proposal	Cllrs to review scheme and Clerk to add to agenda. Dr Harris, Mrs Briscoe and Mr Edwards to review and advise suggestions	Discussed under item 7.3
9.2	Environmental – FloGas lighting	Ms Johnson to respond to FloGas to make appointment for meeting	Discussed under item 8.2
11.2	Playground	Mr Edwards to circulate costings and designs to PC	Discussed under item 11.1
12.3	Payments	Clerk to send letter to Norse re payment	Not actioned, as no longer required. Discussed under item 12.1
12.4	Finance	Ms Johnson to liaise with Mr Jordan to add Clerk to bank account	Not actioned. **ACTION: To be carried forward**
c/f May	Policies	Data Protection – Mrs Briscoe to review. Clerk to diarise for July agenda	**ACTION: To be carried forward**
14	PC email addresses	Clerk to arrange gov.uk email. Mr Snelling to discuss email options with Mr Harris	Mr Harris advised he met with Mr Snelling to discuss email options. Action completed.
15.1	Village Hall Insurance	a) Mrs Briscoe to follow up VH insurance policy b) Mrs Briscoe to request documents from solicitors re VH	Discussed under item 16.1
15.3	Church report	Dr Bacon to submit information re Ruth Wenn Memorial Trust/Catfield Parish Trust	Discussed under item 16.3
c/f Apr	Goal Nets	PC agreed to check the replacement goal nets after 3 months (from April meeting)	**ACTION: Mr Edwards to provide paint. Cllrs Taylor & Bayes to paint goal posts mid-August**

6. Planning

6.1 RV/25/1465 – Store Galore, Ludham Road - Part change of use of existing agricultural machinery workshop/store and haulage depot to incorporate a containerised self-storage facility (B8 storage) (retrospective), without complying to conditions 12 (acoustic fence scheme) and 13 (ceasing of containers along eastern boundary) of planning permission PF/23/2004 to revise the design of the boundary fence to the new design. It was discussed the PC thought the original decision, with imposed conditions, was a satisfactory outcome. Mr Harris referred to the original outcome and read aloud the point regarding the residential amenity and why the conditions were initially imposed. Cllr Taylor said, following discussions between the affected neighbours, the applicants and DC's, a new application was submitted, as the agreed fencing is now higher than standard fencing allowed under normal planning and although not be acoustic, the proposed fencing should block the residents sight of the containers. He added 2 drainage options have now been proposed and there is a request to change from gates to security cameras. Following a long discussion, Mr Harris proposed the PC write a constructive letter to Planning, stating the PC are reluctantly prepared to accept the new fencing but do not accept the other 2 variations and refer to the original conditions and the timespan set. Dr Harris and Ms Johnson seconded. All in favour with one abstention (due to interest). **ACTION: Mr Harris to draft letter.**

6.2 PF/23/0861 (AP/25/0010) – To discuss appeal 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. The Clerk advised the PC just had to confirm to Planning whether they wish to attend the hearing on 12th August at Cromer. Mr Harris and Mrs Briscoe offered to attend, and Mr Harris will speak if required. The PC discussed some of the points, including the blast zone area, that should be highlighted if given the opportunity to speak at the hearing. Mr Harris proposed he and Mrs Briscoe attend the hearing. Mrs Briscoe to circulate the main points. Mr Jordan seconded. All in favour. **ACTION: Clerk to notify Planning. Mrs Briscoe to circulate notes to PC and DC's.**

6.3 PF/25/0715 – Formation of new 8m access track from Plumsgate Road with a hardcore gated access and grass track - Land to the south of Three Gables, Sutton Road. Due to interest, Mr Harris would not speak on the application and passed the lead to Mrs Briscoe to Chair the item. The PC agreed it seems logical to have this hard access onto the junction. Dr Bacon proposed the PC have no objection and fully support the application as a sensible solution, as having a hard access will provide a much cleaner and safer access to the junction. Mr Edwards seconded. All in favour with one abstention (due to interest). **ACTION: Clerk to notify Planning.**

6.4 Any update re Parish Council's Planning Questionnaire – Mr Edwards advised he and Dr Harris drafted a response to NNDC, which had been distributed to the PC prior to the meeting. It was discussed that references to any PC that could be identified must be removed and, other than a typo, the draft can then be sent to NNDC. The PC are not expecting a response from the CEO but next steps were discussed. Mr Edwards proposed, once the typo has been addressed, a copy of the report be sent to every PC, together with the CEO's dismissive response and invite PC's to contact the Clerk if they have any comments. Dr Harris seconded. All in favour. It was discussed whether the CEO's response should be sent to all PC's, but it was agreed, as it is correspondence between 2 public authorities, it would be acceptable to do so. **ACTION: Mr Edwards/Dr Harris to advise Clerk of draft typo**. **Clerk to send to all PC's and cc all those previously copied to the CEO's email.**

6.5 **Any other planning matters –** Mr Harris advised the Planning website shows 26 new Flagship houses on Catfield Road, Ludham and following a discussion regarding sewage concerns in the rivers, Mr Harris proposed, as this showed on the website, the PC write to Planning to request assurance what will happen to the sewage on the proposed site. Mr Edwards seconded. Majority in favour with one abstention, due to the distance from the Catfield boundary. **ACTION: Mr Harris to draft a letter to Planning.** DC Taylor then left the meeting.

7. Highways & Road Safety

7.1 **Proposed drainage works at Elderbush Lane –** Although discussed under item 4.3, Dr Bacon offered to attend a site meeting, once arranged by Cllr Price.

7.2 **Update re Village Hall Bus Shelter and/or Disabled Parking Bay works at Village Hall –** Mrs Briscoe questioned why there is still an ungrassed area beyond the parking bay. Dr Bacon explained the contractor scraped away the grass and it has now been left as mud. Mr Edwards said the signage is completed and parking area now appears to be the correct size. The shelter trip hazard was discussed under item 4.3 and although it was agreed Cllr Price would resolve, Mr Edwards proposed, as it's a safety issue, the PC also write to Westcotec. Mrs Briscoe seconded. All in agreement. **ACTION: Mr Edwards to draft**.

7.3 **To discuss potential grant funding for a second Bus Shelter –** As the scheme closes on 31st October, Mr Harris proposed at the next meeting , Mr Edwards, Mrs Briscoe and Dr Harris submit a proposal and application for a potential second bus shelter, having now identified a possible location. Mrs Plowman seconded. All in agreement. **ACTION: Clerk to add to agenda and send details of first application to Dr Harris.**

7.4 **Speed camera maintenance –** Ms Johnson advised the speed camera battery needed replacing at a cost of £52 and the PC were satisfied as this is an incidental cost.

7.5 **Any other Highways or road safety issues –** None raised.

8. Environmental

8.1 **Catfield Action Team Update** – A parishioner advised the summer fete committee confirmed, with all everything accounted for, the takings were £2,524. Donations are now being made to the VH, the Church, the Friday Coffee and Chat group, Catfield Christmas Lunch, the cadets who helped with parking and the 3 groups who performed. Everyone who helped was thanked for making the event a success. They had a hedge maintenance session on the playing field and are watering the school garden during the holidays. A walk will be held on 19th August. All welcome. This should be accessible for all, but booking is essential. Three bingo sessions are scheduled for 26th September, 31st October and 28th November.

8.2 **To discuss FloGas Lighting response –** Ms Johnson chased for a response requesting a meeting. **ACTION: If no response, Clerk to chase again.**

8.3 **Any other Environmental issues –** Mr Harris advised the new consultation for the Local Plan of the Broads is open until 26th September. No action for the PC.

9. **Appointment of new CUC trustee –** Mr Harris advised there had been two applications, Dr Bacon and Dr Wilson. Dr Bacon requested, as per the Standing Orders and for transparency, the vote should be by a show of hands rather than by voting slip and although Mr Edwards disagreed, the PC agreed to proceed as per the STO's. Taking the vote alphabetically, Dr Bacon received 3 votes, Dr Wilson had 5 votes. Mr Harris declared Dr Wilson as Trustee. **ACTION: Clerk to add to agenda for possible amendment to STO's for future voting methods**

10. **Correspondence**

    To note correspondence received;

    10.1 **Footpath concerns (path opposite Elderbush Lane) –** Mr Harris advised a parishioner wrote advising the path had been filled with rubble, including broken glass and tiles. Mr Harris walked the path, as had Mr Bunting who picked up half a bucket of glass and sharp objects and provided photographs of the findings by email. Ownership of the footpath was discussed, and Mr Harris proposed the PC send a letter to the owner, making them aware of the situation and cc Highways. Mrs Briscoe seconded. All in agreement. **ACTION: Clerk to write to landowner**.

    10.2 **Village Hall roof repairs –** Mr Harris read aloud an email from a parishioner who raised some interesting points and questioned the proposed roof repairs. The PC agreed to pass the email onto the VHMC for them to decide their next actions i.e. whether to proceed as planned and/or consider the suggestions made by the parishioner. The PC then continued to proceed with item **16.1**. Mr Harris advised the Clerk had concerns regarding reclaiming the VAT and contacted NALC for advice, who confirmed the PC would not be able proceed with the transactions, as agreed at previous meetings. Therefore, the VHMC could still proceed with the repairs but would need to pay the contractors directly, including any payable VAT and no transactions would pass via the PC. Concerns were raised again regarding the lack of evidence of the insurance policy and the necessity to notify the insurers about possible subsidence and proposed works. Following a long discussion, Mr Harris proposed a) the VHMC supply written confirmation the VH is insured, b) VHMC must advise the insurers of possible subsidence, c) the parishioners email to be sent to the VHMC, d) all work must be contracted by the VHMC but the PC are happy to support them if they wish to proceed with the replacement roof, however, further works must be discussed with the PC. Mrs Plowman seconded. All in favour. **ACTION: Mr Edwards to summarise the PC discussion to VHMC by the following day. Mrs Briscoe & Ms Johnson to try to assist re insurance.**

    10.3 **Purchase of the surveyor's allotment –** Dr Bacon described the Sandholes area currently leased to the parishioner, they now wish to purchase. Mr Harris advised a request had been submitted a few years prior, when the PC opted not to sell the land. The Cllrs had varying opinions and Mr Harris proposed, as the majority expressed opposition to the purchase, the PC do not agree to sell the land at this time. Majority voted not to sell, one against and one abstention. **ACTION: Clerk to advise parishioner of outcome.**

    10.4 **Subject Access Request update –** There were no parishioners present during this discussion. The task took 17&1/4 hours to complete, and Mr Harris proposed the Clerk should be paid for the additional hours worked and any future requests should be carefully considered whether the cost can be passed onto the requestor. Unanimous agreement.

11. **Village Hall Recreation Ground – to discuss update re play area –** Mr Edwards had sent all quotes to the PC prior to the meeting and advised even with the grants applied for, the cost is only half covered. Although he will apply for grants were possible and is continuing with the project, he stressed that if the balance can not be covered by March 2026, then the PC may not be able to proceed. Mrs Briscoe said something is happening at Milestones and the Section 106 funding would become available by first occupancy. She suggested the PC remind Mr Williams and the MP for indication if and when the funding will become available. Mr Harris proposed Mrs Briscoe draft a letter re Milestones. Mr Edwards seconded. All in agreement. **ACTION: Mrs Briscoe to draft letter.**

12. **Finance**

    12.1 **To approve payments –** Mr Edwards explained he obtained a £500 discount from Westcotec (which is included in the payment below). Payment list supplied to all prior to the meeting. Mr Harris proposed payment be made. Ms Johnson seconded. All in agreement to proceed and cheques duly signed.

    Cheque 000070 – Clerk salary (including backdated NALC salary increase, mobile phone & printer paper)

    Cheque 000071 – NALC – Website fee & email hosting - £98.40

Cheque 000072 – NNDC – Emptying of dog bins for 2025/25 - £889.20
Cheque 000073 – Westcotec – Bus Shelter & replacement battery & fitting for SAM2 £6663.00
Cheque 000069 – Norse Eastern Ltd – Disabled parking bay works £2730.00. As discussed under item 7.2, the PC felt the grass area was unfinished, so although the cheque was signed, the Clerk will not send until the PC are satisfied the work has been completed. **ACTION: Clerk to defer**.

12.2 Discuss update to add Clerk to account for payment upload – Not discussed**. ACTION: To be added to the next agenda.**

12.3 Any other financial matters – Mr Harris explained a new Vodafone contract is now available for the Clerk's mobile. Mr Edwards seconded. All in favour. **ACTION: Clerk to action plan.**

13. To Review & Accept Policies

13.1 Data Protection policy – Agreed to defer to the next meeting.

13.2 Standing Orders – Agreed to defer to the next meeting.

14. PC website – possible addition of new features – Mr Harris explained free information links can be added to the PC website, which the PC agreed to. **ACTION: Clerk to confirm to NALC.**

15. NCC list of support & activities available in Parish – The Clerk explained NALC have requested a list of support & activities, which can be added to a database for Adult Care. Although there are no village groups specifically for the over-65 age group, other clubs/groups could be added to the list if they wish.

16. Progress reports for Information

16.1 Village Hall update – Discussed under several items during the meeting**.**

16.2 Poor's Trust – No update.

16.3 All Saints Church – Dr Bacon is still investigating the Ruth Wenn Memorial Trust and will update as soon as possible.

16.4 Allotments – Ms Johnson advised the work is still going on to clear the area and there have been requests for new allotments. **ACTION: Mr Bunting to help Ms Johnson measure the plots**.

16.5 School – To be deferred to the next meeting. **ACTION: Clerk to add to next agenda**.

16.6 Any Other Reports – Mrs Briscoe advised documents are ready for collection from the solicitors. **ACTION: Mr Edwards to collect.**

17. Matters for next Agenda and information

Date of the next meeting is scheduled for **27th August 2025**.
If the Village Hall is unavailable, the PC will arrange to meet at the Church.

Meeting finished at 10.03 pm

Chairman Signature:____________________________ Date:___________________________

Chairman Name:_______________________________