MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on WEDNESDAY 24th SEPTEMBER 2025 IN THE VILLAGE HALL

Attendance: Mr Harris (Chairman), Mr Edwards, Mrs Briscoe, Mr Jordan, Dr Bacon, Mrs Plowman, Mr Bunting, Mr Roberson, Mrs Cunningham (Clerk) and three members of the public.

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

Meeting started at 7.07pm

1. **Apologies and approval of absences -** Apologies received and accepted from Dr Harris, Mr Snelling, District Cllr Taylor, District Cllr Bayes and County Cllr Price. Ms Johnson did not attend the meeting.

2. **Declarations of interests** - Mr Bunting declared an interest in item 6.1.

3. **To approve as accurate Minutes of the previous meeting -** Mr Harris proposed the Minutes of the 27th August be approved. Mr Edwards seconded. All in favour and the Chairman duly signed.

4. **Public Forum**

4.1 **Public** – A parishioner advised that a hedge, growing around 3 sides of the recreation ground, meant children must walk along the road to get to the field and asked if a gap could be created at the corner of the hedge to allow pedestrian access to Elderbush Lane. The hedge is owned by the PC. Following a discussion, Dr Bacon proposed CAT remove approximately 1 metre of hedge growth at the corner. Mr Bunting seconded. All in favour. **ACTION: CAT to remove section of hedge at discussed corner.** Mr Edwards suggested, with CAT's guidance, he can help remove the section at the weekend's litter pick.

4.2 **Cllr Taylor/Cllr Bayes Report** – Not present at meeting.

4.3 **Cllr Price Report –** Although not present at meeting, Cllr Price provided a report which Mr Harris read aloud in full, which advised using the governments Wraparound Childcare programme, NCC have provided a new minibus to Catfield's Primary School. Re 19 Elderbush Lane, he has agreed for Highways not to issue an enforcement notice as the raised area was constructed to protect a manhole cover. The PC discussed the original complaint was raised regarding no. 18, not 19, as there are loose, sharp concrete blocks protruding into the road. Mr Harris proposed the PC write to Cllr Price asking for an update on no.18. **ACTION: Clerk.** Re Malthouse Lane barbed wire, Highways have inspected it but due to the nature of the site they will consult with NNDC Planning, and Norfolk and Suffolk Gypsy, Roma and Traveller Services before taking any action. He has also chased AW for their report re the drains at the New Road/Lea Road junction. **ACTION: Clerk to request update re drains.**

5. **Matters Arising**

Report on actions from the previous meeting

Aug 25 Ref	Item	Action	Completed/Next Steps
C/F	Other Highways Matters	Cllr Price to update re a) enforcement action for Concrete blocks on grass verge at 18 and 19 Elderbush Lane b) Full drain at Lea Road – Cllr Price to advise re Anglian Water report	**Further action required for a) and b)** but discussed under item 4.2
c/f May	Policies	Data Protection – Mrs Briscoe to review. Clerk to diarise for next agenda	Agreed to defer. **ACTION: Mrs Briscoe**
c/f Apr	Goal Nets	Mr Edwards to provide paint. Cllrs Taylor/Bayes to paint goal posts September	Mr Edwards said the job has been successfully completed by the 2 DC's and Mr Bunting and he is drafting an item for the magazine confirming this. The PC were very grateful to Mr Cutting who also greatly assisted in this project. Photos are on the PC website.
6.2	Malthouse Corner	a) Cllr Price to update re Highways decision of barbed wire fencing b) Mr Edwards to consult with Mr Harris to draft letter to HSE.	Discussed under item 6.2
6.3	Milestones	Mr Edwards to send Mrs Briscoe financial information for addition to letter re Section 106	Actioned. Discussed under item 7.1
7.2	Village Hall	a) Mr Edwards to send Mrs Briscoe summary of builder's comments b) Mr Roberson & Mr Jordan to attend VHMC meeting on 8th September	Discussed under item 7.2

8.2	VH Bus shelter	Mr Bunting to cut protruding nuts and add plastic caps. Photos to be taken. Clerk to send photos to Westcotec.	Mr Bunting has completed the safety aspect but has ordered more caps to complete the job. He was thanked for his assistance. Mr Edwards said while discussing a potential new shelter with Westotec, he expressed dissatisfaction with the new shelter, who agreed, and said this was not completed by their usual contractor.
8.3	New NCC Bus shelter funding proposal	Dr Harris, Mr Edwards & Mrs Briscoe to meet to ensure application submitted in time	Discussed under item 8.2
			Mr Roberson joined the meeting
8.4	Other Highways Issues	a) Correspondence received re overgrown hedge on Potter Heigham Road. Clerk to report b) Clerk to email Cllr Taylor to chase smashed Sutton Road sign (originally reported by Mr Edwards)	a) Clerk reported and Highways confirmed they would action within 6 weeks. **ACTION: PC to review when actioned.** b) Actioned. Clerk & Cllr Taylor chased. Sign now repaired. No further action.
9.2	The Rond	a) Clerk to respond to company requesting permission to restore section of the Rond b) Clerk to write to Police re new shooting seat found on the Rond	a) Discussed under item 10.1 b) Discussed under item 9.3
9.3	NE Access for SSSI survey	Clerk to respond to request	Actioned. Survey in progression. No further PC action
9.4	Environmental – FloGas lighting	Ms Johnson to phone FloGas for meeting	Discussed under item 9.2
11.4	Add Clerk to Bank Account	Clerk to review online accessibility	Discussed under item 11.2
11.5	Surveyors Allotment Rent Invoicing	Clerk to issue invoice to residents for 2023, 24 and 25	Actioned and invoice paid.
11.7	Other Financial Matters	Clerk to update when new mobile phone deal becomes available	Discussed under item 11.5
12.3	Standing Orders Policy	Discussion deferred to next meeting. Clerk to add to agenda	Discussed under item 12.2
c/f July	Other reports	Documents passed to Clerk for copying. Documents to then be archived	Not yet completed. **ACTION: C/F Clerk**
c/f July	Church report	Dr Bacon to submit information re Ruth Wenn Memorial Trust/Catfield Parish Trust	Discussed under item 13.2

6. Planning

6.1 RV/25/1465 & CV/25/1379 – Update re 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. Mr Harris said there had been an update from Cllr Bayes, who had been advised by NNDC's Kevin Peacock, the fence and drainage will be completed shortly but there has been a delay due to miscommunication with the contractor. If the work is not completed, NNDC will consider action if there is a breach. NNDC also advised the owner has appealed against the security fencing and opening times condition and advised the PC can comment against the appeal on the Planning Inspectorate web site, however, the details are not available to the PC at this time. Following a discussion, Mr Harris proposed the PC write to NNDC asking confirmation whether there has been an appeal and request notification of the timetable. Mr Edwards seconded. All in favour. **ACTION: Mr Harris/Mrs Briscoe to draft letter.**

6.2 PF/23/0861 (AP/25/0010) – 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/22/0259 (AP/25/0011) – Land to the northeast of Malthouse Lane, Ludham - Appeal against Enforcement Notice for Use of land for residential purposes. Mrs Briscoe explained there had been 2 appeals, one against the refusal of planning permission and another against NNDC's enforcement notice. The inspector dismissed the appeal for the planning permission, mainly for environmental reasons. The enforcement notice has been upheld, with some technical changes and they have 12 months to comply with the notice. As previously agreed, Mr Edwards drafted a letter, and sent to all prior to the meeting, addressed to HSE requesting clarification regarding the 'potentially catastrophic' proximity of the site to FloGas. Mr Harris proposed 1) the PC write to ask for notification when/if an appeal is made and 2) Mr Edwards new draft letter to HSE be approved. Dr Bacon seconded. All in agreement. **ACTION: Clerk to request information from planning and send letter to HSE.**

6.3 Any other planning matters – None raised

7. Village Hall

7.1 Recreation Ground – to discuss any update re play area (including Section 106) – Mrs Briscoe had pre-drafted a letter, and sent to all prior to the meeting, addressed to NNDC re the Section 106 contributions, which would assist with funding the play area renovations. The draft was approved, and Mr Harris proposed the letter be sent to Mr Williams. Mr Edwards seconded. All in favour. **ACTION: Clerk to send**

7.2 **Discuss VHMC meeting and any update re proposed renovations** – Mr Roberson confirmed the roof work would start on 6th October and following the recent VHMC meeting, added the Trustees agreed to stay on until all the funds had been spent, for which the PC are grateful. Heras fencing will be erected around the whole site, including the car park and play area and the VHMC will put up posters advising this. Feeding back from the meeting, Mr Jordan said the Trustees agree with the PC, that the current lease is not suitable and it was agreed the PC need to discuss what they want regarding a new lease before obtaining legal guidance. **ACTION: Mr Bunting to help Mr Roberson collect Heras fencing for the VH. Clerk to add re lease to next agenda.**

8. Highways & Road Safety

8.1 **Proposed drainage works at Elderbush Lane** – Dr Bacon advised he, and Dr Harris, met with Highways, who confirmed Highways own the corner of the field and they advised they will install a shallow pond to take away rainwater. Dr Bacon proposed the PC request full specification for the work they are proposing. Mr Jordan seconded. All in favour. **ACTION: Clerk**

8.2 **Parish Partnership Scheme application for potential second Bus Shelter** – Mr Edwards updated that he, Mrs Briscoe and Dr Harris met and agreed the proposed a new shelter should be positioned at Parkers Close, however, there was some confusion as to the ownership of the hard-standing area and grass bank, which the PC believe to be Highways land. Mr Edwards has contacted several suppliers for quotes and met with Westcotec and who advised a smaller shelter would be necessary for this site. Mr Harris proposed Mr Edwards, Dr Harris and Mrs Briscoe continue to ensure the application can be approved at the next meeting and be submitted by the 31st October. Mr Jordan seconded. All in agreement. **ACTION: As proposal.** It was agreed, due to the application deadline, some of the processes may have to be agreed by email between meetings. **ACTION: Mr Edwards, Dr Harris and Mrs Briscoe to continue with processes to ensure the application is submitted by the 31st October, including obtaining quotes and discussing with nearby residents.**

8.3 **Any other Highways or road safety issues** – None raised

9. Environmental

9.1 **Catfield Action Team (CAT) Update** – A representative advised they are ordering a variety of bulbs for Sandholes and have scheduled dates in October (5th, 12th, 19th, 26th) to plant bulbs around the village. They completed their tidying sessions on the school garden but will plant spring bulbs. Planters on Main St/New Rd have red geraniums, and they have strimmed/mowed the wildflower area. Bingo is scheduled for 26th September, and other events include a talk about swifts by Norfolk Swifts Network on 19th November (7.30pm), Honing/Briggate walk on 8th November (10am), Christmas wreath-making workshops on 27th November & 4th December (10am-12 pm) and Catfield Does Christmas on 12th December.

9.2 **To discuss any FloGas Lighting response –** Still no response received. **ACTION: Clerk to chase**

9.3 **Deer shooting in/around Catfield –** Mr Harris read a response from Sgt Green, who advised he had been made aware of the deer seat in the RSPB section of the Rond and identified the owner who will arrange to remove it. He added further work is ongoing in relation to a company offering guided deer stalking in Catfield. The PC agreed the explanation is unsatisfactory and remain concerned about the control of deer shooting. Mr Harris proposed the PC write to the Police. Dr Bacon seconded. All in favour. **ACTION: Mr Harris to draft letter.**

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

10. Correspondence

To note correspondence received;

10.1 **Permission requested to restore section of the Rond –** Following the PC's request from the last meeting, Dr Bacon said the company advised NE 'are on board' with the proposed restoration, but the PC agreed this permission is too vague. Dr Bacon proposed the PC write asking for details of the proposed work and request evidence of NE's approval. Mr Jordan seconded. All in agreement. **ACTION: Clerk**

10.2 **Any other Correspondence received** – None received

11. Finance

11.1 **To approve payments** – Payment list supplied to all prior to meeting.
Cheque 000075 – Clerk salary (including 2 hours SAR, refund of stamps and monthly mobile cost)
Cheque 000076 – Mr G Edwards – generator hire, paint & sundry materials for goalpost painting - £120.75
Cheque 000077 – PKF Littlejohn LLP – AGAR review for year-end Mar25 - £252.00
Mr Harris proposed payments be made. Mr Jordan seconded. All in agreement to proceed and cheques duly signed.

11.2 **Update to add Clerk to account for payment upload** – As the Clerk is still unable to upload payments to the bank account, Mr Jordan will check again with the bank. **ACTION: Mr Jordan**

11.3 **Update re AGAR** – The Clerk read the completed external auditors report which confirmed the information supplied is in accordance with proper practices and there was no concern that legislation or regulatory requirements had not been met. Mr Harris proposed acceptance of the report. Mr Jordan seconded. All in agreement.

11.4 **Request permission to renew Microsoft subscription for Clerk –** The Clerk advised the subscription will need to be reviewed in October and the same package, as previously purchased, will now cost around £95. Permission was granted for the Clerk to purchase new subscription and reclaim cost at the next meeting. **ACTION: Clerk**

11.5 **Any other financial matters** – As the previously agreed package was no longer available, the Clerk advised there is a new Vodafone package for £7pm (increasing to £8pm in April). Mr Harris proposed acceptance for all financial items, Mrs Briscoe seconded. All in favour. **ACTION: Clerk**

12. To Review & Accept Policies

12.1 **Data Protection policy** – Mrs Briscoe requested to defer to next month. **ACTION: Mrs Briscoe**

12.2 **Standing Orders** (to include voting procedures) – Mr Edwards suggested two amendments to the current policy and Mrs Briscoe proposed to increase the maximum meeting duration from 2.5 to 3 hours. All voted in favour for this amendment and policy to be amended. **ACTION: Clerk to amend policy.** Following a further discussion regarding voting, Mr Edwards proposed to allow the request of one or more councillors, voting on appointments, to be by way of secret ballot. No-one seconded the proposal. Both Dr Bacon and Mrs Briscoe believe the vote should remain open by a show of hands to ensure transparency. Mr Harris counter-proposed, if the majority were in favour of a secret ballot, the PC could use that option. Mr Bunting seconded. Two approved. Proposal not agreed. Voting procedures in policy to remain unchanged.

13. Progress reports for Information

13.1 **Poor's Trust** – Mr Jordan reported the distribution advert will be in the next edition of the magazine. The boatyard has been going well, and they have received several enquiries re moorings.

13.2 **All Saints Church** – Dr Bacon said there are no updates for the Church but has been in discussions with Barclays Bank who are helping with signatory amendments to the Ruth Wenn Memorial Trust. He also provided potential options available to the Charity and the consideration of the Trustees, which he said, could possibly come from the PC, British Legion and the Church. Dr Bacon also discussed the ownership of the War Memorial site but due to the complexity and numerous options for discussion, Mr Harris requested Dr Bacon forward his suggestions how to proceed and submit a proposal to the PC. **ACTION: Dr Bacon**

13.3 **Allotments** – Ms Johnson not present, so no update available.

13.4 **Any Other Reports** – None received.

14. To provisionally approve as accurate Minutes of the Annual Parish meeting – Although they will be officially approved at the 2026 Annual Parish Meeting, the PC deemed the APM Minutes to be correct.

15. **Agree PC meeting date for December 2025 –** As the last 2 Wednesdays in December fall on 24th and 31st, Mr Roberson proposed an amended meeting date of 17th December, subject to VH availability, and there should be an advisory notice placed in the magazine. **ACTION: Clerk to check VH availability**

16. **Matters for next Agenda and information**
    Next meeting scheduled for 29th October 2025

Meeting finished at 9.32 pm

Chairman Signature:____________________________ Date:___________________________

Chairman Name:_______________________________