

MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on
WEDNESDAY 29th OCTOBER 2025 IN THE VILLAGE HALL

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

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

Meeting started at 7.02pm. Mr Harris proposed, as the agenda is long and the PC have sight of all documents prior to the meeting, he will not read aloud all correspondence received, unless requested by the floor. All in agreement.

1. **Apologies and approval of absences** - District Cllr Taylor did not attend the meeting.
2. **Declarations of interests** – Interests declared by Dr Harris, Mr Jordan and Mr Bunting.
3. **To approve as accurate Minutes of the previous meeting** – Mr Harris proposed the Minutes of the 24th September be approved. Mr Edwards seconded. All in favour and the Chairman duly signed.
4. **Public Forum**
 - 4.1 **Public** – A parishioner congratulated Mr Roberson on the village hall roof replacement, which the PC concurred, was an excellent job and he received a round of applause.
 - 4.3 **Cllr Price** advised NCC have sent their recommendation of one unitary authority to the government. Other outstanding items to be discussed under 5. Matters Arising.
 - 4.2 **Cllr Bayes** reported he and Cllr Taylor visited NNDC's Planning enforcement team to request updates for both Store Galore and Malthouse Lane. Although the Store Galore reference number provided is unavailable on the inspectorates' website, he understands enforcement have received an application from the owner. There are two concerns, 1. the site is still being accessed on a Sunday, contrary to the conditions in place and 2. the height of the installed fencing is 2.4m, but the containers are 2.6m in height. Cllr Bayes said this small difference would not be enforced, however, the resident may install trellis along the top of the fence, and NNDC would not enforce against this. Re Malthouse Lane, he said there are 12-months to implement the Inspectorates decision, but the Planning Officer advised the applicants are intending to submit a new application to solve the nutrient neutrality issues. Cllr Bayes concluded that he and Cllr Taylor painted the goal posts recently and they are asking for suggestions for what they can do next time, for Catfield.
5. **Matters Arising**
Report on actions from the previous meeting;

Sept 25 Ref	Item	Action	Completed/Next Steps
C/F	Other Highways Matters	Cllr Price to update provide update from Anglian Water re full drain at Lea Road	Cllr Price confirmed AW have inspected the area and noted some scaring around the drainage but could not identify any further problems. If any problems occur in the future, take photos, note the What3words location and notify Cllr Price.
C/F	Other Highway Matters	Clerk to request update from Cllr Price re 18 Elderbush Lane	Discussed under item 7.2
C/F	Other reports	Documents passed to Clerk for copying. Documents to then be archived	Clerk copied all docs. Mr Harris proposed he will take to Norfolk Records Office for archiving. Mr Edwards seconded. All in agreement. ACTION: Mr Harris to submit documents.
c/f May	Policies	Data Protection – Mrs Briscoe to review. Clerk to diarise for next agenda	Discussed under item 12.1
4.1	Public	CAT/Mr Edwards to remove 1m section of hedge at corner for pedestrian access	Mr Edwards confirmed while on a CAT litter pick, Mr Andy Beaumont completed the task and removed a section of hedge, which the PC were very grateful for his assistance.
6.1	Store Galore	Mr Harris/Mrs Briscoe to draft letter to NNDC asking confirmation re an appeal and request notification of the timetable	Actioned. Discussed under item 6.1
6.2	Malthouse Corner	a) Clerk to write to Planning asking for notification when/if an appeal is made b) Clerk to send Mr Edwards draft letter to HSE	Both items actioned. Discussed under item 6.2
7.1	Milestones/Village Hall	Clerk to send Mrs Briscoe's draft letter re Section 106 to NNDC	Actioned. Discussed under item 9.1
7.2	Village Hall	a) Mr Bunting/Mr Roberson to collect Heras fencing b) Clerk to add Lease to next agenda	Actioned. Discussed under item 9
8.1	Drainage works at Elderbush Lane	Clerk to write to Planning requesting full spec for proposed drainage work	Actioned. Discussed under item 7.1

8.2	New NCC Bus shelter funding proposal	Dr Harris, Mr Edwards & Mrs Briscoe to meet to ensure application can be submitted by 31 st October (inc quotes and discussion with residents)	Discussed under item 7.3
8.4	Other Highways Issues	Highways confirmed hedge on Potter Heigham Road would be cut within 6 weeks. PC to review when cut	Further correspondence since received. Discussed under item 10.3
9.2	Environmental – FloGas lighting	Clerk to chase FloGas for meeting	Actioned. Discussed under item 8.2
9.3	Deer Shooting	Mr Harris to draft letter in response to Police email	Actioned. Discussed under item 8.3
10.1	The Rond	Clerk to respond to company requesting sight of NE's permission to restore section of the Rond	Actioned. Discussed under item 10.1
11.2	Add Clerk to Bank Account	Mr Jordan to contact bank re Clerk's access to account	Discussed under item 11.4
11.4	Renew Microsoft subscription	Clerk to renew and pay for subscription and reclaim cost at next meeting	Subscription purchased. Funds to be reclaimed.
11.5	Mobile Phone package	Clerk to change Vodafone mobile package for new £7pm	Package changed. No further action.
12.2	Standing Orders Policy	Clerk to amend maximum meeting duration on policy	Actioned. Revised policy sent to all.
13.2	Church report	Dr Bacon to submit suggestions re Ruth Wenn Memorial Trust/Catfield Parish Trust	Dr Bacon said at the last meeting he will update when he has further information.

Carrying on from the matters arising, Cllr Price discussed item 7.3, 10.4 and SAM2 update.

7.3 Concrete blocks on road at Elderbush Lane – Cllr Price suggested the PC use a template supplied by Highways, to send to the resident at no.18, which the PC agreed to send. **ACTION: Clerk**

10.4 Response received re hedge cutting on Potter Heigham Road – The PC had notified Highways of an overgrown hedge, after this had been reported as potentially dangerous, by another parishioner. The owner of the hedge has since complained how the issue had been dealt with. There was a long discussion including Cllr Price, regarding the correct protocol for such issues. The PC agreed it was not Parish Cllrs responsibility to deal with these situations by knocking on doors, as the parishioner suggested in their letter. Dr Harris said a letter should be sent explaining the PC procedures and Mr Harris proposed the Clerk responds to the parishioner, addressing concerns raised. Mr Edwards seconded. All in favour. **ACTION: Clerk**

Cllr Price advised Potter Heigham PC have applied to the Parish Partnership Scheme to upgrade the SAM2, which is shared with Catfield, at no cost to the PC.

7.4 Parish Partnership Scheme application for potential second Bus Shelter – Mr Edwards explained the PC wanted to submit the application but as there had been no response from Mr Pratt, to obtain a quote from Westcotec, the PC would not make the October deadline. Cllr Price offered to contact Highways. **ACTION: Cllr Price.** Mr Harris proposed the PC submit an application by the deadline, stating quotation to follow. Dr Bacon seconded. All in agreement. **ACTION: Mr Edwards / Dr Harris / Mrs Briscoe.** Cllr Price left the meeting.

6. Planning

6.1 RV/25/1465 – 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. CV/25/1379 - Discharge of conditions 5 (French drain details) & 14 (Secure Access Scheme) of planning permission PF/23/2004 (Part change of use of existing agricultural machinery workshop/store and haulage depot to incorporate a containerised self-storage facility (B8 storage) (retrospective)). Can include any reference to PF/23/2004 & CD/25/0257 – The PC discussed Planning's concerns that the appeal is outside of the timeframe permitted and the 2 key issues are the Sunday trading and the gates. Cllr Bayes confirmed Mr Peacock is chasing the Planning Inspectorate for answers. Mr Harris proposed DC's Bayes & Taylor write to Planning requesting a full update. Mr Snelling seconded. All in favour. **ACTION: District Cllrs.**

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 – Mr Harris and Mr Edwards had drafted a response to HSE's letter, which had been sent to all prior to the meeting. Mrs Briscoe sought further guidance which could be incorporated into the draft. Mr Harris proposed the letter be sent with Mrs Briscoe's additions. Mr Edwards seconded. All in favour. **ACTION: Mrs Briscoe to make additions. Clerk to send.**

6.3 PF/25/2186 - Wood Street Farm, Wood Street - Alterations to existing garage attached to house to provide 2 additional bedrooms to main house along with library and study – As this application has

been made by a member of the PC, there was a differing of opinion regarding declarations of interest. Dr Bacon declared an interest as a neighbour and Mr Harris said, as a relative, he will not comment or vote on this matter. After a brief discussion, Mr Edwards proposed the PC are in support of the application. Ms Johnson seconded. Majority in favour with two abstentions. **ACTION: Clerk to respond to Planning.**

- 6.4 BA/2025/0289/FUL – Broads Authority App - Removal of existing piling and installation of floating pontoons at Whiteslea, Deep Dyke and Deep Go Dyke mooring locations. (To include public correspondence received re application)** – Dr Bacon provided insightful information and explained if they don't have pontoons due to a lack of BA funding, the likelihood is moorings may become derelict and will no longer be available to the public. The PC noted parishioner's correspondence received regarding this matter and Mr Harris said the PC are unable to make a decision without knowing the cost differential between repairing the existing piling and replacing with new pontoons. He proposed the PC request the cost differential. Mrs Briscoe seconded. All in favour. **ACTION: Mr Harris to draft. Clerk to respond to parishioner.**
- 6.5 PF/25/2268 – The Bungalow, Lodge Road - Demolition of conservatory and attached store and erection of single storey extension** – Mr Edwards declared a non-pecuniary interest as a neighbour, as did Dr Harris, as a member of CUC. Mr Harris proposed the PC support the application. Mr Roberson seconded. Majority in favour with abstentions. **ACTION: Clerk.**
- 6.6 Any other planning matters** – Mr Harris advised Milestones fire hydrant conditions removal has been approved by Planning. No further action for the PC.

7. Highways & Road Safety

- 7.1 Any update re proposed drainage works at Elderbush Lane** – Mr Harris advised Highways will provide plans for the proposed work, once they have them.
- 7.2 Concrete blocks on road at Elderbush Lane** – Discussed following item 5.
- 7.3 Parish Partnership Scheme application for potential second Bus Shelter** – Discussed earlier.
- 7.4 Any other Highways or road safety issues** – None raised.

8. Environmental

- 8.1 Catfield Action Team (CAT) Update** – Mrs Briscoe read the CAT report. Four CAT members attended the Biodiversity Fair and they attended a meeting organised by Norfolk Wildlife Trust. They have been planting bulbs, and they are considering purchasing a further bench. A range of spring bulbs have been added to the school garden and the School Council asked if they can help with another litter pick. Bingo sessions will be on 31st October and 28th November. On 19th November, the Norwich Swift Network will explain how we can help the swifts to thrive and there will be some boxes to purchase. There will be a morning walk on 8th November in Honing and Briggate. All Saints Church will hold wreath-making workshops on 27th November & 4th December (10am-12pm). The £25 cost includes all materials. To book contact CAT (07932 191558 or catfieldactionteam@gmail.com).
- 8.2 To discuss any FloGas Lighting response** – Mr Harris and Ms Johnson confirmed they can attend a proposed meeting with FloGas on 7th November. **ACTION: Clerk to book meeting.**
- 8.3 Any update re Deer shooting in/around Catfield** – Following a meeting with Sgt Green, Mr Harris advised there are 3 night-time deer licenses in Norfolk, 2 of which are in Catfield. Sgt Green suggested the PC could request an FOI from the Bristol Licensing Authority. Mr Harris confirmed the shooting tower on the Rond has since been deconstructed and proposed the PC follow the police advice and request a FOI from Bristol. Ms Johnson seconded. All in agreement. **ACTION: Mr Harris to draft letter.**
- 8.4 NCC Questionnaire re flooding** – Mr Harris said there are 3 main issues of flooding in the village – the School, Thorn Rd and Lea Rd and the 2 pumping stations at New Rd and Wood Street and proposed we respond with this information. Mr Bunting seconded. All in favour. **ACTION: Mr Harris to draft.**
- 8.5 Any other Environmental issues** – The Clerk said she had received an unclear phone message but thought it mentioned about missing goal nets. Mr Edwards confirmed the nets had been removed when the goal posts were painted and said they will be reinstalled within the month. **ACTION: Mr Edwards.**

9. Village Hall

- 9.1 Recreation Ground – to discuss any update re play area (including Section 106)** – Mr Edwards confirmed the PC had received £20k lottery funding, for which he was congratulated, and he is hoping to hear the outcome of another grant shortly. He added, after reviewing the quotes and providing some

of the work can be carried out by volunteers, the cost could be reduced from £65k to £56k. Re Section 106, Mrs Briscoe advised this would not become available until first occupancy. At the next meeting, Mr Edwards to confirm funding and quotations. **ACTION: Clerk to send copy of Section 106 letter to Mr Aquarone MP.**

- 9.2 **Update re Village Hall renovations** – Mr Roberson confirmed the new roof has been completed and a small leak will soon be repaired. He added the VPMC have asked him to obtain quotes for new windows and access door, which totals approx. £9k. Poor heating and lack of outdoor lighting was also discussed and the next VPMC meeting is 11th November. Mr Edwards suggested the PC should make a list of requirements it feels the VH needs for discussion at the next meeting. **ACTION: As per suggestion.**
- 9.3 **To discuss potential amendments to existing VH lease** – Mr Harris said the existing lease is not fit for purpose and proposed the Clerk investigate what other PC's have and liaise with Mrs Briscoe. Mr Edwards seconded. All in favour. **ACTION: Clerk and Mrs Briscoe to review.**
- 9.4 **Removal of Salvation Army clothing recycling bin** – Bin to be removed w/c 24th November. Mrs Briscoe offered to advise the VPMC for signs to be placed advising cars not to park or obstruct the bin removal. **ACTION: Clerk to put message on website. Mrs Briscoe to notify VPMC.**
- 9.5 **Any other VH issues** – The Clerk advised she had twice contacted the VPMC to confirm the December meeting, but there had been no response. **ACTION: Mrs Briscoe to contact VPMC.**

10. Correspondence

To note correspondence received;

- 10.1 **Permission requested to restore section of the Rond** – Mr Harris advised, following the last meeting, the Clerk requested confirmation of NE's authority to proceed with the restoration, but there had been no response from the company. No further action for the PC at this time.
- 10.2 **Objection received to any restoration of the Rond** – As CAT's restoration request has been postponed, it was agreed that correspondence relating to the Rond work should be discussed along with CAT's request, at the next meeting. CAT are awaiting a response from NE before proceeding. Mr Harris said he does not have a financial interest in the Rond and quoted a section of the Localism Act, to reflect there is no conflict of interest. He then proposed the PC see all correspondence sent and received by CAT and this subject must be added to the next agenda. **ACTION: Clerk to request CAT correspondence.**
- 10.3 **Response received re hedge cutting on Potter Heigham Road** – Discussed earlier.
- 10.4 **Vandalism on Public Footway** – Mr Harris declared an interest and said an email had been received advising that, on the public footpath from Hall Road via Sharp Street to How Hill, the post and rail fence next to the footpath had been broken and the cattle groups in the adjoining fields disturbed by opening the relevant gates, so the cattle intermingled. In addition, several 25-year-old trees had been chopped down in the wood, to create an encampment. There is no action for the PC, but the parishioner advised they are taking professional advice how to protect their stock and the woods.
- 10.5 **Any other Correspondence received** – Mr Edwards added there has been 2 additional objections to the Rond renovations. These will also be discussed with CAT's request next month.

11. Finance

- 11.1 **To approve payments** – Payment list supplied to all prior to meeting.
Cheque 000078 – Clerk salary (including 2 hours SAR, refund of monthly mobile cost & annual Microsoft subscription)
- 11.2 **To review and agree Bank Reconciliation** – Bank Reconciliation sent to all prior to meeting.
- 11.3 **To review and agree Accounts to date** – Accounts sent to all prior to meeting.
- 11.4 **Update to add Clerk to account for payment upload** – Mr Jordan said this was arranged today and the Clerk should now be a full signatory to the account. **ACTION: Clerk to review.**
- 11.5 **New email options available to PC** – As the PC have been informed their email address must be changed from gmail to a gov.uk version, the Clerk advised the PC can have Catfield Parish Council.gov.uk email, in place of the previously issued 'Norfolk parishes' version but this will cost £56+vat per year. The PC agreed to proceed with the shorter version. **ACTION: Clerk**
- 11.6 **Initial discussions for 2026/27 budget** – Mr Harris suggested the budget be discussed at the next meeting.
Mr Harris proposed all financial items (11.1-11.6 inc) are approved and payments be made. Mr Edwards seconded. All in agreement to proceed with all items and cheques duly signed.

- 11.7 Any other financial matters** – The Clerk asked whether the PC would like to transfer £20k of the play-ground grant to the savings account, until they are ready to proceed. Mr Harris proposed the Clerk's suggestion. Mr Edwards seconded. All in agreement. **ACTION: Clerk.**

12. To Review & Accept Policies

- 12.1 Data Protection policy** – Having reviewed the NALC DP policies in detail, Mrs Briscoe still feels they are not suitable for the PC, as they do not satisfactorily include all areas of employees, contractors, public and councillors' data. There is also still confusion whether the PC need to appoint a DP Officer. Mr Harris proposed, as Mrs Briscoe volunteered, she contacts NALC. Mr Edwards seconded. All in agreement. **ACTION: Mrs Briscoe to contact NALC.**
- 12.2 Equality & Diversity policy** - The policy had been reviewed. Mr Harris proposed acceptance. Mr Edwards seconded. All in agreement to adopt policy.
- 12.3 Grants & Donations policy** - The policy had been reviewed. Mr Harris proposed acceptance. Mr Edwards seconded. All in agreement to adopt policy.
- 12.4 IT policy** – Mr Harris proposed this policy be deferred to be discussed with Assertion 10.
- 12.5 Review Assertion 10** – The Clerk advised she has registered to attend a course to understand the new procedures being introduced to Parish Councils. The PC agreed for the Clerk to attend.

- 13. Catfield Magazine – To discuss concerns raised at Annual Parish Meeting re future of magazine** – Mr Harris feels the PC are unable to discuss further until they are in receipt of all the facts and proposed the Clerk contact the Secretary to request more information. Mr Snelling seconded. All in favour. **ACTION: Clerk to contact magazine.**

14. Progress reports for Information

- 14.1 Poor's Trust** – Dr Harris advised they will need to recruit 2 new Trustee's in the new year, as both Mr Read and Mrs Jeffreys have stepped down, and formally thanked them both for their work and expertise on the CUC. They are currently advertising the annual distribution and if anyone, over 18, is in need, they should contact the CUC directly, to be added to the list.
- 14.2 All Saints Church** – Dr Bacon said the grass is still being cut. There will be a Remembrance Day service on 9th November. There is no update re the war memorial, as yet.
- 14.3 Allotments (to include tenant invoicing)** – Ms Johnson said she would update the allotment register and would advise the Clerk who and how much should be invoiced. **ACTION: Ms Johnson.**
- 14.4 Any Other Reports** – Dr Bacon said NNDC are holding a meeting at Hickling barn on 18th November to discuss ongoing developments in Devolution and Local Government Reorganisation.

15. Matters for next Agenda and information

Next meeting scheduled for **26th November 2025**

Meeting finished at 9.41 pm

Chairman Signature: _____

Date: _____

Chairman Name: _____