MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on WEDNESDAY 17th DECEMBER 2025 IN THE VILLAGE HALL

Attendance: Mr Harris (Chairman), Mr Edwards, Mrs Briscoe, Mr Roberson, Dr Bacon, Mrs Plowman, Ms Johnson, Mr Jordan, Dr Harris, Mr Snelling, Mrs Cunningham (Clerk) and a member of the public.

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

Meeting started at 7.02pm

1. **Apologies and approval of absences -** Apologies received and accepted from Mr Bunting and Cllr Price. Cllr Taylor and Cllr Bayes did not attend the meeting.

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

3. **To approve as accurate Minutes of the previous meeting** – Mr Harris proposed the Minutes of the 26th November be approved. Mr Jordan seconded. All in favour and the Chairman duly signed.

4. **Public Forum**
   - **4.1** **Public** – No matters raised.
   - **4.2** **Cllr Taylor/Cllr Bayes Report** – Cllrs absent and no report received.
   - **4.3** **Cllr Price Report (to include PC protocol)** – Although Cllr Price was not in attendance, the PC expressed their disappointment to a comment he made in an email, where he said the PC does not consider speaking to local businesses as part of their role. A long list of PC interaction examples, with both businesses and parishioners, was discussed, acknowledging the proactive actions taken by the Parish Councillors. The PC agreed it was inappropriate for Cllr Price to criticise the PC to an external body. Mr Harris proposed the PC write to Cllr Price. Mr Snelling seconded. All in favour. **ACTION: Clerk**

5. **Local Government Reorganisation (LGR) consultation –** Mr Harris advised PC's have been invited by NALC to complete a questionnaire as part of a wider consultation re the LGR. Although the PC felt any responses would not likely influence the result, they agreed the PC's opinion should be submitted. Mr Harris proposed the PC should respond raising 3 key issues - 1) the risk of losing ability to influence local issues with local politicians and, if necessary, 3 unitary authorities would be preferable, 2) we do not want the imposition of a mayor and 3) it is antidemocratic to remove an election for another year. Mr Edwards seconded. All in favour. **ACTION: Mr Harris agreed to draft response**.

6. **Matters Arising**

   Report on actions from the previous meeting

Nov 25 Ref	Item	Action	Completed/Next Steps
4.2	Store Galore	Clerk to write to NNDC asking how they have challenged the validity of the appeal	Discussed under item 7.1
6.4	Affordable Housing	Clerk to respond to NNDC	Actioned. No further PC action required
11.1	Telegraph Poles on Back Lane/Dale Lane	Cllr Taylor to contact parishioner	The parishioner was present and advised Cllr Taylor had inspected the pole, who then advised he would contact Planning but the parishioner said he has not done so yet. The PC agreed Cllr Taylor is the best person to deal with this
7.1	New NCC Bus shelter funding proposal	Mr Edwards to draft letter asking why the bus stop had been moved	Letter sent. discussed under item 8.1
8.3	Environmental – FloGas lighting	Mr Bunting to speak to landowner of nearby site re light & accommodation	Mr Bunting was absent and so unable to provide an update. To be discussed under item 9.2
9.1	Recreation Ground	Mrs Briscoe to chase NNDC re Section 106 payment	Discussed under item 10.1
9.2	VH Renovations	Mr Edwards suggested the PC make a list of requirements the VH needs	Not actioned from last month's action points. Discussed under item 10.2
9.3	VH Lease	Mrs Briscoe and Ms Johnson to speak to Community Action Norfolk for guidance	Discussed under item 10.3
11.2	Other Correspondence – Pesticide spraying	Clerk to send parishioner letter to HSE, Highways and the Environmental Dept	Actioned. Email sent. Discussed under item 12.1
11.2	Other Correspondence – Overhanging branches on Sandholes	Mr Jordan to send contacts to Clerk. Clerk to obtain 3 quotes	Mr Jordan actioned. Clerk not yet actioned. Discussed under item 15
11.2	Other Correspondence	Clerk to write to thank CAT and the Foundation for their contributions toward the new playground	Clerk actioned and wrote thanking both.
11.5	New email option available to PC	Clerk to confirm to remove 'Norfolk parishes' from current gov.uk email	Actioned. Discussed under item 16

12.1	Data Protection Policy	Mrs Briscoe & Ms Johnson to review new policy	Discussed under item 13.1
12.2	Environmental Policy	Clerk to remove reference to Government Plan	Clerk actioned and sent to all.
12.4	IT Policy	Clerk to add contact to policy and send completed version to all for retention	Clerk actioned and sent to all.
13	Magazine	Awaiting information from the Secretary to provide further information from the magazine	Not received. Still awaiting information.
15	Operation Radium	Clerk to contact Police to accept trigger alerts	Clerk confirmed acceptance of trigger alerts.
16.1	Poors Trust	Clerk to add appointment of Trustee's to February's agenda	Clerk to action in February 2026
16.3	Allotments	Ms Johnson to update allotment register and advise Clerk who/how much to invoice	Discussed under item 17.3

7. Planning

7.1 RV/25/1465 – Any 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 – Mr Harris said there had been an update from Planning advising an appeal had not been accepted as the time period against the operating hours had lapsed but added, the owner is planning to appeal against the security gates condition. Dr Bacon proposed the PC write to Mr Peacock advising the PC will wish to make representations if an appeal is lodged with the Inspectorate. Mrs Briscoe seconded. All in agreement. **ACTION: Clerk**

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/22/0259 (AP/25/0011) – Land to the northeast of Malthouse Lane, Ludham - Appeal against Enforcement Notice for Use of land for residential purposes – Mr Harris advised there had been an interesting response from HSE confirming they followed the correct procedures. As the PC received information as to who gave authorisation at HSE, they agreed there is nothing further they can do at this time, until another appeal is submitted. To be removed from the agenda until such time.

7.3 PF/25/2665 – Laurels Farmhouse, Laurels Farm, Laurels Road - Erection of single-storey extension to provide annexe and garage – Dr Bacon said there is no valid planning reason for the PC to object or comment on the application. Mr Harris proposed no comment. Mrs Briscoe seconded. All in agreement. **ACTION: Clerk to advise Planning.**

7.4 Any other planning matters – Dr Harris advised planning application PF/25/2186 had been declined due to insufficient information and therefore a bat survey is required. No PC action.

8. Highways & Road Safety

8.1 Parish Partnership Scheme application for potential second Bus Shelter – Mr Edwards provided an update following a meeting with Westcotec. The location of the shelter is in dispute as the bus stop had been moved without any consultation with the PC. As the grant application must be submitted by 31st January 2026, the PC acknowledge the necessity for obtaining a quote urgently. Although it was agreed to defer the conversation to the budget, Dr Bacon suggested the MP may be able to help identify why the bus stop was moved and who at NCC agreed to it. Mr Harris proposed Mr Edwards draft the letter. Dr Harris also suggested the PC should chase Mr Pratt for a response. Mr Jordan seconded. All in favour. **ACTION: Mr Edwards to draft both letters.**

8.2 Elderbush Lane proposed drainage works – Although representations were made to Highways, the PC have received notification that the drainage works will be carried out in January. It was agreed there was no further action for the PC at this time.

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

9. Environmental

9.1 Catfield Action Team (CAT) Update – Mrs Briscoe provided a report to all. She said the Christmas Quiz and Music night was a great success with over 60 people attending and there will be a comprehensive list of all CAT's projects in January's magazine. There will be an accessible walk in January and Bingo will continue on 20th February, with a Garage Sale planned for April.

9.2 Any update re lighting around/next to FloGas – As Mr Bunting was absent, the agreed action from last month's meeting, will be carried forward to January. **ACTION: Clerk to diarise**.

9.3 Any update re Deer shooting in/around Catfield – Mr Harris advised the PC received a response re the FOI, asking for clarification of the timescale and proposed the PC request a term of 3 years. Ms Johnson seconded. All in favour. **ACTION: Clerk to respond.**

9.4 Any other Environmental issues – Mr Jordan said it had been a year since the hedges around the football field were cut and the PC agreed to obtain a quote to cut them again. **ACTION: Clerk**. Dr Bacon had circulated an email regarding from NWT, who wish to clear the dyke beside the Rond on Great Fen and along the track to Woodend Staithe, plus scrub clearing, next winter. They will officially contact the PC and CUC, who will ensure approval is granted by NE before any work can proceed. Mrs Plowman proposed the PC should email the NWT to ensure they have the correct contact details. Mr Jordan seconded. All in agreement. **ACTION: Clerk**

10. Village Hall

10.1 Recreation Ground – to discuss any update re play area (including Section 106) and to include the Tesco in store voting grant – Mrs Briscoe had provided a draft letter re Section 106 and due to this being a significant part of the budget, it was agreed to postpone further discussion until 11.1. Ms Johnson said Milestones plan to rent some dwellings by the end of March 2026 and therefore the Section 106 should be forthcoming on first occupancy. Mr Harris advised there may be a small amount of funding available, but it is dependent on Stalham Tesco's store shoppers voting for Catfield's playground. He proposed Tesco's scheme should be advertised on the website and in the magazine, as the project with the highest number of votes in the region, will receive up to £1500 funding. Mr Snelling seconded. All in favour. **ACTION: Clerk**

10.2 Any update re Village Hall renovations – Mr Roberson said a new kitchen window had been installed, the metal casings have been repaired, and he is obtaining quotes for more new windows, a fully opening front door and outside lighting. Mr Harris requested Mr Roberson provide a list of VH expenses since the roof replacement and Mrs Briscoe said there will be little money left once the latest renovations are completed. It was agreed the outside lighting would be the PC's responsibility. The next VHMC meeting is 13th January. **ACTION: Mr Roberson**.

10.3 To discuss potential amendments to existing VH lease – Due to time restraints**,** Mrs Briscoe and Ms Johnson were unable to seek guidance regarding the VH lease, so action to be carried forward to the next meeting. **ACTION: Mrs Briscoe & Ms Johnson.**

10.4 Any other VH issues – None raised.

11. Finance

11.1 Discussions for 2026/27 budget – Based on calculations provided by the Clerk, the PC had a long discussion regarding finances. The new playground needs an additional £23k + vat, on top of the £33k obtained by grants and PC funding. It was agreed if the PC is not awarded the 80% grant toward a new £5k bus shelter and/or the groundworks are additional, the project would be deferred. Mr Harris reiterated that procedure states PCs should hold 1 year precept in reserve and following the discussion, proposed the Clerk make some amendments to the figures provided and supply two versions to the PC for final agreement at the next meeting. Dr Bacon seconded. All in favour. **ACTION: Clerk re budgets and Mrs Briscoe to make amendment to Section 106 letter highlighting the urgency due to setting the budget.**

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 – All accounts information sent prior to meeting**.**

11.4 To approve payments – Payment list supplied to all prior to meeting.
Cheque 000080 – Clerk salary (including 2 hours SAR, refund of monthly mobile phone cost & £9.99 for a printer cable)

Bank Payment – Garden Guardian – Annual cost for grounds maintenance & one-off hedge cutting at playground - £2875.20.
Mr Harris proposed acceptance of the financial package (items 11.2, 11.3 and 11.4) Bank Rec, Accounts and Payments. Mr Edwards seconded. All in agreement and cheques and documents duly signed.

11.5 **Any other financial matters** – None raised.

12. Correspondence

To note correspondence received;

12.1 **Any update re pesticide spraying in Catfield** – Mr Harris advised Serco confirmed they are not responsible for the site in question and the PC agreed it is more likely to be the responsibility of Highways. Mr Harris proposed the PC chase Highways for a response. Mrs Briscoe seconded. All in favour. **ACTION: Clerk**

12.2 **Any other Correspondence received** – Although an email had been received the day prior to the meeting, as it referenced a conversation with a Parish Cllr absent from this meeting, Mr Harris said it would not be appropriate to discuss the content, at this time, and it was agreed by all to defer the matter until the next meeting. **ACTION: Clerk to diarise.**

13. To Review & Accept Policies

13.1 **Data Protection policy** – Mrs Briscoe advised the Clerk obtained a new policy which Ms Johnson has made some additions and this was circulated to all on the day of the meeting. It was agreed to defer until the next meeting. The Clerk confirmed, a recent course advised, the PC does not need a DPO. **ACTION: Clerk to diarise.**

13.2 **Assertion 10** – The Clerk advised she recently attended a course and provided background information to the new requirements and procedures and how the PC must demonstrate compliance for both internal and external audits.

14. Grass Cutting Contract review – The Clerk advised she will be obtaining quotes for the 2026 grass cutting contract to present at the next meeting. **ACTION: Clerk**

15. PC Tree Survey – As agreed at a previous meeting, the PC will carry out a tree survey of Sandholes and Mr Jordan offered to meet with the surveyors, once booked. **ACTION: Clerk to obtain 3 survey quotes.**

16. Any update re new emails for the Parish Council – During item 13.2, the Clerk advised a new email gov.uk address has been issued to the PC, which she will install as soon as possible**. ACTION: Clerk**

17. Progress reports for Information

17.1 **Poor's Trust** – Dr Harris advised the distribution was successful and numbers were higher than last year. There are 2 Trustee vacancies to be appointed during February's PC meeting.

17.2 **All Saints Church** – Dr Bacon said the list of Christmas activities are listed in the magazine and they have worked hard to provide better lighting and heating inside the Church.

17.3 **Allotments (to include tenant invoicing)** – Ms Johnson confirmed she has now updated the register.

17.4 **Any Other Reports** - None

18. Matters for next Agenda and information

Next meeting scheduled for **28th January 2026**.

Meeting finished at 9.20 pm

Chairman Signature:____________________________ Date:___________________________

Chairman Name:______________________________