

MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on WEDNESDAY 25th MARCH 2026 IN THE VILLAGE HALL

Attendance

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

The meeting started at 7.00pm. Mr Harris advised the meeting is recorded for the purpose of producing the Minutes.

1. Apologies and approval of absences

Apologies received and accepted from Dr Bacon, Mr Roberson, Mr Snelling, Ms Johnson. District Cllr Taylor and District Cllr Bayes had another meeting to attend.

2. Declarations of interests

None declared.

3. To approve as accurate Minutes of the previous meeting

Mr Harris proposed the Minutes of the 25th February be approved. Mr Edwards seconded. All in favour and the Chairman duly signed.

4. Public Forum

4.1 Public

No issues raised, but Mr Harris explained correspondence had been received expressing residents' concern that work is continuing on the Malthouse Lane site and there has been no effort to comply with the enforcement notice. The parishioner advised they will contact NNDC requesting they resolve the issue. Following a discussion, Mr Harris proposed Mrs Briscoe research the enforcement and if possible, draft a letter in support of the aggrieved residents.

ACTION: Mr Harris/Mrs Briscoe to forward email to PC. Mrs Briscoe to review the enforcement details and draft email.

4.2 Cllr Taylor Report

Not present and no report received.

4.3 Cllr Price Report

Following attendance at the flooding alliance meeting, he advised concerns re a lack of enforcement at planning stages was discussed. Although 2200 miles of Norfolk roads are gritted, there are 500 miles of School bus routes which are not and NCC will be requesting further funding from the government to try to resolve. He added the

Government has confirmed that Norfolk's council structure will be replaced by three new unitary authorities and Cllr Price expressed his concerns at this decision. Cllr Price also advised he was not selected by his party to stand for election and April's PC meeting will be his last. The PC expressed gratitude to Cllr Price and Mr Harris added his diligence and attendance has been appreciated. Cllr Price left due to another meeting.

5. Matters Arising

Report on actions from the previous meeting

5. Catfield Magazine - Mrs Plowman to discuss options with Treasurer - Mrs Plowman met with the Treasurer & Secretary. Advertisers have been lost and Mrs Plowman has several appointments booked as she has been tasked to help obtain 8-10 new advertisers. The magazine are grateful for her help and she will provide further updates at the next meeting. ACTION: Mrs Plowman
- 6.1 Store Galore - Clerk to register appeal - Discussed under item 6.1
- 6.2 Lea Road Development - Mr Edwards to amend draft and Clerk to register appeal - Discussed under item 6.2
- 6.3 Other Planning – 3 Fenside Cottages - Mrs Briscoe/Mrs Plowman to draft letters to Planning and the Planning Inspectorate. Mrs Briscoe drafted a letter to the Planning Inspectorate. ACTION: Clerk to send update letter to Inspectorate. The PC discussed the extensive additional work being carried out at the site and Mr Harris proposed Mrs Briscoe draft a letter to advise Planning of this. Dr Harris seconded. All in favour with 2 abstentions due to interest. ACTION: Mrs Briscoe
- 8.1 Parish Partnership Scheme - Mr Edwards to draft response re quote. Clerk to send - Discussed under item 7.1
- 8.2 Other Highways – Watering Piece Lane - Clerk to contact Highways re flowerbed encroaching onto Highways land. Actioned. Email sent to Highways who have contacted the homeowner to resolve the issue - No further PC action.
- 9.1 Recreation Ground - a) Mr Edwards to arrange Gressenhall visit. b) Ms Johnson to present brochures to school children. c) Ms Johnson to review T's and C's. Discussed under item 8.1
- 9.3 VH Lease - Ms Johnson/Mrs Briscoe to register with Community Action Norfolk - Discussed under item 8.3
- 9.4 Other VH Issues - Mr Jordan to review the position of the bottle bank - Mr Jordan advised although it could be moved, the PC discussed the necessity of keeping the bin. It was agreed to review the income obtained and discuss at the next meeting. ACTION: Clerk
- 10.2 Deer Culling - Mr Harris to contact Sgt Green Discussed under item 11.2
- 10.3 Norfolk Pond Project - Ms Johnson to pass details to CAT As Ms Johnson was not present, Mrs Briscoe will check and update. ACTION: Ms Johnson/Mrs Briscoe.
- 10.4 Broadland Futures Initiative Webinar - Clerk to register Dr Bacon and Mr Snelling - Neither Cllrs present. ACTION: Clerk to add to next agenda
- 11.4 Internal Auditor - Clerk to instruct auditor. Auditor advised. No further action
- 12.1 Other Correspondence – P.Cllrs responsibilities - Clerk to send Mr Edwards draft response. Email sent to parishioner. No response, so no further PC action
- 13.5 Other Reports - Clerk to check declaration of interests on NNDC website. Clerk checked. DOI's missing for Mr Edwards, Mr Roberson and Mr Bunting. Mr Harris' DOI's are for a different Mr Harris. ACTION: Mr Edward & Mr Roberson to complete DOI's. Clerk to action.

6. Planning

6.1 CD/25/1379 – Appeal - Store Galore, Ludham Road

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 advised the appeal regarding condition 5, the French drain has been allowed but the appeal to condition 14, for CCTV cameras to replace new security fencing was refused. As the appeal has been concluded, there is no further PC action required.

6.2 PO/26/0036 – Land south of Lea Road, Catfield

The erection of up to 10 dwellings and associated infrastructure with all matters reserved except access – Mr Harris confirmed the PC's comments were submitted within the lead-time allowed. The PC queried why this application, if successful, would not count toward Catfield's housing allocation, as advised by Cllr Taylor last month and Mrs Briscoe offered to research further.

ACTION: Mrs Briscoe.

6.3 Any other planning matters

Mr Harris advised there was a request on the Planning website regarding an oak tree in Long Lane, but as the PC had not been advised, it was agreed to just note the request.

7. Highways & Road Safety

7.1 Parish Partnership Scheme application

Mr Edwards provided a summary and proposed the PC proceed with the quotation, which includes a traffic management cost, and said the PC must check during the work to ensure whether this cost was necessary. It was discussed the new bus shelter must be green, to match the other shelter, and the base must be the correct size this time, as the other base was insufficient for that installation. Dr Harris seconded. All in favour.

ACTION: Clerk to proceed with order.

7.2 Any other Highways or road safety issues

The Clerk confirmed Highways reported to have resolved the issue of an overgrown hedge encroaching onto a footway on School Rd.

8. Village Hall

8.1 Recreation Ground – to discuss any update re play area (including Section 106)

Mr Edwards advised several Parish Cllrs were invited by the supplier to view an existing play area and they were impressed with the quality of the equipment. Due to the current conflict, prices are increasing but if an order is placed by the month end the recent quotation, just under £50k, would be retained. Mr Edwards negotiated that no deposit payment will be required. Volunteers will be required to repaint the equipment being retained, but to replace its protective surface is not included within the current budget. The PC are satisfied they have been as due diligent as possible and due to a 7-week lead-time, Mr Edwards proposed the PC proceed with the order. Mrs Plowman seconded. All in favour to proceed.

ACTION: Mr Edwards to a) liaise with Mr Roberson re Heras fencing, b) discuss finances with Clerk, c) proceed with order.

8.2 Any update re Village Hall renovations

Mrs Briscoe re-iterated the renovations Mr Roberson explained at the last meeting.

8.3 To discuss potential amendments to existing VH lease

The Clerk has received the application form from Ms Johnson. Once submitted and paid, Mrs Briscoe and Ms Johnson will begin lease amendment discussions with Community Action Norfolk.

ACTION: Clerk to pay & complete application between meetings. Mrs Briscoe & Ms Johnson to discuss lease with CAN.

8.4 Any other VH issues

Mrs Briscoe thanked the VHMC for obtaining a 5-star food hygiene rating for the VH but explained, following the review there are several conditions that must be implemented, which the PC discussed in detail. For events where refreshments are provided for by/at the VH, people are not allowed to take the rubbish home to dispose of, as a commercial rubbish bin should be supplied. If people bring in their own food & drink, they are allowed to dispose of themselves. The PC agreed further information is required to be able to make a decision how to proceed.

ACTION: Mrs Briscoe offered to do more research.

9. Finance

9.1 To approve payments

Payment list supplied to all prior to meeting. Mr Harris proposed approval of payments. Mrs Briscoe seconded and all in favour. Cheque duly signed.

Cheque 000084 – Clerk salary (including 2 hours SAR, refund of mobile monthly cost and £2.00 folder for account filing)

Bank Tfr – NALC – Gov.uk domain - £58.80

The Clerk explained of computer issues experienced throughout the last month, due to the lack of available storage space on the laptop and the email problems causing inability to send parishioner's meeting documents. The PC agreed the current situation is unacceptable. The Clerk also said the mobile phone is too slow to use. Mr Harris proposed the PC allow purchases prior to the next meeting in order to solve the computer and phone issues. All in agreement.

ACTION: Mr Edwards offered to discuss the issue with a contact and Mr Bunting would also discuss with a local company. Clerk to review options.

9.2 To review the Asset Register

All Cllrs had received and viewed the Asset Register which was sent to all prior to the meeting. Mr Harris questioned the current value of the VH.

ACTION: Mrs Briscoe offered to review the VH insurance policy for the current insurance value.

9.3 Any other financial matters

None raised

10. Risk Assessment review

Mrs Briscoe requested an amendment to the review schedule and suggested the bus shelter and disabled parking bay should be formally inspected annually. Mr Harris was concerned that data protection is not included, and it was agreed the Clerk contact NALC for more information.

ACTION: Clerk to contact NALC

11. Environmental

11.1 Catfield Action Team (CAT) Update

Mrs Briscoe requested permission for CAT to use the VH car park, if necessary, for the plant sale in May, which the PC agreed. Also, CAT requested sight of the recent Sandholes tree report, which the PC discussed in detail. Mr Harris proposed the PC obtain 3 quotes to carry out any remedial work and once any work is completed, CAT could have a copy of the report providing permission is obtained from the surveyor.

ACTION: Mrs Briscoe to draft email to CAT. Clerk to obtain quotes.

11.2 Any update re Deer Culling in Catfield

Mr Harris summarised the good response received from NE and discussions with Sgt Green. Mr Harris read aloud a follow-up draft to send to NE and advised of a distressed parishioner who contacted him regarding night-time deer shooting on the land either side of the A149. The draft was approved by all.

ACTION: Mr Harris to request attendance of Sgt Green. Clerk to send draft to NE.

11.3 Update from Broadlands Futures Initiative Webinar

Dr Bacon or Mr Snelling was not present to provide an update.

ACTION: Clerk to add to next agenda.

11.4 Discuss Tree Survey Report

Discussed under item 11.1

11.5 Any other environmental issues

None raised

12. Correspondence

12.1 Any other Correspondence received

No correspondence received but although not present, Ms Johnson requested to make the PC aware that she had witnessed a suspicious person videoing Mr Harris's lambs, that were grazing on his private land. Mr Harris declared an interest and the PC recommended Mr Harris report the incident to the police.

ACTION: Mr Harris.

13. Progress reports for Information

13.1 Poor's Trust

Dr Harris reported they had the first meeting with the new Trustees, and they will be reviewing the Trust's constitution.

13.2 All Saints Church

Dr Bacon not present to provide an update.

13.3 Allotments

Ms Johnson not present to provide an update.

13.4 Any Other Reports

Mr Harris confirmed the Annual Parish Meeting will be held in May.

14. Matters for next Agenda and information

Next meeting scheduled for 29th April 2026.

Meeting finished at 9.25 pm

Chairman Signature: _____

Date: _____

Chairman Name: _____