MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on

WEDNESDAY 25th FEBRUARY 2026 IN THE VILLAGE HALL

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

The meeting started at 7.02pm. 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 Mrs Briscoe and County Cllr Price.

2. Declarations of interests – Mr Snelling declared an interest in Lea Road.

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

4. Public Forum

4.1 Public – No issues raised.

4.2 Cllr Taylor Report – Following a DC budget meeting, Cllr Taylor advised the DC's have each been issued a local bonus fund of £4k, which allows them to help fund local community projects within their area and £2k will be made available to Catfield.

4.3 Cllr Price Report – Although not present, Cllr Price provided a report, which Mr Harris read aloud which stressed the importance of a Broadlands Futures initiative webinar on 12th March.

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 Edwards read aloud a pre-drafted response confirming the PC remains fully supportive of all the conditions imposed by the Local Planning Authority and as the most contentious issue relates to the 'out of permitted hours' access to the site, the only satisfactory solution to this problem is the installation of electronic time-controlled access gates to the containers. With a small amendment, Mr Harris propose acceptance of the draft. Mrs Plowman seconded. All in agreement with one abstention, due to interest. ACTION: Clerk

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

DC Taylor lead the discussion, advising there has been an objection from the Local Flood Authority and added, if successful, this application would not count toward Catfield's 39 housing allocation, due to its Village positioning. He will raise these issues when he meets with Planning. Mr Harris had circulated papers from himself, a Hydrologist and a leading Ecologist stating their views and said although previous issues have been finessed, the fundamental problem of the high ground water table under the village has not been addressed. He also read aloud a response from the Forestry Commission, submitted online, which cited the potential alleged illegal fell, currently under investigation. Following a long discussion, it was generally agreed the development would have a detrimental effect on the Village and Mr Harris proposed the PC oppose it and for Mr Edwards to add further discussed comments to Mr Harris's draft. Mr Jordan seconded. Majority in favour with two abstentions. ACTION: Mr Edwards & Clerk.

6.3 Any other planning matters – Mrs Plowman advised that although after a year, the outcome of the appeal is still undecided, Fenview, 3 Fenside Cottages have not ceased developing the land. Mr Harris proposed the PC write to Planning making them aware further development is continuing and write to the Planning Inspectorate to advise their tardiness is causing issues. Mr Edwards seconded. Majority in agreement with one abstention. ACTION: Mrs Briscoe/Mrs Plowman to draft letters.

Although the PC advised Planning that an inhabited bus on Plumsgate Road has since vacated its location, Dr Bacon suggested the PC should have delayed notification of the removal, as the situation may change. As planning have already been notified of the change, it was agreed there is no further action for the PC, at this time.

Planning applications have been approved for The Bungalow and Laurels Farmhouse.

7. Appointment of 2 Catfield United Charity Trustees – Mr Harris advised there had been 3 applications – Ms Croft, Mr Gilburt and Dr Bacon. The voting was carried out by a show of hands. Ms Croft received 8 votes (Mr Edwards abstained), Dr Bacon - 3 votes and Mr Gilburt - 6 votes. Ms Croft and Mr Gilburt were congratulated and declared Trustees.

8. Highways & Road Safety

8.1 Parish Partnership Scheme application – Mr Edwards said NCC confirmed the bus stop was repositioned, in error, and they will reinstate the stop to its original location, at their expense. The PC were grateful to Cllr Price for his involvement. The PC have received quotes for a couple of bus shelter options which NCC will contribute 80% of the cost. Mr Edwards proposed, due to the relocation and contribution from NCC, the PC agree to proceed with another new bus shelter but renegotiate to remove the £500 traffic management cost, which should not be required. Mr Jordan seconded. All in favour. ACTION: Mr Edwards to draft letter re quote. Clerk to send.

8.2 Any other Highways or road safety issues – Dr Bacon advised a property on Watering Piece Lane has constructed a high flower bed, which appears to encroach on Highways land, making it difficult for large vehicles to pass. Mr Edwards proposed the PC contact Highways to advise, asking them to investigate. All in agreement. ACTION: Clerk
In addition, the PC received confirmation drainage construction work has completed on Elderbush Lane.

9. Village Hall

9.1 Recreation Ground – to discuss any update re play area (including Section 106) – Mr Edwards had sent the project layout, catalogue and quote to the PC. After 4 companies visited the site, Mr Edwards selected the most suitable supplier, who has been credit checked. He confirmed no deposit will be required but the PC will need to clear the site prior to the work beginning. The current slide and igloo will remain in the playground. Mr Harris proposed members of the PC visit a reference playground site at Gressenhall, the PC review the T's and C's and continue pursuing the S106. Mr Snelling seconded. All in favour. ACTION: Mr Edwards to arrange Gressenhall visit. Ms Johnson to present brochures to the school children and to review supplier terms & conditions.

9.2 Any update re Village Hall renovations – Mr Roberson advised a new kitchen window was installed for £954.57 and they have a quote of £3242.63 for a new front door and 2 small windows. New slabs will be sourced, along with gravel, drainage and further alterations will make the storage area bigger.

9.3 To discuss potential amendments to existing VH lease – Ms Johnson proposed the PC proceed with a £150 Gold membership to join Community Action Norfolk to enable discussions with their legal dept re the VH lease, plus it provides many other benefits. It was agreed to the payment could be made outside of the PC meeting. Mr Roberson seconded. All in favour. ACTION: Ms Johnson/Mrs Briscoe.

9.4 Any other VH issues – A parishioner raised awareness that since removal of the clothing and paper recycling bins, the bottle bank could be relocated to allow more space at the VH car park entrance. ACTION: Mr Jordan to review the position of the bottle bank.

10. Environmental

10.1 Catfield Action Team (CAT) Update – The PC had read the report supplied advising they have co-opted a new member to the committee, they intend to install another bench at the New Road junction in memory of Mick Briscoe and their upcoming events will include bingo nights through to April, a yard sale on 19th April and a Plant Sale 17th May.

10.2 Update re Deer Culling in Catfield – NE had responded in detail to the PC's FOI request regarding shooting licences in the area. Mr Harris said he received a call from a concerned parishioner advising of night-time shooting activity on both sides of the A149. Mr Harris proposed he would talk to Sgt Green, for him to then attend a PC meeting to discuss the matter further. Mrs Plowman seconded. All in agreement. ACTION: Mr Harris

10.3 Norfolk Pond Project – It was agreed that this may be a good project for CAT. ACTION: Ms Johnson to pass details to CAT.

10.4 Broadland Futures Initiative webinar – Dr Bacon offered to attend the webinar and said the proposed strategy could have an impact on the parish. ACTION: Clerk to register Dr Bacon and Mr Snelling.

10.5 Any other environmental issues – Mr Harris confirmed the PC gave permission to NE to access the Rond for SSSI monitoring. He reported there was a large work party on the Rond recently who told him they had been given permission by a Cllr to access the site.
The tree survey of Sandholes is being carried out on 26th February and Mr Harris personally arranged to cut the hedges on the football field, at no cost to the PC.

11. Finance

11.1 To review and agree Bank Reconciliation – Bank reconciliation sent to all prior to meeting.

11.2 To review and agree Accounts to Date – Accounts sent to all prior to meeting.

11.3 To approve payments – Payment list supplied to all prior to meeting
Cheque 000083 – Clerk salary (including 2 hours SAR, refund of mobile monthly cost & small correction to previous month)

11.4 To discuss and appoint an Internal Auditor – The Clerk provided information and a quote to the PC re the Internal Auditor used previously. As the Clerk and PC were satisfied with the previous audits, Mr Harris proposed they proceed with the same Auditor, Maureen Anderson-Dungar. ACTION: Clerk to instruct.
Mr Harris proposed approval of items 11.1 – 11.4. Mrs Plowman seconded. All in favour and cheque, bank rec and accounts were duly signed.

11.5 Any other financial matters – The Clerk requested whether notice should be given on the savings account, in preparation for the playground expenditure, but Mr Edwards said it was not necessary at this time, as he would hope to negotiate with the supplier.

12. Correspondence

To note correspondence received;

12.1 Any other Correspondence received – The PC received an email from a parishioner questioning, in general, the actions of a Parish Cllr. Mr Edwards read aloud a pre-drafted response and following a brief discussion, proposed the PC send the drafted response. Mr Roberson seconded. All in agreement to send ACTION: Clerk to send.

13. Progress reports for Information

13.1 Poor's Trust – Dr Harris said they are looking forward to working with the new Trustees.

13.2 All Saints Church – Dr Bacon said other than the beginning of grass cutting, there is nothing to report, other than the churchyard had been inspected by Norfolk Wildlife Trust who were pleased how the churchyard is run.

13.3 Allotments – Ms Johnson reported there is someone interested in renting a new plot.

13.4 Primary Academy School – Ms Johnson said they attended the Young Voices choir at the O2.

13.5 Any Other Reports – None raised

Dr Bacon raised awareness that there are errors and omission regarding Cllrs declaration of interests on the NNDC website. ACTION: Clerk to check

14. Matters for next Agenda and information

Next meeting scheduled for 25th March 2026.

Meeting finished at 9.40 pm

Chairman Signature:______________________________ Date:______________________________

Chairman Name:______________________________