MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on WEDNESDAY 24th JUNE 2026 in the VILLAGE HALL

Attendance

Mr Harris (Chairman), Mr Edwards, Mrs Plowman, Mrs Briscoe, Dr Bacon, Ms Johnson, Mr Roberson, Mr Snelling, Dr Harris, Mrs Cunningham (Clerk), C.Cllr Taylor and five members of the public.

The meeting started at 7.03pm. 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 Mr Jordan and Mr Bunting.

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

3. To approve as accurate Minutes;

3.1. of the previous meeting - Mr Harris proposed the Minutes of the 27th May 2026 be approved. Mr Edwards seconded. All in favour and the Chairman duly signed.

3.2. of the Annual Parish meeting – Although not officially approved until the next APM, the Minutes were presented to all and noted.

4. Public Forum

4.1 Public

A parishioner advised they discussed the cutting of verges and 'no mow May' with NCC at the Norfolk show, and they were uncertain whether the responsibility lies with NNDC or Highways. Mrs Briscoe advised CAT will write to Mr Le-May and his boss, Damien Jeffreys (Highways dept).

4.2 Cllr Taylor Report - Cllr Taylor had several items to report – 1) Malthouse Lane: he confirmed he has called this to the development committee, but the date is not yet confirmed. 2) Following a response from Konnectbus advising their 'current schedule is stretched to its limit', the PC provided Cllr Taylor with a follow-up letter to Konnectbus, which Cllr Taylor has submitted to them. He is awaiting a response and will chase after a week. The PC re-iterated how important this is for the village. 3) He was asked to chase for pre-application advice re expansion of the car park by the Church. 4) He advised the Community Funding and Local Members Highway funding have both been cancelled by NCC but the £4k per DC from NNDC still remains. 5) He visited Catfield Primary School and was very complimentary on how well run it is and how much the children are supported. 6) There is no update re Lea Road. 7) Cllr Taylor confirmed he is standing as the Police & Crime Commissioner Tory candidate. As there were no further question, Cllr Taylor left the meeting.

5. Matters Arising

Report on actions from the previous meeting, not discussed elsewhere;

7/10.3 Norfolk Pond Projects - Dr Bacon met with CAT and provided useful information & maps of past & present ponds. CAT will take the project on and so is no longer a PC issue.

7/8.4 Removal of Recycling Bank - Clerk awaiting date for removal. Response sent to magazine re; taking over bank responsibilities, but due to too much debris around the bins, they agreed this must still be removed. The PC proceeded to discuss the financial problems the magazine is experiencing. Following this, Mr Harris proposed Ms Johnson, Mrs Plowman or Mr Edwards ask the Chair not to reduce the content until they have all met and

discussed possible funding solutions. Cllrs to report back at the next meeting. The PC reiterated it wants to help and does not wish to undermine or usurp the Chair or staff in any way. Mr Snelling seconded. All in favour.
ACTION: Ms Johnson, Mr Edwards, Mrs Plowman

11 Insurance Renewal – Ms Johnson reviewed coverage of new Zurich Insurance and was satisfied with policy. She also compared this to the new CAN legal policy and advised they sit well together. No further PC action.

13.4 Sandholes Tree Quotes - Clerk instructed Target Trees to proceed and work is scheduled to begin 6th August. Mrs Briscoe raised awareness that Maintenance of Green Spaces is part of Milestones Section 106 and agreed to defer to item 8.

6. Planning

6.1 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 – A parishioner advised there are two outstanding items still but there is no further update at this time.

6.2 PF/26/0494 - Caravan On, Malthouse Lane, Catfield - Material change of use of land to use as a residential caravan site for 1 Gypsy/Traveller pitch comprising the siting of 1 mobile home, 1 touring caravan, 1 portacabin for ancillary residential use, associated hardstanding, fencing, new vehicle access and installation of a package treatment plant (Part retrospective) – The PC's objection letter had been submitted. CC Taylor had advised he has called this into Committee, so at this time, there is no further PC action, but Mr Harris said he would represent the PC, if required.

6.3 North Norfolk Call for Sites – In preparation for a new Local Plan, 'Call for Sites' invites landowners, developers, individuals etc to submit land to be considered for future development. This runs up to 13 July 2026, and sites must accommodate at least 5 dwellings or be a minimum site area of 0.25 hectares. Mr Harris stressed the major constraints in the village due to the proximity of SSSI's. There is no PC action at this time.

6.4 Any other planning matters – None raised

7. Highways & Road Safety

7.1 To discuss changes to bus schedule/route – As discussed under item 4.2, it was agreed to wait for Cllr Taylor's update.

7.2 New bus shelter update – As other bus routes/companies still use the VH stop, as Cllr Taylor advised future funding is being withdrawn by NCC and as the new bus shelter grant has already been approved, Mr Edwards suggested the PC proceed with installation of the second bus shelter. There were varying opinions whether to proceed or not at this time and following a long debate, and due to concerns the current grant may be withdrawn, Mr Harris proposed the PC proceed with installation of the second VH bus shelter. Mr Edwards seconded. A majority approval, with six voting in favour to proceed, two against and one abstention. **ACTION: Clerk to request proforma invoice from Westcotec**.

7.3 Any other Highways or road safety issues – None raised

8. Milestones, Section 106 Grant Request – A good response was received from NNDC's new Section 106 Officer, and it was agreed the PC need to act quickly and provide separate detailed project plans for each category. After a long discussion, Mr Harris proposed Ms Johnson, along with Mr Jordan, take responsibility for the Allotment Contribution, Mr Edwards for both the Parks & Recreation and Play Equipment Contributions and Mrs Briscoe for the Natural Green Space Contribution. Mr Roberson seconded and all in favour. **ACTION: Those responsible to prepare project plans as soon as possible.**

9. Village Hall

9.1 Recreation Ground – to discuss any update re play area – Mr Edwards advised completion is due by the end of next week. The PC still has work to update the igloo and remove the concrete post by the bus stop. **ACTION: Mr Edwards**

9.2 Any update re Village Hall renovations – Mr Roberson confirmed the VHMC are proceeding with a new front door and new toilet windows. He is also obtaining quotes for a modular building for storage and will need to replace the paving slabs. It was suggested the outside lighting could fall within the parameters of the playground Section 106.

9.3 To discuss potential amendments to existing VH lease – Mr Harris raised concerns how the VH will be managed if the VHMC were to dissolve, in future. Mrs Briscoe explained once the charity and lease are dissolved, ownership will return to the PC. Ms Johnson and Mrs Briscoe will discuss the lease amendments with CAN, but Dr Bacon added the PC may be able to utilize the existing Catfield Parish Trust. **ACTION: Ms Johnson/Mrs Briscoe.**

9.4 Any other VH issues – Mrs Briscoe requested the PC resolve the bin situation at this meeting. Ms Johnson researched the best services and provided the 3 options sought. Following a long discussion, involving parishioners and the PC, Mr Edwards proposed the PC proceed with NNDC's commercial waste service, with one general (black) and one recycling (green) collection per month, at a cost of approximately £350 p.a. Ad hoc collections to be arranged when required and the arrangement will be reviewed in April. Mrs Plowman seconded. All in agreement. **ACTION: Ms Johnson/Clerk to arrange.**

10 Correspondence

10.1 Any update re Children's Football – Mr Edwards advised, following the last meeting, the Clerk provided his details to the person who initiated the request, but the correspondent has not contacted Mr Edwards to discuss the suggestion further. No further PC action until the correspondent makes contact.

10.2 Any other correspondence received – None received.

11. Environmental

11.1 Catfield Action Team (CAT) Update – Mrs Briscoe provided a written update to all prior to the meeting. The Plant sale was a success, as was the Bingo session. The Swifts' project is underway and CAT assisted with the Father's Day Fete organised by the church. There will be a Members' Night at the Crown Inn on 10th July and an accessible walk from the Pleasure Boat at Hickling on 12th July. Details of all CAT events can be found in Catfield News.

11.2 Any other environmental issues – None raised.

12. Finance

12.1 To approve payments – Payment list supplied to all prior to the meeting.

Cheque 000087 - Clerk salary, including a back-dated pay increase from May, plus refund of expenses paid (mobile phone monthly cost, purchase of printer paper and notebook)

Bank Tfr – Zurich Insurance – Annual insurance policy renewal - £596.00
Bank Tfr – CUC – Allotment rent - £1.00
Direct Debit – ICO – Data protection fee - £47.00

12.2 To review and agree Bank Reconciliation - All Cllrs had received the Bank Reconciliation prior to the meeting.

12.3 To review and agree Accounts to Date - All Cllrs had received the full Accounts prior to the meeting. Mr Harris proposed items 12.1, 12.2 and 12.3 all be approved. Dr Harris seconded and all in favour. The cheque was duly signed.

12.4 Clerk's computer storage upgrade – The Clerk will hand over the laptop to Mr Snelling after the meeting for him to help resolve the current storage issue. **ACTION: Clerk & Mr Snelling.**

12.5 Any other financial matters – Following on from the internal audit, the items raised were discussed. The auditor suggested paying more transactions by BACS, which was discussed. But only 2 signatories currently use online banking and it is not always practical, which the PC noted. **ACTION: Mr Edwards will try to gain online access**. The Clerk performed a financial risk assessment for the Playground, and this was sent to all prior to the meeting and although not obligatory at this time to change, the Clerk resent instructions for the Cllrs to set up personal gov.uk emails.

13. To review & accept policies and agree future review dates:

13.1 Risk Management Policy – Dr Bacon proposed acceptance of the policy. Mr Harris seconded. All in agreement and the Policy adopted.

13.2 Code of Conduct – Dr Bacon proposed acceptance of the policy. Mr Harris seconded. All in agreement and the Policy adopted.

13.3. Complaints Procedure - Dr Bacon proposed acceptance of the policy. Mr Harris seconded. All in agreement and the Policy adopted.
Having viewed other PC websites, the Clerk suggested policies, other than Financial Regulations, could be reviewed within a 3-year period, instead of annually. This change was accepted by the PC. **ACTION: Clerk to arrange a 3-year policy schedule review.**

14. Progressreports for Information and agree future reporting schedule – The Clerk suggested the current reports could be discussed in more detail, if scheduled once per quarter, which was agreed by all. **ACTION: Clerk to schedule.**

14.1 Poor's Trust – No update at this time.

14.2 All Saints Church – Dr Bacon advised they held a successful fete at the Rectory and are still in progress with a heritage grant claim to allow improvements to the Church. Mrs Briscoe added the Church is working well with CAT. They now have swift boxes and have reviewed the grass cutting regime at the Church.

14.3 Allotments – No update at this time.

14.4 Any Other Reports – None raised.

15. Matters for next Agenda and information

The date of the next meeting confirmed for **7pm** on **29th July 2026**.

To exclude the public

Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for item 16 of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act, i.e., information relating to any individual.

16. Fenview, 3 Fenside Cottages – Lawful development certificate for existing use of land as residential and complaint received – Without the public present, the PC discussed at detail and length, a follow-up complaint received from a parishioner. Having sought further guidance from NALC, which reconfirmed the PC's previous action, Mr Harris proposed there is no change to the PC's response following the initial complaints and as there will be no further PC action, the matter will now be considered closed. All in agreement. **ACTION: Clerk.**
The development work at the property was also discussed and Mr Harris proposed the PC write to NNDC. All in agreement. **ACTION: Mrs Briscoe to draft.**

Meeting finished at 9.50pm

Chairman Signature: _______________________________ Date: ___________________________

Chairman Name: __________________________________