MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on WEDNESDAY 27th MAY 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, Mr Bunting, Mr Jordan, Mrs Cunningham (Clerk), CC/DC Taylor, DC Bayes and nine members of the public.

The meeting started at 7.19pm. Mr Harris advised the meeting is recorded for the purpose of producing the Minutes.

1. Election of Chairman - Mr Edwards proposed Mr Harris remain as Chairman. Ms Johnson seconded. No opposition and all voted in favour. Mr Harris thanked the PC for their support, accepted the position and signed the Declaration of Office form as Chairman.

2. Election of Vice-Chairman - Mr Harris proposed Mrs Briscoe as Vice-Chair. Ms Johnson seconded. No opposition and all voted in favour. Mrs Briscoe accepted the position and signed the Declaration of Office form as Vice-Chair.

3. Apologies and approval of absences – No apologies and all present.

4. Declarations of interests – Mr Snelling declared an interest in Lea Road and Mr Jordan in Fenside.

5. To approve as accurate Minutes of the previous meeting

Mr Harris proposed the Minutes of the 29th April be approved. Mr Snelling seconded. All in favour and the Chairman duly signed.

6. Public Forum

6.1 Public

Due to number of families with small children, a parishioner suggested a community garden in the village. The PC briefly discussed the possibilities of adding benches and planted areas to the new playground, so this becomes a central area for the community. Further discussions would be needed over time, as this would all require additional funding. For now, the suggestion has been noted.

6.2 Cllr Taylor Report - Cllr Taylor was congratulated for election as County Cllr for the Stalham area and he will support the area as both County & District Cllr. He had a few DC items to report – 1) Re Store Galore, he is awaiting written confirmation following an on-site meeting with Planning but summarized that unless there is movement on the fencing situation, the case may proceed to a civil dispute. 2) He met with Planning and advised the new Malthouse Lane application addresses the nutrient neutrality issue. 3) A new community funding scheme, available to DC's, will be introduced in a couple of weeks. 4) He made representations to Konnectbus re the new bus schedule. The company recognized the need for the service and although the service is stretched, they will discuss it internally. Cllr Taylor will continue to apply pressure. Re County matters, he is meeting with all head teachers and will visit Catfield Primary in a few weeks and advised NCC currently has 'no overall control' and they are currently in the process of forming a new administration. Cllr Taylor and Cllr Bayes then left the meeting.

7. Matters Arising

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

5/5 Catfield Magazine – Discussed during the Annual Parish Meeting.

5/10.3 Norfolk Pond Project - Dr Bacon offered to meet with CAT to provide information and maps. **ACTION: Dr Bacon**

5/13.5 Other Reports – Contact NNDC re Mr Edwards DOI. Clerk advised there has been a change and this should be deferred for now.

7.2 Other Highways Issues – Clerk to request copy of letter sent re Watering Piece Lane obstruction. Clerk had actioned. The PC discussed and agreed no further action required.

8.4 Removal of glass recycling bank – Clerk requested and awaiting removal date. Since then, a request has been received from the magazine to keep the bin, which the PC discussed, but due to too much broken glass, all still in agreement for the removal. **ACTION: Clerk**

8.5 Other VH Issues – Mr Snelling removed metal cage from VH neighbour's garden, as requested.

9.6 Other Financial Matters – Notice has been given to close the PC's savings account, as funds required for playground.

12.7 Parish Footpath Audit – Ms Johnson said this was discussed at a CAT meeting and they will complete an audit.

12.8 Other Environmental Issues – Dr Bacon visited the homeowner of the overgrown ivy on the pathway, as although he usually cuts back the ivy, the wall has become too dangerous to do so. He has provided the homeowner with contact information to someone who can help with the wall repairs.

13.1 Correspondence - Primary School Car Park – A response has been sent. No further PC action.

8. Planning

8.1 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 they are awaiting a few more responses from the Council, but there is no further update at this time.

8.2 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) –** Following a long discussion, it was agreed that all previous objections raised by the PC still apply and Mrs Briscoe agreed to review the application to ascertain whether the applicant has addressed all points previously raised. Catfield PC are still in objection but it was noted that Ludham PC support the application. Mr Harris proposed Mrs Briscoe review the new application and draft objection response. Dr Bacon seconded. All in favour. **ACTION: Mrs Briscoe**

8.3 CD/25/1379 – Any update re 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 –** Following Cllr Taylor's update, and due to the unresolved fence issue, the PC agreed there is nothing further they can do at this time. It was noted that all other imposed conditions have now been addressed.

8.4 Any update re Fenview, 3 Fenside Cottages – **Lawful Development Certificate for existing use of land as residential garden –** Mr Harris advised the PC received a letter, which consisted of 2 complaints, one regarding the PC and another regarding an individual. The PC have taken guidance from NALC, who advised the letter does not have to be read aloud at the meeting and that the contents should be discussed in a closed session at the end of the meeting, which the PC agreed to do.

8.5 Any other planning matters – None raised

9. Highways & Road Safety

9.1 To discuss changes to bus schedule/route – It was agreed the PC have done everything they said they would do, at this time, and now need to wait for a response from Konnectbus and Cllr Taylor. If not addressed by the bus company, then further action will be taken. How Konnectbus is funded was questioned by the PC and it was agreed to research if any part is funded by NCC. **ACTION: PC.** Cllr Taylor had written to advise he would allow the company some time to try to incorporate the VH bus stop into the route, and he would chase for an update, early June.

9.2 New bus shelter update – Mr Edwards advised there is further funding available for bus shelters this year and it was agreed to postpone any decisions on the possibility of applying for another bus shelter until there was an update from Cllr Taylor re the VH/Konnectbus schedule. Also, following last month's meeting, where a parishioner requested a slight relocation of any new bus shelter at the VH, it was agreed to, again, wait for the update.

9.3 Any other Highways or road safety issues – None raised

10. Village Hall

10.1 Recreation Ground – to discuss any update re play area (including Section 106, deposit & predicted cashflow) – Mr Edwards confirmed contractors will start on 17th June. The car park should still be around half open and the playground will be fenced off. He added that he has been trying to obtain quotes for the igloo ground cover. Following a discussion, Mr Harris proposed 1) the VHMC be updated re car parking, 2) Mrs Briscoe chase NNDC re Milestones Section 106 and 3) the concrete post (near the bus stop) be removed. Mr Edwards seconded. All in favour. **ACTION: Points 1 & 2 Mrs Briscoe, 3. Mr Edwards**

10.2 Any update re Village Hall renovations – Mr Roberson advised they need to remeasure the doorway, but Dr Bacon raised H&S concerns regarding main doors opening inwards. **ACTION: Mr Roberson to review regs.**

10.3 To discuss potential amendments to existing VH lease – Mrs Briscoe proposed the PC apply for the gold level service with Community Action Norfolk, as they are now ready for the application to be submitted and paid. All in agreement. **ACTION: Clerk register and pay for application.**

Ms Johnson researched bin collections, as part of the food hygiene rating obtained by the VHMC and Mr Harris suggested the information be summarized and a recommendation be made to the PC, for agreement how to proceed, at the next meeting. **ACTION: Ms Johnson/Mrs Briscoe.**

10.4 Any other VH issues – Re Outside lighting, Mr Roberson will obtain some quotes and report back to the PC.

11. Finance

11.1 Review and approve Asset Register – All Cllrs had received and agreed the Asset Register. Mr Harris proposed approval. Mrs Briscoe seconded. All in favour and the Asset Register approved.

11.2 Approval of the Annual Return Governance Statement - All Cllrs had received the Statement. Mr Harris proposed approval. Mrs Briscoe seconded. All in favour and the Chairman duly signed.

11.3 Approval of the Accounting Statements of the Annual Return - All Cllrs had received the Return. Mr Harris proposed approval. Mrs Briscoe seconded. All in favour and the Chairman duly signed.

11.4 To note the Internal Auditors Report and discuss matters raised - All Cllrs had received the Report and Mr Harris read out the 3 recommendations which the PC discussed, 1) making more payments by BACS, 2) Cllrs using gov.uk email addresses, which the PC have differing opinions and 3) a separate risk assessment for the new playground. The auditor complimented the Clerk on the clarity and presentation of all documentation. Mr Harris proposed acceptance of the report. Mr Edwards seconded. All in agreement. **ACTION: Points: 1 & 3 Clerk, 2: All Cllrs & Clerk to forward set-up information. Mr Edwards to check online banking access.**

11.5 To approve payments

Payment list supplied to all prior to meeting;
Cheque 000086 – Clerk salary (including final SAR hour, small income tax refund) plus refund of expenses paid (mobile phone monthly cost, mileage to/from internal auditor, purchase of ink cartridge, purchase of new mobile phone, purchase of internal solid-state drive for laptop storage)
Bank Tfr – NALC – Annual Membership & Website Hosting - £360.28
Bank Tfr – ME Anderson-Dungar – Internal Audit - £55.00
Bank Tfr – NNDC – Emptying of Dog Bins - £936.00
Bank Tfr – Community Action Norfolk – Annual Membership - £150.00
Mr Harris proposed all payments be approved. Mr Edwards seconded. All in agreement and cheque duly signed.

11.6 Clerk mobile phone & computer – The Clerk purchased a new mobile phone and to help solve the laptop issues, has ordered the hard-drive, suggested by Mr Snelling. Mr Harris proposed approval. Mr Edwards seconded. All in agreement. **ACTION: Mr Snelling to install hard drive.**

11.7 Any other financial matters – Mr Edwards explained if the playground works are completed before the next meeting, the Clerk will defer payment to allow time for the PC to review the work and agree at the next meeting.

12. Review Insurance Renewal

Following the last meeting, the PC were all in agreement to renew the Zurich Insurance policy. The PC was also provided with confirmation of the VH rebuilding cost from the VHMC's policy, which the PC felt was sufficient. **ACTION: Dr Bacon to review the Zurich insurance coverage and report if any discrepancies.**

13. Environmental

13.1 Catfield Action Team (CAT) Update – Discussed at the APM. No further update.

13.2 Any update re Deer Culling in Catfield – No further update since last meeting.

13.3 Butterfly Conservation & Catfield Fen – Following the last meeting, a reply has been sent and no response received. No further action required at this time.

13.4 Discuss Sandholes tree work quotes – The PC discussed the 3 quotes received. Mr Harris proposed to proceed with Target Trees to carry out the work. Mr Jordan seconded. All in favour. **ACTION: Clerk to instruct.**

13.5 Hedge Cutting – Mr Harris explained the PC have previously written to Highways regarding hedge cutting and excessive grips in Catfield and Mrs Briscoe advised CAT were reviewing the verge cutting best practices. As CAT are actioning, there is no PC action required at this time.

13.6 Any other environmental issues – None raised

14. Correspondence

14.1 Children's Football – Following receipt of a letter asking if the PC would be open to exploring opportunities to support children's football, Mr Edwards said the field is a wonderful asset that is grossly underused and offered to meet with the correspondent to discuss the matter further. **ACTION: Clerk to pass on Mr Edwards contact details.**

15. To review & accept policies – Financial Regulations – Mr Harris proposed acceptance. Mrs Plowman seconded. All in agreement and policy adopted.

16. Progress reports for Information - Any Reports not discussed at the APM – None

17. Matters for next Agenda and information

The date of the next meeting confirmed for **7pm** on **24th June 2026**.
Following advice from NALC, Mr Harris confirmed any items received after the agenda has been set on the Friday before the meeting, must not be discussed but added to the next month's agenda. The PC were in agreement.

To exclude the public

Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for item 18 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.

18. Employment review update & salary - Mr Harris proposed the public be excluded from the meeting. Dr Harris spoke on behalf of the staffing committee and changes to the Clerks salary and annual leave, which are to be backdated to April, were proposed. Mrs Plowman seconded, and all voted in favour of the amendments.
In general, urgent approval of letters in between meetings was also discussed. **ACTION: Clerk to ensure all drafts sent as PDF and alert via WhatsApp.**

8.4 Any update re Fenview, 3 Fenside Cottages – Without the public present, the PC discussed at detail and length, two complaints received from a parishioner and the advice received from NALC. Following this, Mr Harris proposed the PC proceed as guided by NALC. Dr Harris seconded. All in agreement to proceed with two abstentions due to interest. **ACTION: Clerk**

Meeting finished at 9.50pm

Chairman Signature: ______________________________ Date: __________________________

Chairman Name: _________________________________