MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on WEDNESDAY 29th APRIL 2026 in the VILLAGE HALL

Attendance

Mr Harris (Chairman), Mr Edwards, Mrs Plowman, Dr Bacon, Ms Johnson, Mr Roberson, Mr Snelling, Dr Harris, Mr Bunting, Mrs Cunningham (Clerk), DC Taylor, DC Bayes, CC Price and eight 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 Mr Jordan.

2. Declarations of interests

None declared.

3. To approve as accurate Minutes of the previous meeting

Mr Harris proposed the Minutes of the 25th March 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 advised Sgt Green would be joining the meeting shortly to discuss the night-time deer shooting in Catfield.

4.2 Cllr Taylor Report - Cllr Taylor had a few items to report – 1) there is no update re Lea Road, 2) the majority of Victory Housing issues, reported a while back, have now been rectified, 3) Following a Store Galore update from NNDC Planning, Cllr Taylor has requested a meeting with Mr Peacock to discuss the matter further. He added if the matter becomes a civil dispute, the DC's will have to remove themselves from the situation. After Sgt Green had spoken, Cllr Taylor continued and asked for any suggestions, from the PC or CAT, as part of their community action scheme.

Sgt Graham Green – Mr Harris thanked Sgt Green for his assistance with the nighttime deer shooting. Sgt Green advised there had been a decrease in the number of reports to the Police and stressed any incidents, unusual activity or shots being fired should be reported, ideally with a location and/or car description or registration, if possible and this can be reported anonymously, if preferred. He explained, those shooting legally would always obtain the landowners permission, would submit the necessary documentation and not be in large groups. He advised of a recent change to the nighttime deer shooting license criteria. Sgt Green confirmed PC Pritty has retired and they are in the process of recruiting a new Beat Manager. He concluded by asking the public to contact the Police with any other general concerns they may have. Sgt Green was thanked for his attendance and assistance with the deer shooting and he then left the meeting.

4.3 Cllr Price Report

He explained community funding sources will become available on the NCC website from June and, as this was his last meeting due to retirement, he was thanked for his attendance and contribution and received a round of applause.

5. Matters Arising

Report on actions from the previous meeting

4.1 Public Forum – Letter re Malthouse Lane site - Mr Harris/Mrs Briscoe to forward email to PC and Mrs Briscoe to review the enforcement details and draft email - Mr Harris advised Mrs Briscoe will draft a letter to NNDC after the compliance date of 5th May, asking what action, if any, NNDC intend to take. **ACTION: Mrs Briscoe**

5 Catfield Magazine - Mrs Plowman to provide update re magazine appointments - Mrs Plowman advised she contacted a lot re advertising in the magazine and 2 have committed. She is also in the process of trying to obtain a grant for the magazine. **ACTION: Mrs Plowman will update at the next meeting.**

6.2 Lea Road Development - Mrs Briscoe to research why this application, if successful, would not count toward Catfield's housing allocation - Mr Harris advised Mrs Briscoe researched and confirmed if the application is approved, the 10 houses will not count toward the allocation, as Lea Road is within the defined settlement boundary for Catfield and, therefore, any development within that boundary will not count toward the 39.

6.3 Other Planning – 3 Fenside Cottages - Clerk to send update letter to Inspectorate & Mrs Briscoe to draft a letter advising Planning of additional work being carried out - Discussed under item 6.2

7.1 Parish Partnership Scheme – Bus Shelter - Clerk to proceed with order - Discussed under item 7.1

8.1 Recreation Ground - Mr Edwards to a) liaise with Mr Roberson re Heras fencing, b) discuss finances with Clerk, c) proceed with order - Discussed under item 8.1

8.3 Amendments to VH lease - Clerk to pay & complete application between meetings. Mrs Briscoe & Ms Johnson to discuss lease with CAN - Discussed under item 8.3

9.1 Clerk computer & phone - Mr Edwards offered to discuss the issue with a contact and Mr Bunting would also discuss with a local company. Clerk to review options - Discussed under item 9.5

9.2 Asset Register - Mrs Briscoe offered to contact the VHMC for the current insurance value. Discussed under item 8.3

9.4 Other VH Issues - a) Clerk to provide information re recycling credits received and b) Mrs Briscoe to research re food bins at VH - Discussed under items 8.4 and 8.5

10 Risk Assessment Review - Clerk to contact NALC - Discussed under item 10

10.3 Norfolk Pond Project - Ms Johnson/Mrs Briscoe to discuss with CAT - Ms Johnson confirmed this has been actioned. **ACTION: Dr Bacon to provide further pond information to Ms Johnson**

11.1 CAT - a) Mrs Briscoe to draft email to CAT re reviewing Sandholes survey b) Clerk to obtain quotes for Sandholes tree work - Discussed under item 12.6

11.2 Deer Culling - a) Mr Harris to request attendance of Sgt Green b) Clerk to send draft to NE - Sgt Green attended meeting.

12.1 Other Correspondence - Mr Harris to report suspicious activity re lambs to police - Mr Harris reported the incident

13.5 Other Reports - Clerk to check declaration of interests on NNDC website - Mr Roberson completed online form and Clerk sent updated form for Mr Edwards, Mr Harris and Mr Bunting. Mr Edwards advised his old DOI was now on the website and not his new version. **ACTION: Clerk to contact NNDC re Mr Edwards correct DOI**

6. Planning

6.1 PO/26/0036 – Land south of Lea Road, Catfield - Mr Harris advised there was no update on the website and no-one present had any other information. Mr Snelling declared an interest. No action for the PC at this time.

6.2 Any other planning matters

At the last meeting, continuing development work at 3 Fenside Cottages, Fenside was discussed. Mrs Briscoe drafted a letter to NNDC advising them of this work, which had been sent to the Cllrs. The draft was recirculated at the meeting and Mr Harris proposed acceptance of the letter. Mrs Plowman seconded and all in agreement. **ACTION: Clerk to send letter to NNDC.**

The PC received an update re Store Galore, after the agenda had been set, advising Heras fencing is partially obstructing access and is hindering the applicant from installing new security fencing and gates, as stipulated in the agreed conditions. Suggestions how to find a solution were discussed by the PC and parishioners present and following the outcome of Cllr Taylor's meeting with Planning, Mr Harris proposed to draft a letter to Planning with the agreed suggestion. Cllr Taylor said he will request Mr Peacock visit the site to fully understand the situation. Mr Edwards seconded. All in agreement. **ACTION: Mr Harris**

7. Highways & Road Safety

7.1 New Bus Shelter Update

The PC had been contacted by parishioners complaining of changes to the current bus routes. Cllr Taylor confirmed he was not involved in any route planning. The new Konnectbus service does not stop outside the VH, making bus users from the VH side of the village walk around a dangerous, blind corner to the nearest stop. Three topics were discussed; 1. The PC received an inadequate email from Highways, which did not clearly explain the route change and so the PC, nor the public, were aware of the changes. Mr Harris proposed there was inadequate notice and no consultation. Mr Edwards seconded. All in agreement. 2. Mr Harris proposed the new route is unacceptable and must be changed. Mrs Plowman seconded. All agreed. Cllr Taylor has a meeting with Konnectbus to discuss further. Mr Harris proposed Mr Edwards draft a letter for Cllr Taylor to use during his meeting. Dr Harris seconded. All in agreement. **ACTION: Cllr Taylor & Mr Edwards.** 3. Parishioners present requested the proposed new bus shelter, on the opposite side of the VH, be relocated a few meters along, to stop buses blocking their driveway. While the route is being discussed, the new shelter purchase has been postponed and following Cllr Taylor's meeting, Mr Edwards will discuss the new shelter location with the parishioners. **ACTION: Mr Edwards**
Cllr Taylor, Cllr Bayes and Cllr Price left the meeting.

7.2 Any other Highways or road safety issues

Re parking at Elderbush Lane, Highways advised dangerous and obstructive parking should be reported to the police via their website or by calling 101.
Dr Bacon raised concern about road obstructions at Watering Piece Lane. Highways previously advised the PC, they had contacted the homeowner, but the situation is still not resolved. Mr Harris proposed the PC request a copy of Highways letter to the homeowner. **ACTION: Clerk**

8. Village Hall

8.1 Recreation Ground – to discuss any update re play area (including Section 106, deposit & predicted cashflow)

Mr Edwards confirmed the new playground salesman advised incorrectly and a 20% deposit must be paid immediately, which the PC agreed. Once the materials and contractors are on site, another 30% will need to be paid. The work is scheduled to begin on 17th June and will be on site for 9 days. Mr Roberson will arrange Heras fencing. **ACTION: Clerk to pay deposit. Mr Edwards to obtain quote for ground covering under the remaining igloo.**

8.2 Any update re Village Hall renovations - Mr Roberson advised there is nothing to update at this time.

8.3 To discuss potential amendments to existing VH lease

Ms Johnson advised the application can be submitted once she and Mrs Briscoe are ready to begin lease amendment discussions with Community Action Norfolk. No action at this time.

8.4 Removal/relocation of glass recycling bank

Although the PC receives a small income from glass recycling, due to the amount of glass around the bank, the locality next to the playground and as household bin collections are changing, Dr Harris proposed the recycling bank be removed. Mr Roberson seconded. Two against but majority in favour to remove. **ACTION: Clerk to arrange removal.**

8.5 Any other VH issues

Mr Edwards said a parishioner advised children are climbing onto the VH roof and using it as a slide. A metal window cage was being used to access the roof. Mr Roberson proposed, as Mr Snelling offered, that he arrange to dispose of the metal cage. Mr Edwards seconded. All in favour. **ACTION: Mr Snelling**.

Mrs Briscoe was not present to update regarding conditions that must be implemented as part of the food hygiene rating. **ACTION C/F: Mrs Briscoe to research.**

9. Finance

9.1 To approve payments

Payment list supplied to all prior to meeting.
Cheque 000085 – Clerk salary (including 2 hours SAR, refund of mobile monthly cost)
Bank Tfr – Playdale Playgrounds Ltd – 20% deposit for new playground - £11,987.92

9.2 To review and approve Year End Accounts

All Cllrs had received and viewed the Year End account which were sent to all prior to the meeting.

9.3 To review and approve Year End Bank Reconciliation

All Cllrs had received and viewed the Year End bank reconciliation which was sent to all prior to the meeting.

Mr Harris proposed approval of payments and acceptance of items 9.1, 9.2 and 9.3. Dr Harris seconded. Accounts, Reconciliation and Cheque duly signed.

9.4 To review the Asset Register

The PC disputed the value of the Village Hall in the Asset Register, particularly in light of information received just prior to the meeting from the VHMC, which confirmed the high rebuild cost of the hall. The Clerk advised the Asset Register is not associated with the insurance value but Mr Harris said there is no dispute on the ownership in the Register, but the PC should review the insurance information provided by the VHMC. **ACTION: Clerk to circulate VHMC information**.

9.5 Clerk mobile phone & computer

Mr Snelling advised, in order to update the Clerk's computer, he will recommend a hard drive for the Clerk to purchase, at a cost of around £60, which he will install for free. The Clerk also provided a quotation for a refurbished mobile phone, but Mr Harris proposed a new phone would be more satisfactory. Mr Edwards seconded. All in agreement. Permission was granted to allow the Clerk to purchase the equipment prior to the next meeting. **ACTION: Mr Snelling & Clerk.**

9.6 Any other financial matters

Due to upcoming payments for the playground, the Clerk suggested as the majority of funds held in the savings account would soon be required and as the balance would fall below £10k, the savings account would need to be closed. A detailed cashflow had been provided to the PC prior to the meeting. Mr Roberson proposed the Clerk proceed as suggested. Dr Harris seconded. All in agreement. **ACTION: Clerk to give notice to close savings account**

10. Risk Assessment review

Following the last meeting, a revised Risk Assessment had been sent to all, which included the requested Data Protection section. Mr Harris proposed acceptance of the Risk Assessment review. Mrs Plowman seconded. All in agreement.

11. Review Insurance Renewal

The PC received 2 insurance quotations. Mr Harris proposed the PC proceed with the Zurich Insurance policy, providing the cover is still sufficient for the PC requirements. Mrs Plowman seconded. All in agreement. **ACTION: Dr Bacon to review coverage**. **The PC to review the VHMC insurance quote.**

12. Environmental

12.1 Catfield Action Team (CAT) Update - A report had been provided by Mrs Briscoe, which the PC noted.

12.2 Any update re Deer Culling in Catfield - Discussed under item 4

12.3 Butterfly Conservation & Catfield Fen

The PC received a letter from the Butterfly Conservation (BC) Chairman requesting clarification of aspects relating to the Rond, which prompted a long discussion. Mr Harris explained the PC has legal obligations to assess all activity undertaken on the designated SSSI and consent must also be sought from Natural England (NE). He then provided photos of cut reeds on the site to the Cllrs. Dr Bacon declared an interest, as although not active, he is still listed as an honorary warden and continued to explain of an historic agreement the BC had with the PC. Mr Harris read a pre-drafted response to the BC, which he proposed the PC accept, with the addition of answers to 3 specific questions. Dr Harris seconded. Dr Bacon requested a recorded vote; Mr Snelling, Dr Harris, Mrs Plowman, Mr Harris, Mr Edwards and Mr Bunting voted for. Dr Bacon voted against. Mr Roberson and Ms Johnson abstained. **ACTION: Clerk to send letter**

12.4 Update from Broadlands Futures Initiative Webinar

Dr Bacon advised he attended the Webinar where flooding, preparation for future flood levels and flood risks were discussed.

12.5 Broads Authority – Review of the Broads Plan

Should anyone wish to comment on the review, the closing date is 15th May. Dr Bacon will be attending a meeting next week. The PC did not wish to formally respond.

12.6 Discuss Sandholes tree work quotes

The PC are awaiting a third quote. Mr Roberson proposed once the 3rd quote is received, the PC agree on the contractor before the next meeting, if possible. Mrs Plowman seconded. All in favour. **ACTION: Clerk to update concerned parishioner and chase quote.**

12.7 Parish Footpath Audit

The PC received an email from the Norfolk Ramblers requesting a footpath audit. As a member, Dr Bacon declared an interest. Ms Johnson proposed not to participate as part of the Ramblers request, but to share the information for CAT to review. Mr Harris seconded. All in favour. **ACTION: Ms Johnson to share information with CAT**

12.8 Any other environmental issues

Dr Bacon raised concern regarding a path from The Street to Back Lane/Dale Lane, where ivy, attached to a flint wall, is overhanging, obscuring the pathway and damaging the wall. Mr Harris proposed Dr Bacon draft the details so it can be reported to Highways. Mr Roberson seconded. All in favour. **ACTION: Dr Bacon**

13. Correspondence

13.1 Issue at Primary School car park

The PC received a letter suggesting CAT could help repair damage to the school car park, however, the repairs have already been completed. No PC action required. **ACTION: Clerk to respond to parishioner**.

13.2 Malthouse Lane site - Discussed under item 5

13.3 Any other Correspondence received – None received

14. Email Scamming

Mr Harris advised of issues experienced with email scamming. Other than being vigilant, no PC action.

15. To review & accept policies

15.1 FOI – Model Publication

15.2 FOI – Guide to Information

15.3 FOI – Schedule of Charges

Mr Harris proposed approval of items 15.1, 15.2 and 15.3. All in agreement and policies accepted.

16. Progress reports for Information

16.1 Poor's Trust – Nothing to report

16.2 All Saints Church - Dr Bacon advised, with advice from CAT, the churchyard cutting regime has changed and there will be more informal areas with wildflowers. 6th May will be the Annual Church Meeting, when Church Wardens will be appointed.

16.3 Allotments (include discussion re adding to website) - Ms Johnson advised she completed the allotment survey.

16.4 Any other Reports

Ms Johnson said parishioners had reported Highways cut some hedges at the wrong time and they will report directly to NCC. **ACTION: Clerk to add hedge cutting to next agenda.**

17. To confirm the meeting date for the Clerk's annual review - Meeting date confirmed.

18. Matters for next Agenda and information

The date of the Annual Parish Meeting scheduled for **6.30pm-7pm** on **27th May 2026**.
The date of the next meeting, scheduled for **7pm** on **27th May 2026**.

Meeting finished at 10.25 pm

Chairman Signature: ____________________________

Date: ___________________________

Chairman Name: _________________________________