

**MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm ON
WEDNESDAY 1st DECEMBER 2021 IN THE VILLAGE HALL**

Attendance: Dr Bacon in the Chair, Mr Edwards, Mr Filgate, Mrs Gardiner, Mr Harris, Mr Hill, Ms Johnson, Mr Read, Mrs Wickens, Cllr Grove-Jones (District Councillor), Ms S. Vergette (clerk) and thirteen members of the public.

Dr Bacon welcomed everyone to the meeting. The meeting was being recorded for the purposes of producing the minutes.

1. **To Receive and Approve Apologies for Absence:** Apologies received from Mr Jordan.
2. **Declarations of Interest.** There were none.
3. **To approve the minutes of the previous meeting.**
The minutes of the previous meeting were **agreed** and signed by the chairman.
4. **Public Participation**
 - 4.1 Public. A member of the public mentioned the damaged footpath was in Lea Road, not New Road. **Action clerk to report.**
 - 4.2 District Council Report. Cllr Grove-Jones stated that she had received correspondence from the new officer dealing with the Station Nurseries (Sands) site and would report under planning.
 - 4.3 Cllr Price was not in attendance.
5. **Matters Arising:** Actions points from the previous meeting had been circulated and were noted. There has been a call for a Parish Council election which should be held on 20th January 2022.
6. **Petanque**
Jane Turner who asked for a Petanque area to be considered had submitted a further proposal for the Petanque terrain to be at the back of the playground, details had been circulated. It was **agreed** that the Parish Council were in favour, but it was **agreed** to wait until after the results of the parish questionnaire had been collated to make any final decision on the site.
7. **Finance**
 - 7.1 To receive and adopt a budget. Mr Harris stated that a sum should be included for reclaiming VAT, he also stated that the sum included for possible grass cutting for the churchyard should be removed. Mr Harris proposed that the budget should be **accepted** with those amendments, seconded by Ms Johnson. There were five votes in favour and four abstentions. The budget was **adopted**.
 - 7.2 To discuss and set the Precept. Mr Harris proposed that the precept should remain at £12,000 for 2022/23, seconded by Mr Filgate this was **agreed**.
 - 7.3 Financial update. Current account £3350.70, number 2 account £629.52, BPA £19181.27, total £23161.49.
 - 7.4 To approve payments:
101387 for £106 payable to HMRC for tax
101388 for £16 payable to The Broads Society (subscription)
101389 for £344.16 payable to Century Printing, for printing the questionnaire.
The Clerk's salary will be paid by standing order.

Mr Read proposed that the payments were made seconded Mr Harris this was **agreed**.

8. Planning

8.1 PF/21/2367 2 Long Lane – refusal

8.2 Other planning matters. Mr Edwards raised concern over the Milestones site, there is a lot of work in progress. **Action clerk and Cllr Grove-Jones to contact NNDC Planning**

Cllr Grove-Jones reported that a new consultation has been received for Station Nurseries (Sands) relating to the discharge applications for surface and foul water. The Parish Council should have been consulted on this so Cllr Grove-Jones will follow up on that. **Action Clerk to send previous correspondence to Cllr Grove-Jones for onward transmission to the Planning Officer.**

Cllr Grove-Jones stated that there is a further extension with regard to the Lea Road planning application until 25th February 2022. Mr Harris stated that there should be a habitats directive for the site. Cllr Grove-Jones stated that she will step down as chair of the Planning Committee when this application is discussed.

Nothing further had been heard with regard to enforcement at the Livery.

It was agreed that there are better sites for development in Catfield, the Parish Council should let Mr Rowson at NNDC know about these sites.

Cllr Grove-Jones left the meeting at 8.10pm

9. Environmental Matters.

9.1 Litter bin for the playing field. Mr Edwards reported that he had an option on a bin at a cost of £100 plus delivery, he will need assistance to site the bin. It was **agreed** to purchase the bin.

Mr Edwards went on to say that monitoring of the dog bins showed that they are three quarters full at the time they are emptied, which is weekly at present. He will continue to monitor the situation. It was **agreed** to continue with weekly collections for the time being.

9.2 Highway Matters. The clerk informed councillors that the routine highway inspection would take place in early January, any potholes, standing water etc should be reported to the clerk who will pass the information on.

Mr Read stated that a parishioner had cut down the brambles on Long Lane because he was concerned about the danger to children walking to school. Mrs Gardiner will thank the parishioner through the magazine. **Action Mrs Gardiner.**

Parishioners were concerned that there are a lot of walkers who use Plumsgate Road but it has a 60mph speed limit and also about the speeding of delivery drivers in Back Lane. It was agreed to wait until the results of the questionnaire had been collated before any action is taken. Mr Filgate also expressed concern over speeding through the village.

9.3 Possible site for trees/hedges. The clerk had contacted Victory Housing regarding the green at Long Lane and is waiting for a response. Mr Filgate thought the trees could be sited at the playing field; this was **agreed**. Mr Filgate will form a working group and report back, Mr Read and a member of the public will join the group. **Action clerk to request copse trees.**

Dr Bacon reported that the Poors Trustees had discussed possible land for some trees, most is occupied by tenants but there may be a piece of land that could be used as allotments which would be of benefit to parishioners. Again, the survey will inform the Council with regard to the needs of the parish.

10. Update on Questionnaire

Ms Johnson reported that 130 questionnaires had been returned. She thanked the parishioners who help to distribute the questionnaires. Responses are being collated and a report will be made at the next meeting. Thanks also to Vish in the shop. A public meeting will be held in late January/early February. Dr Bacon thanks Mr Harris, Ms Johnson, Nicky and Vish for their work on the questionnaire.

A draw took place for the vouchers. First 92, second 78, third 98.

11. Code of Conduct

There was much discussion regarding the Code of Conduct. Mr Edwards had circulated a draft and additions had been made by some councillors. It was agreed that “acceptable practices” was not a matter for the Code of Conduct, nor was a Grievance procedure. There should be a separate complaints policy. There was also discussion with regard to environmental issues. It was accepted that it is not necessary for councillors to sign the Code of Conduct but could sign to say they have received it. A Code of Conduct needs to be published on the website. Dr Bacon stated the Code of Conduct should include information with regard to Declarations of Interest and Register of Interests and there is no mention in the present draft. Mr Harris thought this was covered by completing the forms upon being elected to the Parish Council and thought there should be a reference to it in the Code of Conduct.

Mr Harris proposed that the draft prepared by Mr Edwards should be used as a basis to work from, and responses should be made to this document. Dr Bacon stated that he would vote against as he thought an adapted national Code should be used but he would help to modify Mr Edwards’ draft Code. Seconded by Mr Read with six in favour and three against. **Action all councillors to respond.**

12. Progress reports for information

12.1 Village Hall. Mrs Gardiner stated that the hall is being used more now.

13.2 All Saints Church. Dr Bacon reported that a Priest in Charge had been appointed, Gary Noyes, on a house for duty basis and he would be living in Ludham Rectory from February. Mrs Gardiner stated that the church had just paid their Parish Share in the sum of £7,000. There will be a Christmas Tree Festival from 15th to 23rd December. There had been a successful Remembrance Day service.

13.3 Poors Trust. The Annual Distribution will take place in mid-December.

13. Date of Next Meeting

13.1 The date of the next meeting was set for Wednesday 5th January 2022 at 7pm in the village hall.

13.2 To approve meeting dates for 2022. The proposed dates for meetings had been circulated and these were **agreed.**

14. Any Other Business/Information

Mr Read asked for an item to be placed on the agenda regarding the employment of the clerk. Mr Filgate informed the Council that the Broads Society had passed a resolution for a climate emergency, and they were lobbying regarding flooding matters. Mrs Wickens had been appointed a Vice-President and he and Dr Bacon were re-elected committee members.

The meeting closed at 10pm.

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Chairman

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Date