

**MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on  
WEDNESDAY 2<sup>nd</sup> February 2022 IN THE VILLAGE HALL**

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

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

Dr Bacon stated that the clerk had resigned, giving three month's notice.

**1. To Receive and Approve Apologies for Absence:** Apologies received from Mrs Wickens (isolating).

**2. Declarations of Interest.** Mr Harris and Ms Johnson will declare interests in planning matters.

**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. Nothing reported.

4.2 District Council Report. Cllr Grove-Jones reported that local business grants were being given to help small businesses from the effects of Omicron. The budget at NNDC is still being discussed. Citizens Advice Bureau is issuing fuel vouchers to those who need them. Ex service personnel can obtain help and they should contact John Toye at NNDC. The Local Plan, Regulation 19 consultation is in progress.

Dr Jennifer Harris arrived at the meeting at 7.10pm, Dr Bacon welcomed her to the Parish Council. Dr Harris signed her Declaration of Acceptance of Office and joined the meeting.

4.3 Cllr Taylor stated he would report under items as they come up on the agenda.

4.4 Cllr Price report the Covid statistics. Norfolk County Council budget proposals have been published on their website. The Levelling Up Fund White Papers indicates that Norfolk is one of the nine areas affected. Cllr Price recognises the concerns of parishioners regarding speeding and has been working on proposals. Ms Johnson asked if Cllr Price could provide more posts for the SAM2 signs out of his budget.

**5. Matters Arising:** Actions points from the previous meeting had been circulated and were noted.

**6. Code of Conduct**

The draft Code of Conduct had been circulated and Mr Edwards explained the changes that had been made. Reference to environmental issues had been removed, there should be a separate policy for this. Dr Bacon and Mr Hill both stated they would prefer to adopt the NALC or LGA Code of Conduct. Mr Edwards proposed that the Code of Conduct should be adopted, seconded by Mr Read. There were eight votes and favour and two against. The Code of Conduct was **adopted**.

It was **agreed** to also have a complaints policy. **Action Clerk and Mr Edwards.**

## 7. Finance

7.1 the clerk had circulated a bank reconciliation. Mrs Gardiner proposed this should be **accepted**, seconded by Mr Jordan with all in **agreement**. The bank reconciliation was signed by Mr Harris.

7.2 To approve payments:

101390 for £106 payable to HMRC for tax

101391 for £70 payable to Mr Edwards for the litter bin

101392 for £784.20 payable to NNDC for the new dog bins and emptying them for the rest of the financial year

101393 for £1608 payable to the Garden Guardian for grass cutting

The Clerk's salary will be paid by standing order.

Ms Johnson proposed that the payments were made seconded Mr Hill this was **agreed**.

7.3 After some discussion regarding a donation to the Citizen's Advice Bureau it was **agreed** to send a £50 donation. A further cheque was authorised, 101394. Proposed by Ms Johnson, seconded by Mr Hill with all in **agreement**.

7.4. The Garden Guardian had sent a quotation for grass cutting for the coming season, there was a slight increase on the previous year. Mr Edwards proposed **acceptance** of the quote, seconded by Mr Jordan with all in agreement. It was also **agreed** that the contract should go out to tender later in the year for best practice.

## 8. Planning

8.1 PF/21/1749 Lea Road. There have been no recent additions on the planning portal for this application. Cllr Taylor reported that he had contacted the Broads Authority as they had not been consulted on this application. Anglian Water do not have the capacity to support new development. A Habitats Assessment is needed.

Mr Snelling (a resident) raised concerns regarding SuDS, he will liaise with Mr Edwards to compose a letter to highlight the concerns. The letter will be circulated before it is sent. **Action Mr Edwards, clerk.**

8.2 CD/21/2992 Station Nurseries. Cllr Grove-Jones stated that NNDC are awaiting consultee comments. A letter had been sent by the Parish Council.

8.3 PF/21/3414 Milestones. Mr Harris and Ms Johnson declared an interest in this application as neighbours but it was **agreed** they could speak about the application but not vote.

The application is for twenty-seven flats with fifty-two parking spaces. It was agreed that the development would impact on traffic and noise and light pollution. The adjoining neighbour had raised concern regarding the impact on her property and garden being overshadowed with a loss of light and privacy. There is no provision shown for electric vehicle charging. Concerns were raised over infrastructure. It was **agreed** that Mr Edwards would draft a response objecting to the application, which would be circulated. **Action Mr Edwards, clerk.**

8.4 NNDC Local Plan Regulation 19. Mr Harris explained that this consultation is to look at the soundness of the local regulations and ensure they match national regulations. There is much about protecting the North Norfolk Coast but the Broads and Fens are at risk of falling in between. NNDC had not consulted the Broads Authority on recent planning applications. Mr Harris suggested that the Parish Council sends a letter stating that the Draft Local Plan does not give emphasis to the Broads SAC and more co-operation is needed between the bodies. Dr Bacon agreed stating that the significance of the Broads National Park is ignored. It was **agreed** that Mr Harris would draft a letter for circulation and agreement. **Action Mr Harris, clerk.**

**9. Environmental Matters.**

9.1 Litter bin for the playing field. Mr Edwards reported that he had purchased the litter bin . Paving slabs are needed to go underneath the bin, Mr Hill may be able to provide these. Mr Jordan agreed to help instal the bin. **Action Mr Edwards, Mr Hill, Mr Jordan.**

9.2 Highway Matters. Mr Read reported many potholes in Ludham Road. Potholes in Back Lane, New Road. The drains need clearing near Traymaster. A manhole cover has dropped in Lea Road. **Action clerk to report.**

9.3 Possible site for trees/hedges. Mr Filgate reported that people had put their names forward to help with tree planting. The Parish Council is waiting for Cllr Price to supply the requested trees and hedges.

9.4 To discuss the renewal of dog restrictions. Information regarding this matter had been circulated. Dr Bacon suggested that the churchyard area covered should be extended to also cover the new part of the churchyard, the sloping verge on School Road and the War Memorial. This was **agreed. Action Clerk to respond.**

**10. Continuity between meetings**

The clerk had circulated a Scheme of Delegation. It was **agreed** that councillors should respond by email in a timely manner and that matters could be dealt with if there is a majority response and agreement. The Scheme of Delegation was **adopted.**

**11. Progress reports for information**

11.1 Village Hall. Nothing to report.

11.2 All Saints Church. Dr Bacon reported that a Priest in Charge had been appointed, Gary Noyes, will be inducted on 6<sup>th</sup> February. Mr Read reported that grass cuttings had been discarded in the bank near the War Memorial. The grass cutting is carried out by a volunteer.

11.3 Poors Trust. The Annual Distribution took place in December. There was some discussion regarding the criteria for recipients.

**12. To discuss and appoint a Staffing Committee**

12.1 It was **agreed** that the Staffing Committee would comprise, Mr Edwards, Dr Harris, Ms Johnson and Mr Read. With Dr Harris as Chair of the committee.

12.2 Terms of Reference for the Committee were **adopted.**

The Staffing Committee will meet to discuss the process for employing a new clerk.

**13. Playing field.**

13.1 The hedges have been cut and the brambles cleared. Mr Read stated that there is rubbish behind the houses that back onto the field. Mr Hill agreed to provide a tractor and trailer and volunteers would clear the rubbish. **Action Mr Hill, Mr Read, volunteers.**

13.2 A request to use the football field had been received from a newly formed team. The clerk and Mr Edwards had checked the insurance policy, public liability insurance is in place. It was **agreed** that more information is needed regarding the use of the field and frequency etc. **Action clerk.**

**14. Date of next meeting**

The date of the next meeting was set for Wednesday 2<sup>nd</sup> March at 7pm in the village hall.

**15. Any Other Business/Information.**

Dr Bacon stated that a plan had been received regarding a suggestion for future planning, this could be discussed at the next meeting.

Mr Filgate reported that a tree in the Sandholes is overhanging a neighbouring property, he will discuss with the resident regarding cutting the tree back and keeping the wood.

Mr Read asked if anything had been heard regarding Sutton, Catfield and Hickling getting together to discuss boundaries, nothing has been heard.

Dr Bacon stated that he would resign as Chairman of the Parish Council with effect from Thursday 3<sup>rd</sup> February. Mr Read would act as Chairman.

The meeting closed at 10.15pm.

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Chairman

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Date