

**MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on
WEDNESDAY 2nd March 2022 IN THE VILLAGE HALL**

Attendance: Dr Bacon, Mr Edwards, Mrs Gardiner, Dr Harris, Mr Harris, Mr Hill, Ms Johnson, Mr Read in the chair, Ms S. Vergette (clerk) and twenty-eight members of the public.

The meeting is being recorded for the purpose of producing the minutes.

1. Election of Chair

Mrs Gardiner proposed Mr Read as Chairman, seconded by Ms Johnson with all in agreement.

2. To Receive and Approve Apologies for Absence:

Apologies received from Mrs Wickens (isolating) Mr Filgate, Mr Jordan, Cllr Grove-Jones (District Councillor), Cllr Taylor (District Councillor), Cllr Price (County Councillor).

3. Declarations of interest.

Mrs Gardiner declared an interest as a neighbour to the planning applicant.

4. To approve as accurate the minutes of the previous meeting.

Dr Bacon proposed that the minutes should be approved, seconded by Mr Hill with all in agreement. **Approved.**

5. Public participation

5.1 A member of the public reported that a tree behind the village hall, next to Neaves Close, had some branches which had come down and could be dangerous to children using the playground. It was agreed to ask a tree surgeon to take a look at the tree. **Action clerk.**

A member of the public stated that there is a consultation at present regarding boundaries which would see Catfield as part of Great Yarmouth and not North Norfolk. Dr Bacon explained this would be for Parliamentary boundaries not District Council. However, North Norfolk is a rural area as opposed to Great Yarmouth being urban. Mr Edwards will put the information for the consultation on the website. **Action Mr Edwards.** It was **Agreed** that Catfield would be better to stay in North Norfolk. Mr Harris proposed that Dr Bacon should draft a letter making the point, seconded by Dr Bacon with all in **agreement.** **Action Dr Bacon, clerk.**

Mr Harris reported that the ecology report and Broads Authority comments had been circulated, the draft habitats assessment is inadequate. The Parish Council had previously put forward some points. It is NNDC's responsibility to produce the habitats assessment and Mr Harris suggested that the Parish Council should write to NNDC pointing this out. NNDC also need to make sure that the Broads Authority is consulted on all issues. Mr Edwards proposed that Mr Harris should draft a letter to be circulated and sent, seconded by Dr Harris. There were six votes in favour and two abstentions. **Action Mr Harris, clerk.**

Reports from the District and County Councillors had been circulated.

6. Matters Arising

Dr Harris stated that with regard to the Milestones proposed development it was not a good change of use from a Psychiatric facility to residential. She felt this point should have been included in the objections, there is a shortage of psychiatric beds in the county. Mr Edwards proposed that a letter be sent to NNDC making this point, seconded by Mr Hill with all in **agreement.** **Action Dr Harris, clerk.**

Mr Edwards had sent round a draft letter which reflected the points made by a parishioner at the previous meeting, it was **agreed** that the letter could now be sent. **Action clerk.**

The letter to NNDC regarding the draft Local Plan had been sent.

Mr Hill stated that with regard to the litter bin at the playingfield, it should be sited further into the field as it would become overgrown if it near to the roadside, the same applies to the dog bin. Mr Hill had cleared the rubbish from the field. Litter pick volunteers are needed for the field.

7. Finance

7.1 To approve payments

Two cheques were presented for payment:

101275 for £105.80 payable to HMRC for tax

101276 for £50 payable the clerk. This payment is for the previously agreed sum to cover a meal for Sheila Watts who acted as mediator at the 360 meeting. The clerk will transfer the payment to Ms Johnson.

7.2 To consider a donation to Catfield School for Jubilee medals. Mr Harris proposed that the Parish Council should pay the whole amount being £277.09, this was seconded by Mrs Gardiner and **agreed. Action clerk.**

8. Planning Matters

8.1 To consider the outline for land opposite St Catherine's Avenue.

Mr Read stated that no formal planning application had been sent to the Parish Council. Several letters had been handed to the clerk before the meeting began. Mr Read read the letters out, they were all against any development on the greenfield site. Reasons for objections were: building on a greenfield site, road infrastructure, traffic, outside of the settlement boundary, school places. The recent parish survey showed that residents would prefer to see development on a brownfield site. The North Norfolk Local Plan provides for twenty-seven new houses in the village.

There was some discussion regarding the need for a new village hall or whether the existing one should be developed. It was **agreed** that the future of the village hall would be discussed at a future meeting.

Mr Edwards proposed that the person who sent in the outline plan should be contacted to say that there was a well attend Parish Council meeting and the view of those attending was negative and they were opposed to development of this site. This was seconded by Mr Harris will seven votes in favour and one abstention. **Action clerk.**

8.2 Planning Application RV/22/0005 Spinney View

Mrs Gardiner declared an interest in this application as a neighbour. The proposed alterations would almost double the size of the property but there are no close neighbours. **No objection. Action Clerk.**

9. Environmental Matters

9.1 Dog fouling. Mr Edwards had been contacted by a parishioner who was concerned that dogs were fouling the graves in the churchyard. Dr Bacon cleans up in the churchyard on a daily basis. There was concern that dogs were running lose in the churchyard. The clerk will follow up with NNDC to make sure they have received the Dog Control Order and asked for enforcement to visit. **Action clerk.** It was agreed to move the dog bin down as the embankment is too high. **Action Mr Hill and Mr Read.**

9.2 Highways & Footpath issues - It was noted that there is mud on the road but councillors thought that the roads were in a better state than in previous years.

9.3 Update on Trees – Jubilee Wood. There had been an offer to help with this project but the matter would be placed on the next agenda when Mr Filgate should be in attendance.

9.4 Update on trees in the Sandholes. The branches had been cut off the tree by a neighbour and it was agreed to write and thank him for doing this work. **Action Clerk**

10. Update on Survey.

A letter had been received from parishioners regarding the outcome of the survey and public meeting. This was noted.

11. Progress reports for information

- 11.1 Village Hall. Nothing to discuss.
- 11.2 Church. Dr Bacon reported that the new Priest in Charge would be installed on Sunday 6th March at Ludham Church.
- 11.3 Poors Trust. Dr Harris reported that the eligibility criteria for applying to the Poors Trust would be changing, an article will be placed in the village magazine.
It was noted that Mrs Wickens has given up managing the Fishing Club, Dr Bacon stated that the Poors Trust would look into taking this over.

12. Staffing update

Dr Harris reported that a meeting had been held. They had looked into the role and an advert had been placed with Norfolk ALC and on the Indeed website. Mr Harris stated that the Council needs to look into how and where the documents are stored. Dr Bacon has documents relating to registration of land with the Land Registry. Mr Harris stated that it was not satisfactory that the clerk's contract had not been seen. It was agreed that the Staffing Committee would review all the applications once the closing date had passed.

13. Policies and Procedures

- 13.1 Complaints Policy, this matter will be discussed at the next meeting. **Action Mr Edwards**
- 13.2 To review policies list. Mr Harris stated that the important items should go at the beginning of the agenda. The clerk had circulated a list of policies with the dates they need to be reviewed. Mr Harris will circulate a further list of policies that are needed. **Action Mr Harris.**
- 13.3 Storage of documents. There was some discussion regarding obtaining a fireproof cabinet to go in the village hall. Dr Bacon stated that documents could be sent to the Norfolk Records Office. Mr Read had been in touch with someone at the Norfolk Records Office regarding this and was told that the Council should keep an electronic copy of all documents.

14. Playingfield

A further email had been received and circulated relating to the football team using the field, it was agreed not to take this matter any further. **Action Clerk.**

15. Date of the next meeting. The date of the next meeting was set for Wednesday 6th April at 7pm in the village hall.

16. Any Other Business

Mr Edwards asked if the Parish Council should collect items for the people in Ukraine. There are some places locally that are collection points but Mrs Gardiner agreed to open the village hall on Saturdays for donations.

The meeting closed at 9.55pm

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Chairman

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Date