**MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on**

**WEDNESDAY 6th APRIL 2022 IN THE VILLAGE HALL**

**Attendance:** Dr Bacon, Mr Edwards, Mr Filgate, Dr Harris, Mr Harris, Mr Hill, Mr Jordan, Ms Johnson, Mr Read in the chair, Mrs Grove-Jones and Mr Taylor (District Councillors), Ms S. Vergette (clerk) and eighteen members of the public.

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

**1. To Receive and Approve Apologies for Absence:**

Apologies received from Mrs Gardiner (Covid), Cllr Price (County Councillor).

**2. Declarations of interest.**

None.

**3. To approve as accurate the minutes of the previous meeting.**

Mr Edwards proposed that the minutes should be approved, seconded by Ms Johnson with all in agreement. **Approved.**

**4. Public participation**

4.1 A member of the public reported that there had been an article in the EDP that day concerning planning, copies were circulated. Natural England have put in place regulations regarding the pollution of water courses which will affect developments where there would be overnight accommodation. This will affect the Lea Road and Milestones sites but not the Sands site as it is industrial and there is no overnight accommodation. Cllr Taylor stated that he had spoken to planning who are seeking advice from lawyers. Mr Harris stated that the Parish Council had written to NNDC on this topic. Mr Harris went on to say that the decision regarding the Lea Road planning had been going on far too long and was having a sever effect on the health and mental health of residents. The matter needs to be brought to a conclusion. Mr Harris proposed that a letter should be sent to NNDC stating this and asking that the application is refused. Mr Edwards seconded the proposal, there were eight votes in favour and one abstention. Mr Harris will draft a letter for circulation. Guidance states that planning applications should be dealt with within twenty-six weeks. **Action Mr Harris, clerk.**

A parishioner reported that dogs had been worrying sheep and lambs, the Bleak Field permissive path had been closed off until the lambs are bigger. An item will be put in the magazine to remind parishioners about the lambs.

A parishioner stated that his wife had difficulty in entering the village hall, the ramp is inadequate and the side panel of the front door would not open. There was also concern regarding the fire exit through the kitchen and the drainpipe to the side of the village hall. The village hall committee will be informed. **Action clerk.**

**5. Matters Arising**

All of the actions from the previous meeting had been covered. Mr Read will move the dog bin near the church imminently.

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.

**6. Policies and Procedures**

Mr Read asked Dr Bacon for the paperwork relating to the Land Registry. Some of the documents could be sent to the Norfolk records Office.

Mr Harris had drafted an additional list of policies that are needed and suggested that the chair and new clerk go through the policies and get them into place as soon as possible.

Mr Harris had drafted an Environmental Policy which incorporated points made by a parishioner and Mr Filgate, this will be circulated for comment. **Action Mr Harris, Clerk.**

**7. Financial Matters**

7.1 Year-end accounts. **Agreed.**

7.2 Payments for approval

 101277 for £230 payable to D Gillett for tree survey

 101278 for £207.63 payable to Norfolk ALC for subscription

 101279 for £106 payable to HMRC for tax

Clerk’s salary by Standing Order

 **Approved**

 7.3 Request for a donation to the Jubilee Picnic. Mr Filgate proposed that a donation of £500 should be made, this was seconded by Mr Harris with all in agreement.

**8. Correspondence**

8.1 To discuss email received regarding Harry Cox. Dr Bacon gave some background to this item. Harry Cox was the single, most important folk singer in the country and he lived most of his life in Catfield. It was **agreed** that the Parish Council would support the idea of a blue plaque on the property where Harry Cox lived but they would not be willing to organise or pay for it. **Action clerk to reply.**

Mr Read had received a letter regarding hedges which had been cut down to the ground on Ludham Road and Wood Street. After some discussion it was agreed to write to the landowner asking why this had been done. **Action Mr Edwards .**

1. **Trees**

9.1 A public meeting had been held and a committee set up, they looked at ideas for tree and hedge planting, there will be a further meeting on 13th April. The committee discussed sites which could be used and practical consideration of looking after the trees. There had been no response from Cllr Price regarding the trees and hedges that he had offered. The committee will report back to the Parish Council in due course.

9.2 A report on the poplar tree in the playground had been received. The tree needs to be felled as it has major decay and a cavity due to moth. The clerk will obtain quotes for the work. Dr Bacon suggested that the Tree Officer at NNDC should also be informed that the Council intends to carry out this work. It was agreed that the contractor should clear the site and ensure that the site is safe whilst the work is carried out. **Action Clerk.**

9.3 There was discussion regarding a problem a parishioner has with neighbouring trees. Mr Harris proposed that a letter should be sent to the landowner, this was seconded by Mr Filgate with all in agreement. Mr Harris will draft a letter for circulation. **Action Mr Harris, clerk.**

1. **Planning.**

Firdene –Dr Bacon stated that this application might be affected by the new regulations, he stated that this is a rebuild of a sub-standard building, there were no objections.

1. **Progress reports for information**

11.1 Village Hall. Mr Edwards suggested that a plan needs to put in place for the hall.

11.2 Church. Dr Bacon reported that the new Priest in Charge was now in place and the churchyard is being looked after by volunteers.

11.3 Poors Trust. Dr Bacon stated that the Poors Trust have some land at Catfield Common which had become vacant the Poors Trust would like to offer the land to the Parish Council for rent. The land could be used as allotments. Mr Filgate proposed that the Parish Council should rent the land, this was seconded by Mr Harris with all in agreement. Dr Bacon, Dr Harris and Mr Jordan declared interests in this and did not vote.

1. **Staffing update**

Dr Harris reported there had been sixteen applications for the position of clerk they were all good quality applications. Interviews will be held on Friday 8th April and the Staffing Committee will then obtain references and approval from the Parish Council as a whole. Training will be available to the new clerk.

1. **Date of the next meeting.**  The date of the next meeting was set for Wednesday 4th May at 7pm in the village hall. The Annual Parish Meeting will be held on the same day and will commence at 6.30pm.
2. **Any Other Business**

Mr Read reported that Mrs Wickens had resigned from the Council, the clerk had contacted NNDC and notices for the vacancy have been placed on the notice boards and the website. If there has been a request for an election by 25th April an election will be held no later than 30th June. Mrs Wickens will be thanked for her contributions to the Council. **Action clerk.**

Dr Bacon stated that this was the clerk’s last meeting and thanked her for the work she had done for the Parish Council.

The meeting closed at 9.55pm

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Chairman Date