

MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on
WEDNESDAY 3rd AUGUST 2022 IN THE VILLAGE HALL

Attendance: Mr Read in the Chair, Mr Edwards, Dr Harris, Ms Johnson, Dr Bacon, Mr Jordan, Mrs Briscoe, Mrs Jeffreys, Mr Filgate, Cllr Price (County Councillor), Mrs Cunningham (Clerk) and nine members of the public.

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

Meeting started: 19.02

1. Apologies and approval of absences

Apologies received and accepted from Mr Harris, Cllr Taylor and Cllr Grove-Jones. Mr Hill was absent from meeting.

2. Declarations of interests

Dr Bacon, Mr Jordan and Dr Harris declared an interest in the Poor's Trust and advised they could comment but note vote on item 8.

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

Mrs Briscoe referred to item 16.2 and said where it states 'she doubted development would be allowed' she was referring to specific VH development and not development in general. All in agreement the minutes should be accepted and signed. Chairman signed.

4. Public participation session (10 minutes)

4.1 Public

No comments directly from the public, but a parishioner had earlier spoken to Mr Read and said the path along Parkers Close was uneven, rough and she had fallen and advised there are people in wheelchairs who use the road instead of the path. **Action: Cllr Price would investigate this further.**

4.2 Cllr Grove-Jones – Apologies received. Absent from meeting but had sent an emailed report from Russell Stock to be included, which Mr Read read aloud;

No response from Richard Riggs, presumably because Nutrient neutrality affects both his Catfield applications. We await some form of mitigation being announced in September, but nothing definite yet. Russell Stock has reported he can confirm the NNDC ecologist has now commented on the Lea Rd submission and further information has been requested from the applicants. Russell has not yet heard back from them regarding timescales for submission of any further information.

The Lead Local Flood Authority have again confirmed they raise no objection to the proposed development. It is clear they have considered the info submitted by neighbours and interested parties in coming to this position. Russell is still awaiting to hear from the applicants as to how they are looking to proceed with respect to nutrients.

4.3 Cllr Taylor – Apologies received. Absent from meeting.

4.4 Cllr Price – reported County are launching £1m Social Infrastructure Fund. £775k available for community organisations to bid for. Full details available on County website. £225k being donated to the Norfolk Community Foundation to help expand foodbanks.

Making progress through the stages of the process, in terms of the Western Link. Confident they will get government funding to go ahead.

County are still tackling the 23/24 budgets as there is a £60m gap. They intend to make County Hall more efficient. One of the proposals, is a review of the mobile libraries reducing their yearly budget from £440k to £220k. Cllr Price believes this service is vital to the communities and is arguing that the budget should be increased not decreased.

4.4.1 Road Safety Community Fund / Parish Partnership Bids

Cllr Price advised, the Community Road Safety initiative has £1m fund for Norfolk. In its 2nd year, of 4, next year will be for Great Yarmouth, North Norfolk & Broadland. Cllr Price has budget of £11,165 over 13 parishes but has been given permission to transfer half his highways budget from this year to next year, so his revised budget will be £16k. Closing date for these measures to Cllr Price is 7th October. They can then be assessed and decide which measures can move forward.

4.4.2 Road Safety, Highways and Footpaths

Discussed parishioner query re footpaths earlier. Dr Bacon referred to item raised last month regarding footpaths, where Cllr Price followed it up and the Officer confirmed the signs are in place. Ms Johnson said that police were seen twice by Haines in the last week watching the traffic.

5. Matters Arising

Report on outstanding actions from the previous meeting

5.1b - Footpath (Fen side/Wood St) had crops growing across it - Clerk to write to landowner - Completed. Response received from landowner inc. photos

5.1c - Lack of finger posts on above footpath - Cllr Price to check signage with NCC - Completed. Photos showing signage received

5.1d & e - Request that Road Safety, Highways and Footpaths are added to future agendas - Clerk to add to future agendas - Completed and Ongoing

c/f - Top of brambles to be levelled off by the playing field - Sam Hill to action - Dr Bacon said he saw Mr Hill yesterday who said he was going to top them.

7.1 - Planning app BA/2022/0184/FUL. Letters to be sent to NNDC and the BA - Clerk to send both letters once Cllrs approved drafts - Letters sent. Any response to be discussed under item 6.1

7.2 - PPF/21/1749 Land south of Lea Road - Clerk to send Mr Harris letters to 3 Cllrs and 2 new Parish Cllrs - Sent. Further discussions under item 6.2

8 - Jubilee Corner benches & shrubs - Clerk to liaise with Highways - Ongoing. Discussed under item 7

9 - Offer of Allotments - Await update from Poors Trust - Discussed under item 8

10 - Visibility Old Potter Heigham Rd/Ludham Rd. Overgrown verges need cutting down to help visibility - Cllr Price to put request in - Update received from Cllr Price/Highways. Mr Read asked when & Cllr Price will chase. He said it is on his list. **Further Action: Cllr Price to chase**

11 - Cllrs to meet at the Playground to discuss the latest report - Cllrs met on site to inspect/discuss report - To be discussed under item 9.

12.2 - Letter received from parishioner re tree trimming in Lime Road - Clerk to respond to parishioner - Completed

13 - Tree works at Village Hall - Tree cut down - Mr Read said they did good job tidying twigs & leaves and cleaned up neighbours' gardens. Site cleared. Payment to be made.

14.1 - Payment of architect invoice re VH - Ray Read to check previous minutes re payment. Payment to be made from VH funds - Payment made to architect from VH funds. Mr Read said he couldn't find anything in minutes to say PC would pay. However, after a long discussion regarding who should be held responsible for payment i.e. PC or VH, Ms Johnson later found confirmation in minutes from 7/8/2019 that the PC confirmed they would pay. **Further Action: Clerk to arrange transfer of funds back to VH account.**

15 - How long should Minutes be kept before being moved to official storage - Clerk to check - Discussed under item 13

18 - Clerk's hours to be reviewed - Sub-committee to meet to discuss - Discussed under item 17

6. Planning

6.1 **BA/2020/0254/FUL – Discuss any response from Broads Authority re PC letter.**

All Councillors seen letter sent and replies received. Mr Edwards said there was little point in wasting any more time on this. All in agreement.

6.2 **PPF/21/1749 – Land south of Lea Road**

All Councillors had seen draft email sent by Mr Harris for approval. Mr Edwards said it was a very well written, well researched document and the PC would be foolish not to vote in favour. He also said a parishioner had said to him it was becoming clearer that the District Council are acting as the planning authority. They are very keen on building these houses and are giving the applicant an unfair advantage, that any normal applicant would not be given. The new ecological officer has basically repeated what the previous one said and objected a second time. He said it's unfair and they are acting beyond their remit and they can't keep having the same body coaching the applicant. Dr Bacon disagreed, as he had experience on the DC planning committee, he said there isn't a time limit on applications, but a time target and they have failed on the time target but as there is no time limit and planning applications can drag on for years. He also disagreed with the end of Mr Harris's letter where he said as it's been unresolved for a year or more, they should dismiss the application. Mr Edwards said there had been very heated discussions about the subject and there is no doubt what the people, the PC represent, opinions are, and he believes they would appreciate the line to include the time limit.

Mr Read confirmed all Councillors had seen the letter. Mr Edwards proposed Mr Harris's letter be sent. Ms Johnson & Dr Harris seconded. Majority in favour with one exception and one abstention. **Action: Clerk to send Mr Harris letter.**

6.3 Any other planning matters – none

7. Environment

To discuss Catfield Environmental Group project at the corner of New Road and The Street

A parishioner said the Clerk has been pursuing this with the council since the last meeting, and due a response whether they can proceed with the planting and waiting for an infrastructure report from utilities. **Action: Clerk to pursue with highways on behalf of CEG.**

By the next meeting, the CEG should also have information on their plans for the playing field plants and hedges.

A second parishioner said they will be sending leaflets to the whole of the village to ask them to be involved in sponsoring of daffodils, so they can be planted in various places and will also be having a fund raiser on 24th September. Dr Bacon asked them not to plant daffodils on part of SSSI or any other nature reserve designation.

8. Update on Catfield United Charities area of land for possible allotments

Mr Read asked if everyone had seen options. Speaking on behalf of the Poors Trust, Mr Jordan gave some background and said they would be able to clear enough land to make 9 plots ready in time for October allowing the Poors Trust, as a charity, to obtain a small income. Dr Bacon advised they (the Poors Trust) would be happy for it to be a rolling contract and said there is some urgency to resolve. Mrs Jeffreys proposed they proceed with 'Option A' subject to agreement on the finer details between the Parish Council and Poors Trust. Ms Johnson read aloud the description of Option A - CUC will provide the PC with 9 Allotment plots of a standard size plus car parking and storage space – standard size 16ft 6 inches square, marked out and in good, clear, ready to use condition available from Michaelmas (October 11th 2022) at a rate of £25 plot, total rent cost to PC per annum £225. This will be a one year, rolling commitment. Proposal seconded by Ms Johnson. All voted in favour with 3

abstentions (Poors Trust members). It was agreed that the PC would advertise the 'potential' allotments in the Catfield magazine asking for names on a first come/first served basis who would be interested in renting an allotment.

Ms Johnson volunteered to be the appointed Allotments Officer. **Action: Ms Johnson to arrange a meeting date for the finer details between the PC and Poors Trust to be discussed. Mrs Jeffreys to distribute draft advert to ascertain interest in allotments.**

9. Update on Safety inspection report for the Catfield recreation ground

Mr Hill and Mr Read had visited the ground and had the previous reports from years 2020, 2021 and 2022. Mr Read said the PC had been very negligent as the reports were very similar. Mr Read thanked Mr Hill for removal of the fort. Mr Read confirmed everyone had seen and read the report. Dr Bacon said that before spending any money, they would need to consider that if the Village Hall was in a different location, then the playground equipment would have to be moved, so any discussions, other than basic maintenance, would need to be considered long term. Mr Read confirmed the intention is to make the area a usable and to a safe standard only at this stage. Mr Edwards suggested we advertise for volunteers in the magazine to help with the repairs. It was confirmed that the PC would need a condensed list of actions/repairs needed. Mrs Jeffreys proposed there should be a job specification and to put an advert in the magazine asking for volunteers otherwise there is a threat of closure for safety reasons. Mr Jordan seconded. All in favour. **Action: Mrs Jeffrey to compile job specification for recreation ground and distribute draft advert to councillors.**

10. Correspondence

10.1 Broads Authority seeking permission for Riverside Tree Mana on the River Ant

Dr Bacon confirmed it is on the bank that belongs to the PC. There are no fees for the completion of the work. Mr Filgate advised this is a standard procedure and is carefully scrutinised by ecologists and land management. It was agreed that the Clerk sign the agreement on behalf of the Council. All in favour to proceed with the work. **Action: Clerk to sign and return agreement.**

10.2 Textile bank opportunity

After discussion, it was agreed not to proceed with another textile bank.

10.3 To discuss replacement or repair of Village Hall bench

Mr Read read an email from a visitor which said there were no benches in the area. It was discussed that any replacement bench outside the Village Hall should be indestructible. Dr Bacon added that a parishioner may consider paying for something like this in memory of a deceased relative and if the bench is donated, the PC need to know the legalities of it. Once information received, a decision to proceed will be taken at the next PC meeting. **Action: Clerk to obtain quote for a replacement bench. Dr Bacon to discuss possibility of donated bench/donation with parishioner.**

11. Progress reports for information

11.1 Village Hall

Dr Bacon advised someone had mentioned where there are flowerbeds and a hedge (at the front of the VH) that some holes had appeared in the hedge and said this is of no concern to the PC as the PC/VH is responsible for hedges on the east, south and west side but not the north. The neighbour owns this hedge and removed some overgrown ivy.

Nothing to report from the VH committee.

11.2 All Saints Church

Dr Bacon said nothing to report this month. Volunteers cutting the grass and keeping it under control. Last Sunday Catfield, Ludham and Potter Heigham had a joint Methodist chapel had an open-air service.

11.3 Poor's Trust

Discussed allotments earlier. Details will be coming out soon about the revised system for giving out money. Earliest elections are in spring next year. Dr Harris advised they will be doing a second valuation on their property.

11.4 Any other reports

No other reports.

12. To discuss and arrange new Sub-Committee for Village Hall

Mrs Jeffreys suggested instead of a sub-committee, there should be just one person responsible for obtaining thoughts, ideas, costings and gathering all the information together to be able to present the different scenarios. Dr Bacon said we should ensure the role is clarified as specifically dealing with the future of the building only and that the management committee are responsible for the day to day running. Mr Filgate proposed the PC accept Mrs Jeffreys proposal for a working group. Mr Edwards seconded with all in favour. **Action: Mrs Jeffreys to organise working group and update the PC with any costings, information etc, in 6 months.**

13. Policies & Procedures

13.1 Storage of Documents

It was agreed that the 'current' signed minutes would be held for 10 years before being passed to the records office. All records prior to 2012 to be passed to the records office where they will be retained indefinitely. All agreed.

14. Parish Council meetings

14.1 Discuss length of meetings

Dr Harris suggested that the agenda schedule be reversed every few meetings, as it's the later items that are skipped over due to lack of concentration. Mr Edwards said the more prepared everyone is before the meeting the quicker the discussions will be, as all documents are emailed prior to the meetings. Ms Johnson said the parishioners need to be aware of what is being discussed. Mr Edwards suggested as no-one had any solutions tonight, everyone should think about it and circulate ideas before the next meeting. **Action: Councillors to provide suggestions how to reduce length of monthly meetings, prior to the next meeting.**

14.2 Communication of Cllrs

Mr Edwards said there have been 2 instances of poor communication recently – the meeting of the staffing sub-committee and the meeting at the recreation ground. Emails being misinterpreted with no real communication to agreement. Ms Johnson suggested, re meetings, that a final email should be sent with a clear title highlighting it as important and any meetings should have one person take the lead. Letters for approval should be sent to the clerk for sending and when replying 'send to all'. Mr Filgate suggested a WhatsApp group but the idea was rejected, as having too many channels of communication.

15. Finance

15.1 To approve payments

101293 – Jonathan Cheetham £1380.00 for tree felling at Village Hall

Signatories present – cheques signed. All agreed payment should be made.

101294 – NALC £243.63 replacement cheque for previous unreceived cheques (101289 & 101290) rejected. NALC advised they had not received cheques. Mr Jordan to check on bank

account whether cheques were debited. Payment can be delayed to next month if needed.
Action: Clerk to email the 2 outstanding NALC cheque numbers to Mr Jordan for checking.

15.2 Update of banking arrangements/signatures

Dr Bacon said there is no progression with the bank. He spoke to the local bank, who said nothing they can do, as its only Leicester that can deal with it. He tried to get online to change signatories and phoned helpline with a 25-minute queue, when gave number they didn't phone back. **Action: Mr Jordan and Dr Bacon to amend details using the online mandate change form and update PC next month. Clerk to provide updated bank status.**

16. Matters for next Agenda and information

To confirm the date of the next meeting, scheduled for **7th September 2022.**

No decisions can be under this item, for information purposes only

A Village Hall committee parishioner arrived and was updated on the architect payment. The committee has updated plans, which she will forward to the Clerk.

In accordance with the Public Bodies (Admission to meetings) Act 1960 the meeting may resolve to exclude the press and public during the following item due to the confidential nature;

17. Clerks Salary

Following on from the sub-committee meeting, the proposal was discussed and approved with all in favour. To be reviewed in a year. All in agreement.

101295 – Clerks Salary plus expenses. Payment proposed by Mr Edwards and seconded by Mr Filgate. All approved. Cheque signed.

18. Purchase of surveyor allotment

All confirmed they had seen email relating to the purchase request. Mr Edwards proposed the land should not be sold. Mrs Jeffreys seconded. All in agreement not to sell the land.

Meeting finished at 10.25pm

Chairman: _____

Date: _____