

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

**Attendance:** Mr Harris in the Chair, Mr Edwards, Dr Harris, Ms Johnson, Mrs Briscoe, Mr Hill, Cllr Grove-Jones (District Councillor), Cllr Taylor (District Councillor), Mrs Cunningham (Clerk) and eight members of the public.

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

Meeting started: 19.06

**1. Apologies and approval of absences**

Apologies received and accepted from Mr Read, Dr Bacon, Mrs Jeffreys, Mr Jordan, Mr Filgate and Cllr Price.

**2. Declarations of interests**

None declared.

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

The minutes from the Council Meeting held on 3<sup>rd</sup> August were approved with no amendments. Mr Edwards proposed minutes should be accepted and signed. Mrs Briscoe seconded. Chairman signed.

**4. Public participation session (10 minutes)**

**4.1 Public**

A parishioner said to use the noticeboard on the corner of The Street and New Road, you have to remove large wooden boards which are heavy and water damaged. As Mr Read has the key, Mr Harris will discuss this with him. Mr Edwards said in the short time this can be repaired but would be good to review once the Jubilee Corner project is approved. **Action: Mr Harris to discuss with Mr Read.**

**4.2 Cllr Grove-Jones**

No news as most things closed in August. Richard Riggs, the senior planning officer has left. Everything still on hold, including the Nursery site, because of the nutrient neutrality issues. Mr Harris expressed his concern over the quantity of staff leaving the planning dept and asked Cllr Grove-Jones to register the concerns of the Parish Council. It was noted that NNDC did not undertake exit interviews so it was unclear why people were leaving.

**4.3 Cllr Taylor**

Cllr Taylor agreed the high rate of staff turnover was concerning and said it would be something he and Cllr Grove-Jones could raise together. He said not much to report but advised on a case regarding trees blocking light into a house. Upon inspection the trees were tangled with cables and contacted Victory Homes who said they will trim back. A parishioner said they had promised this before, which Cllr Taylor will follow up. He and Cllr Grove-Jones attended a meeting re the A149. They are pushing for traffic lights to be installed and there will be a further meeting on 23<sup>rd</sup> Sept with the director of Highways and County Council.

**4.4 Cllr Price** – although absent provided a written report which Mr Harris read aloud.

In summary; in 4 weeks, MP Duncan Baker will be running the London Marathon. He is hoping to raise £30,000 for North Norfolk Charities and you can support him using his website. Cllr Price to attend a Road Safety Conference on the 21<sup>st</sup>, organised by the Chief Constable and Police and Crime Commissioner and he has submitted a paper which highlights the challenges at a local level and emphasises the need for more resources.

A parishioner said several meetings ago that main road coming into New Road, where the join between the main road and slip road is opening up and asked if we can do anything. **Action: Clerk to write to Cllr Price**

## 5. Matters Arising

Report on outstanding actions from the previous meeting

4.1 - Parkers Close path uneven and dangerous to walk on - Cllr Price to investigate (Since meeting he has requested photo and what3word location). Mr Read asked Ms Johnson to supply information to Cllr Price. **Further Action: Await update from Cllr Price/Ms Johnson**

c/f - Visibility Old Potter Heigham Rd/Ludham Rd. Overgrown verges need cutting down to help visibility - Mr Read asked Cllr Price when this would happen. Cllr Price had said 'it was on his list'.

**Further Action: Cllr Price to provide further update. Clerk to chase.**

c/f - Top of brambles to be levelled off by the playing field - Sam Hill to action - Mr Hill actioned.

c/f - Refund of architect invoice payment to VH funds. Clerk emailed Mrs Gardiner for information how she would like to receive payment. No response received. **Further Action: Clerk to chase again**

6.2 - PPF/21/1749 Land south of Lea Road. Clerk to send Mr Harris letters to planning. Letter sent and chased. At 1/9 – no response. Further discussions under item 6.1

7 - Jubilee Corner – benches & shrubs. Clerk to liaise with Highways - Discussed under item 7.1

8 - Offer of Allotments - 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 - Discussed under item 8

9 - Safety Inspection report. Mrs Jeffrey to compile job specification for recreation ground and distribute draft advert to councillors. Discussed under item 9

10.3 - Replacement of Village bench - Clerk to obtain quote for a replacement bench. Dr Bacon to discuss possibility of donated bench/donation with parishioner - Discussed under item 10

12 - Village Hall - Mrs Jeffreys to organise working group and update the PC with any costings, information etc, in 6 months – **Action: Ongoing** (Mrs Jeffreys to update by Feb 2023)

14.1 - Discuss length of meetings - Councillors to provide suggestions how to reduce length of monthly meetings, prior to the next meeting - Discussed under item 14

15.1 - Payment to NALC - Clerk to email the 2 outstanding NALC cheque numbers to Mr Jordan for checking. Email actioned but NALC confirmed receipt of the 2 cheques, so replacement cheques were not needed.

15.2 - Update of banking arrangements - 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 - Updated bank status provided by Clerk. Bank account update scheduled for discussion under item 15.1

## 6. Planning

6.1 **PF/21/1749 - Land south of Lea Road.** Mr Harris confirmed there had been a response from Russell Stock at NNDC noting the letter sent by the PC and has sent it onto Flagship to get their response. A parishioner advised the residents may consider crowdfunding to help take legal action. Mr Harris asked Cllr Grove-Jones to advise the Council of this.

6.2 **PF/22/1830 - Erection of one pair of semi-detached dwellings - 24 St Catherines Avenue.** Extension permission from NNDC granted until after today's meeting to discuss application. A parishioner asked if notices had been erected. None of the Cllrs had seen any notices in place. (Ms Johnson arrived to join the meeting). The Clerk provided an email dated 30<sup>th</sup> August from NNDC where they confirmed the notices were now in place. Mrs Briscoe suggested one of the Cllrs should have a look at the notice and take photograph to ensure correct and Mr Edwards agreed to go look at the notice. Ms Johnson confirmed, at the time, there was one objection on the website. Mr Harris proposed the PC write to Joseph Barrow (the Senior Planning Officer), thanking him for confirming the notices were up by the 30<sup>th</sup> and that we will

discuss further at our next PC meeting. Mr Hill seconded. All in agreement. **Action: Clerk to contact Senior Planning Officer for extension to discuss at next meeting. Mr Edwards to look & photograph notice.**

**6.3 Discuss any response from NNDC re PC Catfield Planning letter**

Mr Harris confirmed there was no response from NNDC and as the PC have expressed and registered their concerns, and as both the District Councillors said they have taken this on board and will try to do what they can to find out anything further, Mr Harris said at this time there wasn't anything further the PC could do. All in agreement.

**6.4 Any other planning**

PF/22/1976 Erection of Storage Building (B8 use) – near junction of A149. Proposed storage to store thatch. No objections online. It was discussed there may be a possible issue re access, so subject to Highways approval, there are no objections from the Parish Council.

**7. Environment**

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

A parishioner spoke on behalf of the Environmental Group and confirmed their original design for this area was declined by Highways due to underground utility infrastructures. They are in the process of reviewing this project and will need to revise and submit a new application. **Action: Clerk to continue working with Environmental Group and liaise with Highways on their behalf.**

**7.2 Catfield Environmental Group proposed new playing field planting**

They have abandoned original plans to plant trees and now proposing to plant hedging only, either side of the entrance. They have confirmed offer of hedging plants from 2 sources. Mr Hill advised that planting hedges may not be a positive thing due to road access, complications of cutting the verge, visibility issues and maintenance costs. He said the PC need to consider possibly changing the status of the land and the CEG could then accommodate what they want, without depreciating the value of the asset. The CEG agreed they need to review the proposal, as this has not yet been given approval by the Parish Council. The PC confirmed it is very supportive of the CEG as an institution.

In other CEG news, the parishioner advised the Daffodil planting project has been advertised and they are pleased with contributions so far.

Two members of the CEG met with two members of the farming community to get a better understanding of agriculture and reached an agreement for the CEG to act as a conduit relating to footpath issues. Mr Harris stated that any issues relating to land should also include the RSPB.

They requested the CEG to be granted a regular slot on the agenda. The Cllrs were agreeable, and this will be included on a trial basis, however, the PC agreed the agenda should be reviewed on a regular basis.

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

There had been some confusion regarding the previous proposals. On behalf of the CUC, Dr Harris clarified the revised proposals. Mrs Briscoe advised, as the PC had voted at a previous meeting, the forementioned vote should be revoked based on further consultation and miscommunication of supplied information. Mr Harris proposed this, and Mrs Briscoe seconded. All unanimous in agreement. Dr Harris confirmed that the CUC would take the land back at anytime within the 5-year period and clearing the 9 allotments would be the responsibility of the PC, the plot would have to be accepted as it is. Ms Johnson said the PC are not going to lose anything and could accept revised offer

B in principle, with the clarification that the land does not deteriorate further and should it not be viable, the PC can hand it back earlier than 5 years (*Offer B: CUC will offer you the whole of Plot 7, £1 rent per annum rent for 5 years with an expectation that you will clear and manage the whole plot to good condition by the end of 5 year agreement. The proposal offers you the whole of Plot 7 on the map, a great opportunity for the Village and its Parishioners. You would take it on in its present condition and ensure the land does not scrub up (i.e. deteriorate/be in the same condition as before). Types of allotments (veg/poultry), rental income, allotment size (size/shape/areas) would be managed by the Parish Council*). Ms Johnson proposed to reject revised offer A and accept offer B, with the revisions discussed, which were that the land does not deteriorate further and should it not be viable, the PC can hand it back earlier than 5 years. Mr Edwards seconded. All in agreement, one abstention.  
**Action: Ms Johnson to draft proposal response to CUC.**

**9. To discuss Safety inspection report findings for the Catfield recreation ground**

Mrs Jeffreys provided report which all had seen. Following on from this, Mr Harris proposed Mrs Jeffreys speak to Trend to help complete the 'tbc' sections on the report. Ms Johnson seconded. All in agreement. **Action: Mrs Jeffreys to communicate with Trend.**

**10. To discuss replacement of Village Hall bench**

Mr Harris said Mr Read advised he may have another doner who may anonymously provide the Village Hall bench. Mr Edwards also said another parishioner had suggested they may wish to donate in part or whole to a replacement bench in memory of a loved one. He said if two people are keen to donate, then one may contribute to the Jubilee Corner bench. **Action: Ask Dr Bacon and Mr Harris, to speak to Mr Read, to follow-up on potential bench doners. Mr Hill to measure existing concrete foundation, where previous bench was fixed. Clerk to obtain quotation for bench to fit on existing foundation.**

**11. To discuss Road Safety Community Fund.**

Ms Johnson said she would like a few posts and brackets, so she is able to move the camera around other areas of the village. She confirmed this would be part of Cllr Price funding project. Mr Harris proposed request be submitted to Cllr Price for funding. Mr Edwards seconded. All in agreement.  
**Action: Clerk/Ms Johnson to submit request to Cllr Price**

**12. To discuss dog fouling & litter**

Following on from a litter pick, Mr Edwards said there were lots of take-away food wrappers/rubbish and dog mess everywhere and the dog bin had been vandalised. He said there is an existing sign that says access to the field for dog-walking can be withdrawn at any time. Mr Hill said he would repair the dog bin. Dr Harris proposed an article be put in the Catfield News advising it's being abused and dog faeces on the football field is a health hazard, so if it continues the PC will have to say no dogs. Mr Harris seconded. All in agreement. **Action: Mr Edwards to draft article for the Catfield News.**

**13. Policies & Procedures – to discuss and accept policies;**

Mr Harris had supplied policies, currently used in similar size parishes, which all Cllrs had seen. Mr Hill suggested standard NALC documents should be used instead.

13.1 **Equality and Diversity Policy** - 2 policies provided for choosing. Mrs Briscoe suggested an annual review date be added. Mr Harris proposed the shorter, non-NALC policy. Dr Harris and Mr Edwards seconded. Majority (5) in agreement. One against. **Action: Clerk to customise policy for Catfield and ensure annual review date (from date of acceptance) included.**

13.2 **Health and Safety Policy** - Mr Harris proposed the policy he had previously sent be accepted. Mr Edwards seconded. Majority (5) in agreement. One against. **Action: Clerk to customise policy for Catfield and ensure annual review date (from date of acceptance) included.**

13.3 **Grants and Donations Policy** - 2 policies provided for choosing (one by Mr Harris, one by the Clerk). Mr Harris proposed the policy he had previously sent be accepted. Mr Edwards seconded. Majority (5) in agreement providing policy is adapted specifically for Catfield PC, including the precept. One against. **Action: Clerk to customise policy for Catfield and ensure annual review date (from date of acceptance) included.**

**14. To discuss length of Parish Council meetings**

Mr Hill said one suggestion that has been put forward to him is that the District/County Cllrs submit reports and take questions. It was suggested by Mr Edwards that all Cllrs submit a report 3-4 days before the meeting. It was agreed by all that the Cllrs attendance was hugely important and their contribution is valued, but the issue is about reducing the length of meetings and still communicating effectively. In response to a parishioner questioning how the public are advised of the report, Mr Hill suggested their reports could be attached the agendas but said before agreeing anything, this idea should be discussed with the 3 Cllrs at the next meeting. **Action: All in agreement to discuss with the other Cllrs at the next meeting.** Mr Harris also said the Parish Cllrs are least disciplined about communicating between meetings. **Action: Parish Cllrs communicate more so the meetings are used to discuss matters further. Any other ideas to be submitted before the next meeting.**

**15. Finance**

15.1 **Update of banking arrangements/signatures**

Neither signatories were present. **Action: Update from Dr Bacon and Mr Jordan at next meeting.**

15.2 **To approve payments**

Cheque book given to Mr Edwards to obtain signatures on 2 cheques for Clerk Salary and payment to HMRC for Tax & NI one-off payment on previous months payment. Mr Edwards said the PC should pay NI on Clerks salary, which it currently isn't. **Action: Mr Edwards to investigate if NI payment can be refunded and if NI should be paid on future salary payment.**

**16. Progress reports for information**

16.1 **Village Hall** – no-one present to provide report.

16.2 **All Saints Church** – no-one present to provide report.

16.3 **Poor's Trust** – Dr Harris confirmed the criteria has changed for the Poores Trust and to ensure awareness, they are sending a flyer in the next Catfield News. Dr Bacon contacted NNDC re Household Support Scheme and accessed £8k for distribution. They are obtaining another valuation of properties. Dr Harris said if the PC wanted to stagger the elections next year, the trustees would be open to discussion and to possibly leave earlier to avoid disruption of losing 2 trustees at the same time. Mr Harris said that the issue of the allotments highlights the lack of transparency there is in the Poores Trust.

16.4 **Any other reports - none**

**17. Matters for next Agenda and information**

To confirm the date of the next meeting, scheduled for **5<sup>th</sup> October 2022.**

Meeting finished at 9.50pm

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_