

**MINUTES OF THE MEETING OF CATFIELD PARISH COUNCIL HELD at 7pm on  
WEDNESDAY 5<sup>th</sup> OCTOBER 2022 IN THE VILLAGE HALL**

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

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

Meeting started: 19.05

A one-minute silence was held in honour of the death of Her Majesty, Queen Elizabeth 11.

**1. Apologies and approval of absences**

Apologies received and accepted from Cllr Grove-Jones and Cllr Taylor.

**2. Declarations of interests**

Mr Harris declared a non-pecuniary interest as he owns part of the Marsh, as does the Poores Trust. Mr Edwards confirmed 3 Councillors are part of the Environmental Group and so have an interest however, again, this is not pecuniary.

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

The minutes from the Council Meeting held on 7<sup>th</sup> September were approved by all, with no amendments. Chairman duly signed.

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

**4.1 Public**

A parishioner advised re bad pothole at Hall Road. Mr Read advised this can be added to the Highways Parish inspection (item 13.1).

**4.2 Cllr Grove-Jones – absent from meeting**

All Cllrs confirmed they had seen Cllr Grove-Jones email.

Mr Harris advised, it said there may be hopeful movement on the mitigation agreements being considered but nothing is expected re: building development until the New Year.

**4.3 Cllr Taylor – absent from meeting**

**4.4 Cllr Price**

MP Duncan Baker completed the London Marathon in 14h 15m 38s. He raised £38,000 for North Norfolk Charities. Cllr Price discussed the dead fish in Ludham caused by a saltwater surge and Mr Harris added it was not just the surges as there is a consistent environmental problem along the Ant from salinity. Cllr Price attended a Road Safety Conference on 21<sup>st</sup> September, where he was able to learn about new portable technology for recording speed. Mr Edwards said he had emailed Cllr Price regarding a damaged tree and signpost, near Tesco, saying this remains the same as it was immediately after a fatal accident, which is distressing for the relatives. Mr Edwards asked for the site to be cleared. Cllr Price said he had not received the email, but if resent he will forward to the relevant department. **Action: Mr Edwards to resend email to Cllr Price.**

Cllr Price requested items 12 and 13 be brought forward on the agenda.

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

Mr Harris said it would help if Parish Cllrs were more prepared for the meetings and respond better in between meetings and, carrying on from the last meeting, advised it had been suggested it may help if the DC and CC's could submit reports prior to the meeting so the PC were prepared to respond on the evening. Their reports could be provided to the public with the agendas. It was stressed it is important the DC and CC's still attend the meeting, as their presence is greatly appreciated. **Action: DC & CC to provide written report prior to meetings. Clerk to send/attach to agendas.**

## 6. Matters Arising

Report on outstanding actions from the previous meeting:

c/f - Parkers Close path uneven and dangerous to walk on - Cllr Price requested what3word location. Ms Johnson has provided location.

c/f - Visibility Old Potter Heigham Rd/Ludham Rd. Overgrown verges need cutting down to help visibility – Cllr Price said this is a Highways issue and suggested this be discussed with the inspector of the Highways when they come for the inspection after 10<sup>th</sup> October.

c/f - Refund of architect invoice payment to VH funds - Clerk emailed Mrs Gardiner for information how she would like to receive payment. After emailing twice, no further action for now, as unable to resolve until response from Mrs Gardiner.

4.1 - Damaged wooden boards in Noticeboard (corner of New St & New Road). Mr Read said he went to the boards and they have a few damp patches but are good to use. **Action: Mr Read will look at noticeboard again and will try to find thinner fibreboard to make it easier to use in future.**

6.2 - PF/22/1830 - Erection of one pair of semi-detached dwellings - 24 St Catherines Avenue. Further discussions under item 7.1

7.1 - Jubilee Corner – benches & shrubs. As project rejected due to utility infrastructures, the CEG will need to revise and submit a new application. Clerk to continue to liaise with CEG & Highways. Ongoing. To be discussed under item 8.1

7.2 - Catfield Environmental Group proposed new playing field planting. As last proposal was rejected by the PC, CEG need to submit revised proposal. To be discussed under item 8.2

8 - Offer of Allotments. Ms Johnson to draft proposal to CUC. To be discussed under item 9

9 - Safety Inspection report. Mrs Jeffreys to communicate with Trend to help complete 'tbc' sections on report. To be discussed under item 10

10.3 - Replacement of Village bench. Clerk to obtain quote for a replacement bench. Dr Bacon & Mr Read to discuss possibility of donated benches/donations with the 2 parishioners. To be discussed under item 11

11 - Road Safety Community Fund. Ms Johnson submitted request for posts & brackets to Cllr Price.

12 - Dog fouling and litter. Mr Edwards to draft article for the Catfield News. Actioned

13 - Policies & Procedures. Clerk to customise 3 policies. Cllrs to advise re precept. Updated and sent to Cllrs. Awaiting response re precept and approval. To be discussed under item 14.

14 - Discuss length of meetings. To discuss possibility of District/County Councillors providing reports prior to the meeting. Cllrs to send other suggestions how to reduce length of monthly meetings. To be discussed under item 5

15.1 - Update of banking arrangements. Mr Jordan and Dr Bacon to amend details using the online mandate change form and update PC next month. Bank update to be discussed under item 1

15.2 - Clerk NI payment. Mr Edwards to investigate if NI payment can be refunded and if NI should be paid on future salary payment. Mr Edwards contacted HMRC, NI will be refunded at the end of the tax year for PC and Clerk.

16 - 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)**

In addition, relating to previous action points, Mr Read confirmed all old documentation is currently secure in a locked safe awaiting transfer to the Records Office.

**At request of Cllr Price, item 12 brought forward - To discuss Road Safety Speeding in the Village**

Mr Filgate wanted to highlight there have been several comments regarding the speed the traffic passing through the village. Ms Johnson confirmed the speed camera back would be back in a couple of weeks. Cllr Price advised all safety measures and road signs must comply with the National Highways regulations and with the Norfolk road safety policy, which is now outdated as it was last reviewed around last 9 years ago.

#### **At request of Cllr Price, item 13 brought forward - Highways**

##### **13.1 Highways inspection Parish visit**

Inspection will be on 10<sup>th</sup> October or after. Mr Read asked if anyone had any highways issues they would like highlighted and the following were raised; Pothole in Hall Road, Highway sign by Catfield Primary School in School Road fallen down, Elderbush Lane (parking in the road mean cars have to drive in the field to pass), Footpath at Parkers Close (opposite Village Hall), New Road hedge (where Traymaster Ltd comes out) is too high to see pass, Hedge on the corner of The Street, opposite the shop, has grown wider than the wall, Corner of Sutton Road/A149 junction has poor visibility due to overgrown hedges, School Road flooding and standing water. **Action: Clerk to inform highways of listed issues.**

##### **13.2 Any other Highways issues – None raised**

#### **7. Planning**

##### **7.1 PF/22/1830 - Erection of one pair of semi-detached dwellings - 24 St Catherines Avenue.**

Mr Read said he saw some residents in Long Lane and explained re potential dwellings and he advised them to put any disputes in writing to NNDC. Mr Edwards confirmed there were no further online objections and Mr Harris said the Parish Council accept there is a site and the only issue is the potential of overdevelopment. Mr Edwards proposed the PC do not have any objections to the potential works, the only concern maybe overdevelopment and we should ensure NNDC is aware of the 2 objections raised due to concern of overloading the sewers. All in agreement. **Action: Clerk to email Senior Planning Officer with PC decision.**

##### **7.2 Any other planning – none received**

#### **8. Environment**

##### **8.1 Update on Catfield Environmental Group project at the corner of New Road and The Street**

A parishioner spoke on behalf of the Environmental Group and advised they are looking at options for a bench and planters around the existing sycamore tree. They have also now been given permission to plant daffodil bulbs on the site. As the PC must give formal written consent to Highways for the daffodil planting, Mr Edwards proposed acceptance of this. Mrs Jeffreys seconded, with all in agreement. There was a good response for the spring bulb planting and volunteers are required for planting on 22<sup>nd</sup> October and 12<sup>th</sup> November.

**Action: Clerk to provide written consent to Highways re daffodil planting.**

##### **8.2 Catfield Environmental Group proposed new playing field planting.** The PC had all seen the proposed planting concept prior to the meeting and the CEG explained the planting in more detail. Mr Hill stressed that he was not being negative, but the playing field is a village asset and so the PC should keep its options open and perhaps there is possibility of changing the status, so it is put to better use for the broader village and environmental group. Mr Hill continue to explain the complications of maintaining the bank/verge if the hedge is planted. Mr Edwards proposed the PC support the project. Mrs Jeffreys seconded. All in agreement with one against. Dr Bacon raised the issue of fly-tipping onto the section behind the line of houses. Mr Read thanked Mr Hill for previously clearing this site himself.

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

Following on from the discussion last month, Ms Johnson read an informal draft, in summary, accepting the offer from the Poors Trust for all Plot 7 for £1 annual rent for 5 years with additional

criteria being met. Mr Harris proposed Mrs Jeffreys suggestion that Ms Johnson finalise the initial agreement with the Poors Trust, and the details being discussed thereafter. Mr Filgate seconded. Subject should be concluded at November's meeting. **Action: Ms Johnson to liaise with Steve Beckley (Poors Trust) re allotment agreement before next meeting.**

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

Mrs Jeffreys spoke to Trend, who will advise what they can and can't do. There have not been any residents volunteer to help. Mr Read said there was a complaint about holes left, where items had been removed due to safety issues and Mr Read filled the holes himself. **Action: Mrs Jeffreys to review action list to check if any items require urgent attention, within next few days, and to continue working with Trend.**

#### **11. To discuss replacement of Village Hall bench**

Mr Read said someone has advised him they want to finance a new substantial vandal-proof replacement bench but wish to remain anonymous. They requested the bench have a plaque stating '1926-2022 Her Majesty, the Queen'. Dr Bacon said that the PC are grateful for the donation, but need to clarify re ownership, ongoing maintenance, removal responsibility etc. Mr Harris proposed the Chairman to find out how many and which style benches are being offered by donors. Mrs Jeffreys seconded. **Action: Mr Read to find out how many donors there are and what style bench they would like.**

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

Policies provided to all Councillors were approved at the last meeting, but figures on Grants and Donations Policy need to be confirmed. Re 5.b (Applications), Mr Edwards proposed £250. Mrs Jeffreys seconded. Re paragraph 2 (Power), Mrs Briscoe to review and provide more generic term for last sentence. Mrs Briscoe said a full stop in the 3<sup>rd</sup> line of para 6 (Applications) was missing. The Equality & Diversity and Health & Safety policies were approved. **Action: Mrs Briscoe to provide new generic wording for para 2 (Power). Clerk to amend policy with revisions and redistribute.**

#### **15. Finance**

##### **15.1 Update of banking arrangements/signatures**

No update from Barclays, so to consider new bank.

##### **15.2 To discuss opening new bank account**

Information of 2 new bank options provided to Cllrs prior to the meeting. Mr Edwards gave favourable information on Lloyds Bank. The Clerk had phoned Lloyds and provided details of the conversation and explained the new account would need opening over the phone. Five Councillors offered to become signatories on the new account. Mr Harris proposed the PC proceed with Lloyds Bank. Mr Edwards seconded. All in agreement. **Action: Proposed signatories to provide required details to Clerk. On receipt, Clerk to open new account, over the phone, with Lloyds Bank.**

##### **15.3 To approve payments**

101297 - Payment to Clerk (including mobile phone contract and stamps). Cheque signed.

#### **16. Progress reports for information**

##### **16.1 Village Hall.**

Mrs Jeffreys asked for permission to obtain a ballpark valuation for the Village Hall, play area and football field, as part of the information gathering process. Permission given with all in agreement. **Action: Mrs Jeffreys to proceed with ballpark valuations.**

A parishioner added there will be a Xmas quiz in December and a jumble sale on 5<sup>th</sup> November to help raise funds for the upkeep of the Village Hall.

##### **16.2 All Saints Church.**

Dr Bacon said next Sunday evening is a Harvest festival and meal. Between Friday-Sunday, there is an exhibition on farming and next Wednesday there is a scratch band event in the Church. Mr Filgate added, although a sad occasion, it was welcome to hear the tolling of the bells for the Queens passing and funeral, and the ringers should be commended.

16.3 **Poor's Trust.**

Dr Bacon obtained £7500 from the County Council community fund, as part of the initiative to give £100 to households for the over 65's and will be distributed to the 75 households on their existing list. As advertised in the Parish magazine, there will be a distribution in December and the criteria has now been opened further, so it is not age related. It was requested that the Poores Trust advise the PC regarding the election date for 2 trustees.

16.4 **Any other reports**

Mr Harris had previously sent photos to all Councillors of sewage going into the marsh, which all have seen. The EA has attended and confirm sewage is being discharged into the marsh and will contact the school. He also suggested the PC should write to the EA to express concern and that they ascertain the cause and resolve the problem and also, write to Natural England. Ms Johnson said she will speak to the school. Mrs Jeffreys proposed Mr Harris draft the relevant letters for approval. Ms Johnson seconded. All in agreement. **Action: Mr Harris to draft letters for approval. On majority approval, Clerk to send letters to EA and NE.**

Mr Hill asked if he should ask the contractor to cut the hedge on the football field, before the ground conditions deteriorate, if he is available. Mr Read agreed he should.

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

To confirm the date of the next meeting, scheduled for 2<sup>nd</sup> November **2022**.

Meeting finished at 9.45 pm

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

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

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