

OLD CATTON PARISH COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT 7.00P.M. ON MONDAY 8th AUGUST 2016
AT THE PAVILION, CHURCH STREET, OLD CATTON

PRESENT: Mr J Arnott Mr P Crisp Mrs L Fawke
 Mr B Honess Mr B Sabberton-Coe Mr R Tovell
 Mr M Vincent Mr B Palmer Mrs J Williams
 Mr D Elmer

Broadland District Councillor Mr K Leggett
Broadland District Councillor Mrs K Vincent
2 Residents

279. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Chandler, Councillor Leggett and Councillor Wilkin due to holiday commitments. Councillor Vincent sent his apologies for late arrival due to meeting commitments

280. DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Interests were declared as follows –
Councillor B Leggett, Councillor Sabberton-Coe - Village Hall Management Committee.
Councillor Honess – Point 10.2 of Planning

281. MINUTES OF THE MEETING OF 11.07.2016

It was AGREED that the minutes, which had been circulated with the agenda, be confirmed as a true record and signed by the Chairman.

282. MATTERS ARISING

282.1 Deputy Clerk outlined the delay in obtaining the valuation report for the recent land swap (point 278 of minutes). New quote from Roche of £1,200 + VAT was AGREED. Councillors AGREED to discuss the matter further when Councillor Vincent had arrived at the meeting.

283. The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. Councillor Sabberton-Coe requested if the New Members Pack was ready for the new Councillor. Ms Vincent stated that she did not have a Pack to hand out this evening. Ms Vincent gave an update on the position of the Trods – as Broadland District Council are responsible for part and all of the sites we are awaiting Broadland decision to proceed. It was confirmed that the tennis courts had been cleaned. Mr Honess stated, and Mr Sabberton-Coe agreed, that he was disappointed to note certain items on the Clerks Report had been ongoing for at least 3 months.

284. Mr Daniel Elmer was confirmed as an elected Councillor for Old Catton. The Declaration of Acceptance of Office was signed.

285. Miss Lucy Morgan was confirmed as Admin Assistant to the Council. Councillors commented that she was a significant addition to the staffing.

286. PUBLIC DISCUSSION

The meeting was adjourned for public discussion and reports from the Police and District Councillors

As the Police were not present the Deputy Clerk circulated a written report, a copy of which is attached to the official minutes, the contents of which were noted.

As Norfolk County Councillor J Leggett was not present the Deputy Clerk circulated a written report, a copy of which is attached to the official minutes, the contents of which were noted.

Broadland District Councillor K Leggett gave an update on the Dixons Fold development – revised planning had been approved for 5 bungalows. Planning was agreed subject to confirmation on a few points. Demolition of No.11 would commence shortly. It was noted that the original developer (OMC) of Repton House had now sold onto another developer – the new developer had not contacted the Parish Council. Ragwort had been noted in the Deer Park. Councillor K Leggett had spoken to NCC who had confirmed this is classed as a non-evasive weed but was harmful to animals. Councillor K Leggett had spoken to the landowner (Mr Buxton) who was to speak to the Tenant regarding its removal. A resident had asked Councillor K Leggett to raise the problem of the pathways at Billing Close with the Council again – Councillors confirmed that Highways had scheduled resurfacing in 2018. With regard to points 15.2, 15.3 and 15.4 of the Agenda Councillor K Leggett urged Councillors to support and attend. In connection with the Neighbourhood Plan Councillors asked Councillor K Leggett if he was aware if anyone had taken up the CIL payment offer – Councillor K Leggett stated that he did not know.

Broadland District Councillor K Vincent requested Councillors give their support for the Heritage Ranger scheme (item 15.2 on the Agenda). Old Catton are one of only three Parishes who have been contacted regarding this (Aylsham and Reepham being the other two). It was proposed that the Old Catton Society be contacted to ask for volunteers. Councillor K Vincent informed Councillors of the Heritage Festival to be held 8th-10th September – heritage sites (many normally closed) around Norfolk to be opened to the public; a booklet giving details of the Festival is retained at the Parish Council offices.

A local resident stated a problem with the drain on Spixworth Road before the Oak Lane junction. The drain was permanently full of leaves and therefore not draining water properly. Councillor Crisp confirmed that he had looked at this drain and the other three drains around it and highlighted this as a potential problem in the winter. Highways to be contacted to look at all four drains.

The meeting resumed.

287. FINANCE

287.1. Payments and receipts

It was AGREED that the list of payments and receipts, with vouchers 220 to 257 on the payment schedule up to 08.08.2016 with expenditure of £13,330.36 and income of £429.00 be approved. A comparison of income and expenditure was noted.

287.2 It was AGREED that the Council would support the Deputy Clerk in her studies towards the Certificate in Local Council Administration (CiLCA) course and that AGREED that she should attend the intensive two day course being held in September 2016.

288. PLANNING

288.1 **20161182** –Proposed new garage (revised proposal)-18 Carterford Drive, Old Catton, NR3 4DW. NO OBJECTION

20160393-Erection of 3no. houses – Land at St Faiths Road, Old Catton, NR6 7LB. Councillors were in agreement with the Old Catton Society's objections to this proposal and considered the 4no. bedroom house to be too ambitious for the site.

20161263-Erection of 1.7m high wooden fence to front boundary-4 Catton Chase, Old Catton, NR6 7AS. NO OBJECTION.

16/00965/VC –Variation of condition 1,2,4,5,6,7,8,,9,15,17,21,23,24,25 and 29 of planning permission 13/00520/O (part detailed/part outlined permission for up to 95,035spm of aviation related employment floorspace) to change the detailed elements of the planning permission so that they remain as reserved matters, and inclusion of new access from the Northern Distributor Road-Norwich Airport, Amsterdam Way, Norwich NR6 6JA. NO OBJECTION

20161308 –Demolition of existing garage & erection of two storey front extension. Single storey front & side extension-38 Woodland Drive, Old Catton, NR6 7AY. NO OBJECTION

288.2 Correspondence from Broadland District Council regarding planning permission 20160951 was received and noted.

Councillor M Vincent joined the meeting at 7.40pm

289. NEIGHBOURHOOD PLAN

289.1. A letter from Broadland District Council confirming BDC decision to adopt the Old Catton Neighbourhood Plan on 26th July was received and noted, a copy of which is attached to the official minutes. Councillor K Vincent brought to Councillor's attention the Land Projects highlighted in the Report and asked Parish Council to consider future projects. Councillor Honess suggested a sub-committee be created to meet every 3-6 months to discuss possible projects. Councillor Crisp commented that the low number of voters who turned out to vote was disappointing. It was AGREED to discuss this at the next Council meeting and possibly reflected upon the low figures in a Neighbourhood Plan article in the next Parish Newsletter.

290. POLICIES AND PROCEDURES

290.1 The Old Catton Parish Council Annual Report 2015/2016 was NOT APPROVED. Councillors requested that the Chairman's report be brought more up-to-date. Councillors also requested the inclusion of the number of houses and population in Old Catton to be included in the report. Councillors were confused by some of the income/expenditure figures. It was AGREED that the Annual Report would be considered at the next meeting.

291. PROPERTY AND RESPONSIBILITIES

- 291.1. Councillor Williams stated that the War Memorial was in good order however it was noted that weeding and sweeping was needed under the benches. Councillor Arnott stated that Mick Gall would be fitting the wreath wire next week.
- 291.2. It was noted that the bus shelters were in good order.
- 291.3. It was noted that the Village Hall was in good order – three internal walls were to be painted in August and the florescent lights had been changed.
- 291.4. It was noted that the Churchyard was in good order. The contents of correspondence from St Margaret's Church was noted. The Clerk was requested to write to St Margaret's Church outlining the Council's understanding of responsibilities for maintenance of the Churchyard. All works and subsequent correspondence to be considered at the next meeting.
- 291.5. It was noted that the Cemetery was in good order however Councillor Tovell noted that the groundsman needed to strim 10-15 yards along the bank by the hedge on the right of the entrance. Councillor Tovell also noted, with Councillor agreement, that the rocks and rubbish near the Cemetery entrance needed to be removed. Dead flowers had also not been removed from the Cemetery but it was noted that the groundsman had been away on paternity leave and there had been no maintenance of the Cemetery for two weeks.
- 291.6. Councillor Arnott stated that he had had two meetings with the fencing company (Goddards) regarding new fencing for the play area. Councillor Arnott commented that it may be possible to remove the existing fence and replace it with the new fence. Quotes for the fencing would be available at the next Council meeting. Letters from the public were considered and would be discussed further at the next meeting. Councillor Arnott stated that cutting of the wildflower meadow at Lavaré Park had not taken place (the contractor was on holiday).
- 291.7. It was noted that all the dangerous trees highlighted in the tree survey had been removed from the Recreation Ground. It was also noted that the cherry tree had been trimmed. It was noted that the MUGA had been cleaned. It was considered that the quotes for the proposed disabled access to the Pavilion were very high. It was AGREED that Councillor Arnott would speak to Broadland District Council and Norfolk County Council about grant possibilities towards to cost of the new disabled access. It was also AGREED that Councillor Honess would speak to Age UK to establish sizes and possible fixtures for the current ramps. Councillor Honess and Councillor Sabberton-Coe would arrange a meeting with Age UK to make an assessment of requirements and would report back at the next Council meeting.
- 291.8 There were no matters for discussion at Catton Park.

292. STREET LIGHTS, HEDGES, PATHS, VERGES AND HIGHWAYS

292.1 Councillor Arnott reported that 1st street light on north side of White Woman Lane was permanently on. Ms Vincent to check street light number and report the fault. Councillor Honess reported that Highways had still not carried out works on Ecton Walk. Email of 14.07.2016 stated that they expected the works to be completed in 4 weeks. St Faith's Road – there is a tree blocking the street light. Councillor Sabberton-Coe to provide relevant house number.

Councillors noted that the hedge outside the Allotments needed trimming.

Highways Ranger will be in the Parish week commencing 26th September 2016. Councillors were asked to email Deputy Clerk with any works they would like for inclusion by 24th August 2016.

- 292.2 Correspondence from Judy Leggett re Dog Waste Bags was considered. It was AGREED that this was too expensive at present. Councillor Vincent suggested provision be made in the budget for a trial period.
- 292.3 Councillors were asked to consider projects for inclusion in the Norfolk County Council Parish Partnership applications and make proposals at the next Council meeting. Deputy Clerk stated that the proposed bus shelter on White Woman Lane would be included in the 2017/18 application.
- 292.4 Councillor Crisp and Councillor Honess gave an update on the SAM2. Currently located on Spixworth Road. Machine allows for the collection of data (no of cars speeding etc) which needs to be downloaded to a Windows laptop. Councillor Crisps raised Councillors awareness that there may be a requirement to purchase a small laptop for this data collection. Councillors were invited to suggest any other locations not included on the current for the SAM2 positioning – it was noted that Oak Lane had not been included. Deputy Clerk to amend the insurance policy to include the SAM2.
- 292.5 Councillors considered quotes for the “lights out” stickers for the street lights. It was AGREED that Councillor Tovell would provide an example of the suggested text for the stickers. It was AGREED to go ahead with the cheapest quote.
- 292.6 It was AGREED that Deputy Clerk would reply to the resident from Church Street stating that the Council had no intention of making Church Street one-way and to highlight the addition of the SAM2 and its future positioning on Church Street.
- 292.7 It was AGREED that Deputy Clerk would reply to the resident following their suggestion of a Trod on Spixworth Road stating that this proposal is not possible as the Council does not own the land and that the landowner has previously been approached regarding a footpath and has not agreed with proposals.

293. CORRESPONDENCE

- 293.1 Councillor Arnott stated that he would attend NDR Forum but date, time and location needed to be clarified. Deputy Clerk agreed to email Councillor Arnott with further details.
- 293.2 Heritage Ranger proposal was discussed earlier in the meeting (para 285). Old Catton Society to be contacted regarding this.
- 293.3 Community Workshop 1st October 2016. Deputy Clerk stated that she would be attending this as this was something she had been working on already. Councillors were invited to email Deputy Clerk if they also wished to attend.
- 293.4 Parish/Town Council consultation meeting. Councillors were asked to email Deputy Clerk by close of play 9th August should they wish to attend.

294. MATTERS FOR FUTURE MEETINGS

Any matters for future meetings to be given to the Clerk.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 9.05pm.

Chairman, 12th September 2016