

OLD CATTON PARISH COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT 7.00P.M. ON MONDAY 9th MAY 2016
AT THE PAVILION, CHURCH STREET, OLD CATTON

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

Norfolk County Councillor Mrs J Leggett
Broadland District Councillor Mrs K Vincent
Broadland District Councillor Mr K Leggett
2 Residents

- 223.** The Clerk informed all present that Councillor I Chapman had resigned from office with immediate effect. The Clerk confirmed that she would inform Broadland District Council.
- 224. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**
It was AGREED that Councillor B Sabberton-Coe be appointed as Chairman of the Parish Council for the ensuing year.
- 225. ELECTION OF VICE CHAIRMAN OF THE PARISH COUNCIL**
It was AGREED that Councillor P Crisp be appointed as Vice Chairman for the ensuing year.
- 226. APOLOGIES FOR ABSENCE**
Apologies were received and accepted from Councillor Chandler and Councillor Wilkins due to holiday commitments.
- 227. DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS**
Interests were declared as follows –
Councillor B Leggett and Councillor B Sabberton-Coe - Village Hall Management Committee.
Councillor B Sabberton-Coe – Hall School
Councillor M Vincent – Neighbourhood Plan.
- 228. MINUTES OF THE MEETING OF 11.04.2016**
It was AGREED that the minutes, which had been circulated with the agenda, be confirmed as a true record and signed by the Chairman.
- 229. MATTERS ARISING**
229.1 218.7: Councillor B Leggett had not been in contact with the tree surgeon but would do so. The Clerk to confirm that the Admin Assistant had contacted OCJS regarding access to the cherry tree.
- 230. MINUTES OF THE EXTRAORDINARY MEETING OF 18.04.2016**
It was AGREED that the minutes, which had been circulated with the agenda, be confirmed as a true record and signed by the Chairman. There were no matters arising.
- 231.** The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. There were no matters arising.
- 232. TO CONSIDER COMMITTEES AND OUTSIDE BODIES FOR 2016/2017**
Catton Park: Councillor B Sabberton-Coe proposed that a body of 7 representatives of the Trust, including the 3 named Directors, be appointed with the authority of the Trust as a whole to replace the current compulsory Trustee attendance. This would alleviate the necessity of all 13 Trust members being present at Trust meetings. It was AGREED that Councillor B Palmer, Councillor B Honess, Councillor L Fawke, Councillor P Crisp, Councillor B Sabberton-Coe and Councillor M Vincent make up this body. Councillor M Vincent proposed and it was AGREED, in the absence of those at the

meeting, all Councillors be given time to consider their involvement and final decision be brought to the next Council meeting.

Airport Consultative Committee: It was AGREED not to appoint a substitute.

Lavaré Park: It was AGREED that Councillor J Arnott would replace Councillor B Honess.

Cemetery: It was AGREED that Councillor P Wilkin be appointed.

Street Lights, Hedges, Verges & Footpaths: It was AGREED this be brought to the next meeting and an action plan for the group be agreed at that time.

233. PUBLIC DISCUSSION

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

PCSO Steve Downs introduced himself and gave an outline of his role in the community. He confirmed that there had been 12 reported crimes within Old Catton, incidents of assault, vehicle damage, youth congestion in Austin Way and specifically 2 people had been arrested in connection with the bench arson at Swansgate. PCSO Downs reported that there had also been a number of residential complaints regarding school parking at Swansgate/Woodham Leas. PCSO Downs to attend a meeting at Lodge Lane school between school and residents. Councillor B Sabberton-Coe welcomed PCSO Downs on behalf of the Council.

Norfolk County Councillor Judy Leggett apologised that her report had not been available in advance of the meeting. She confirmed that she was also in discussions with BDC regarding the school parking problems. She reported that traffic was continuing to be monitored on Proctor Road, St Faiths Road and Spixworth Road; the speeding data would be used for traffic calming measures. She reported that the police are continuing to patrol the green spaces in the area as a deterrent against anti-social behaviour. She confirmed that further speed checks were to be carried out in the area. She reported that she had recently attended an NDR bus tour, parts of which had been very informative – the bridge and Buxton Road crossing was expected to be completed by May 2017. Repton Road completion was expected by December 2016. Wroxham Road works would be carried out May 2016-October 2017. Devolution was still being discussed – County Council will meet on 22.06.2016 to decide if it should be put out to public consultation.

Broadland District Councillor K Leggett gave an update regarding Lancaster Close. He confirmed that BDC had agreed to cut the ivy and inspect tree stump on 12.05.16. With regard to Dixons Fold he gave the following update: Plot 16 was agreed to now be a bungalow and plans had been amended accordingly. Regarding the site visit arranged by Broadland District Councillor K Vincent five trees had been identified as potentially in need of TPOs. Councillor Leggett requested Council give consideration as to whether TPOs should be applied for now or choose to delay until site is developed. Parking for affordable housing will be over the root of an oak tree at the end of Lucerne Close. Developers have confirmed that honeycomb covering will be used to protect this root rather than tarmac. Developers also confirmed no footpath will be sited on the North or West of the site. Councillor Leggett confirmed that, despite initial plans for 5 affordable properties within the development, current plans only show 3 affordable properties.

Broadland District Councillor K Vincent gave an additional update on Dixons Fold following her meeting with the Conservation Officer. It had been confirmed that no further tree removal was permitted on the site. A.T Combes had been appointed to provide a site report for the development. She confirmed that Mark Symonds was to carry out a site visit and report back, however his current view was that the risk to the trees was minimal. She confirmed outstanding planning applications were Dixons Fold and Holly Cottage, Church Street.

A local resident thanked the Council for their recent donation towards the MacMillan appeal – to date £124,000 in total had been raised for the charity.

234. FINANCE

234.1. Payments and receipts

It was AGREED that the list of payments and receipts, with vouchers 32 to 100 in the year ending 31.03.2017 with expenditure of £23,609.94 and income of £88,494.50 be approved. A comparison of income and expenditure with an up to date bank reconciliation were noted.

235. PLANNING

235.1 20160472 -Single storey rear and side extension-1 Kiln Close, Old Catton, NR6 7HZ.

NO OBJECTION

235.2 20160658-Erection of 1.8 metre high fence-261 St Faiths Road, Old Catton, NR6 7BQ.

NO OBJECTION

235.3 20160685-Garden wall (retrospective)-17 Carterford Drive, Old Catton, NR3 4DW.

NO OBJECTION

235.4 20160589-Variation of Condition 7 of Planning Permission 783099-Vehicle delivery times-100 The Paddocks, Old Catton, NR6 7HS.

Councillors found paperwork confusing and requested further clarification of the proposed new delivery times. The Clerk to contact BDC and report to Councillors with additional information. Councillors to then comment before the 10.05.2016 deadline.

235.5 20160257-Application for approval of reserved matters following outline approval 20150131-

Demolition and erection of 16 dwellings-11 Dixons fold, Old Catton, NR6 7QD.

It was AGREED that placing TPOs on the remaining trees at this stage would be unnecessary. Council would monitor situation once houses were sold with the possible view of obtaining TPOs in the future. Councillors were concerned that planning stipulated 5 affordable houses but plans only show 3 affordable houses. It was noted that the development company appeared to have carried out everything the Parish Council had stipulated prior to approval. NO OBJECTION.

235.6 Correspondence from Norfolk County Council regarding Hall School was received. NO OBJECTION.

235.7 Correspondence from BDC regarding Local Plan Site Allocation was received and noted. Beeston Park Programme Board meeting is to be held on 23.05.2016 – Councillor M Vincent will attend.

236. NEIGHBOURHOOD PLAN

236.1. A progress report on the Neighbourhood Plan was received and noted, a copy of which is attached to the official minutes.

237. PROPERTY AND RESPONSIBILITIES

237.1. Councillor Williams stated that the War Memorial was in good order. Councillor J Arnott requested approval for quote of £135.00 received to install suitable holders for wreaths to be laid at the memorial. Quote was AGREED.

237.2. As Councillor Palmer was not present there was no report on the Bus Shelters.

237.3. It was noted that the Village Hall was in good order.

237.4. It was noted that the Churchyard was in good order.

237.5. Quotes had been received to asphalt around the roundabout at the Cemetery – 1) £950, 2) £2,486, 3) £594 (all prices exclusive of VAT). It was AGREED that decision would be deferred to next meeting when Councillor P Wilkin would be present. Councillor J Williams expressed concern about the condition of the roundabout at the Cemetery – the grass needed cutting, the edging was still in clumps and it needed tidying up. It was AGREED that Councillor Sabberton-Coe would speak to Councillor Wilkin upon her return, express the concerns of the Council and ask her to make arrangements for it to be tidied up.

237.6. The Clerk explained that whilst accessing the Pavilion at Lavaré Park to move the bins, the Supervisor had accidentally broken his key in the lock. Before the Clerk was able to inform OCJFC they had arranged for a locksmith to attend and replaced the lock. OCJFC were now seeking compensation for the locksmith's bill (total £156.00 which included call-out fee and new lock). It was AGREED that the Council would reimburse OCJFC for the callout fee of £48.00 only. Councillor J Arnott confirmed that Greenway Ecological had recently inspected the wildflower meadow and had confirmed that it was progressing as it should be; weeds had been removed and Councillor Arnott had been given advice on their future management.

237.7. Councillor J Arnott had arranged for tree survey to be carried out at Church Street Recreation Ground. The survey had identified 3 trees which were considered of immediate danger which the Clerk was in the process of making arrangements to have them removed/attended to. A Tree Hazard Risk Assessment had been carried out on the trees within the parish – 175 at Recreation Ground, 25

at Churchyard and 27 at Lavaré. Cost for maintenance of the trees had been estimated at £1,950 +VAT. It was AGREED that a second risk assessment/quote should be obtained. Councillor B Leggett AGREED to obtain quote. Councillor Arnott AGREED to speak to BDC.

237.8 Quote for cleaning, treating and anti-slip spraying for the tennis courts had been received. Quotes were for 1) £1,400, 2) £1,300 and 3) £2,400. It was the Clerk's recommendation that the Council agree to have the courts cleared and treated but not repainted. It was AGREED to accept the quote for £1,300. Quotes for the resurfacing of the car park had also been received; these ranged from £25,000 to £40,000. It was AGREED that the Clerk would consider grant applications to pay for the resurfacing work. Alternatively it was AGREED to await the payment of CIL money from the new development. Councillor Sabberton-Coe asked Councillors to bear in mind that the hedge surrounding the Recreation Ground was dying and this would need replacing in the near future at considerable expense. It was noted that the replacement of fence adjoining Mr Carter's property was due to be carried out on 10.05.2016. Councillor B Leggett requested details of memorial bench and concrete base costings for placement at the Recreation Ground.

237.9 The Clerk confirmed that the new website for Catton Park was almost completed and would hopefully go live by the end of May. Extension to HLF grant and the budget readjustment had been agreed in principle by Heritage Lottery Fund, however final approval would not be granted until the website and 10 Year Plan were available. Event planning continued; Mr B Honess stated that he had hand delivered a letter to all residents of Oak Lane explaining the current event plans/timings. Application for no parking along Oak Lane was also been sought. Contracts for both events were not yet signed. Councillor J Williams said that she had received a complaint from a resident regarding the opening of the Park gates specifically that they were being left open late at night and there was concern about travellers obtaining access to the Park. Ms S Vincent reminded Mrs Williams that this point had been discussed at the previous Trust meeting and was to be discussed further at the next Trust meeting.

238 STREET LIGHTS, HEDGES, PATHS, VERGES AND HIGHWAYS

238.1 The Clerk stated that the Parish Ranger would be in the Parish on 26.06.16. Any items for the Ranger's attention should be emailed to the Clerk by 25.05.16.

238.2 Report from Admin Assistant regarding solar powered street lights. It was AGREED that a considerable amount of money had already been spent on upgrading the street lights and that any further upgrading the street lights be left for consideration at a future date.

238.3 With regard to BDC response to various raised issues within the Parish Mr K Leggett informed the Council that it is possible to obtain dog poo bag holders which attach to dog poo bins for use by the public – hence ensuring that all dog walkers will have a bag available to clear their dog's mess from footpaths. Councillors AGREED this was a very good idea and asked the Clerk to find out further information about this. Request for additional lighting at Woodham Leas: it was AGREED that the Council would continue to monitor this request in connection with the installation of the new trod and review the necessity for additional lighting in the area. All other issues contained in the email were noted.

238.4 Grit Bin at Evans Way: it was AGREED that the Council would obtain and quote for a small grit bin before taking this issue further.

238.5 Mr Buxton had been consulted regarding the mud on Hall Drive and believed it not to be coming from his property. It was AGREED that this issue would continue to be monitored.

238.6 Faulty streetlights at The Warren/Warren Close. It was noted that the cost of carrying out works to the 12 lights (replacing PEC's and labour) was significant in comparison to the cost of running the lights per/day. It was AGREED to take no further action.

238.7 With regard to the un-adopted pathways there was concern regarding the street light that was not upgraded and is covered in ivy. Councillors AGREED that it was necessary to find out who owned the street light. Councillors asked to see Mr C Mayes response to BDCs email on the matter before taking further action.

238.8 It was AGREED that the Clerk would respond to the resident informing them that their complaint had been passed onto the PCSO who was dealing with the other parking issues in the area.

238.9 It was AGREED that the Council would await the result of the site visit of Mr C Mayes to Billing Close before taking any further action.

239. CORRESPONDENCE

239.1 Contents of email regarding Statement of Community Involvement were noted. Councillors were asked to pass any comments to the Clerk by 01.06.16

- 239.2 Contents of email regarding Training Opportunity-Basics of Overview and Scrutiny were noted. Councillors were asked to inform the Clerk as soon as possible of any interest.
- 239.3 Letter from NCC regarding Market Fair Scheme was noted. It was AGREED this was more relevant to Catton Park Trust and would be brought to Trust attention at the next Trust Meeting.
- 239.4 Contents of Thank You letter from MacMillan Cancer Support were noted.

240. MATTERS FOR FUTURE MEETINGS

- 240.1 Councillor J Arnott noted that he had recently attended an Airport meeting and would report at the next meeting.
- 240.2 Councillor P Crisp noted that the Youth Group would be starting at the Pavilion at the end of May/beginning of June and would report further at the next meeting.

- 241.** It was resolved that under the Public Bodies (Admission to Meeting) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

242. CORRESPONDENCE REGARDING S106 AGREEMENT AND LAND TRANSFER

- 242.1 It was AGREED that the S106 Agreement and Land Transfer Deed be signed by the Chairman and Councillor B Leggett after the meeting was closed.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 9.55pm.

Chairman, 13th June 2016