

OLD CATTON PARISH COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT 7.00PM ON MONDAY 11th JULY 2016
AT THE PAVILION, CHURCH STREET, OLD CATTON

PRESENT: Mr J Arnott Mrs A Chandler Mr P Crisp
Mr B Honess Mr B Leggett Mr B Palmer
Mr B Sabberton-Coe Mr R Tovell Mr M Vincent
Miss P Wilkin Mrs J Williams

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

262. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Mrs Fawke due to holiday commitments.

263. DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Interests were declared as follows –
Councillors B Leggett, B Palmer and B Sabberton-Coe - Village Hall Management Committee.
Councillor M Vincent – Neighbourhood Plan.

264. MINUTES OF THE MEETING OF 13.06.2016

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

265. MATTERS ARISING

265.1 255.3-Councillor B Leggett stated that the clearance of the un-adopted land in Lancaster Close is still ongoing and he will update the council accordingly.

266. The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. There were no matters arising.

267. TO CONSIDER COMMITTEES AND OUTSIDE BODIES FOR 2016/2017

The committees and outside bodies for 2016/2017 was considered and APPROVED, a copy of which is attached to the official minutes. It was AGREED that the office would source labels to place on all parish council owned street lights detailing the office number to ring if a street light is not working. It was also AGREED that councillors would no longer put letters through residents' doors regarding overgrown hedges etc. but would now report to the office so that it can be dealt with efficiently.

268. PUBLIC DISCUSSION

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

As the Police were not present the Clerk distributed a crime report for June, a copy of which is attached to the official minutes.

Norfolk County Councillor J Leggett gave a report, a copy of which is attached to the official minutes. She also gave a verbal update on matters relating to Norfolk County Council such as Highways and Devolution.

Broadland District Councillor K Leggett thanked everyone for their continued support with the glass recycling for Catton Park.

Broadland District Councillor K Vincent gave a verbal report on matters relating to Broadland District Council namely Devolution, Overview and Scrutiny, Planning Committee and the Beyond Green

planning application. She also stated that she would be holding her monthly surgery at Morrison's at 4pm on 20th July 2016 and Councillor J Leggett will also be in attendance.

A local resident asked if anyone had receive an update on Repton House in Parkside Drive, Old Catton. It was confirmed that no update has been received.

The meeting resumed

269. FINANCE

269.1. Payments and receipts

It was AGREED that the list of payments and receipts, with vouchers 148 to 219 in the year ending 31.03.2017 with expenditure of £18,367.64 and income of £11,738.53 be approved. A comparison of income and expenditure was noted.

It was also noted that the recent thunder storm had damaged the office internet router, photocopier and computer and was therefore AGREED that the electricians should be looked at as a matter of urgency.

269.2. It was AGREED to re-invest £50,000 with The Co-Operative Bank for a further 12 months.

270. PLANNING

270.1 **20161058**-Variation of conditions of outline planning permission 20121516 (The Development of Land North of Sprowston and Old Catton to provide up to 3,520 dwellings; up to 16,800 square metres of employment space; up to 8,800 square metres of space for shops, services, cafes, restaurants and drinking establishments; up to 1,000 square metres of hotel accommodation; two primary schools; up to 2,000 square metres of community space including a health centre, library and community halls; an energy centre; cycle and vehicle parking for residents, visitors and staff; landscaping and public open space for amenity, recreation and food-growing; ecological mitigation and enhancement; utilities and sustainable urban drainage infrastructure; and pedestrian, cycle and vehicular accesses)-Land to the North of Sprowston and Old Catton, between Wroxham Road and St. Faiths Road.

NO OBJECTION IN PRINCIPLE, THE COUNCIL IS CONCERNED THAT THE CURRENT ROAD ARRANGEMENTS DOES NOT LEND ITSELF FAVOURABLY TO THIS DEVELOPMENT AND FEELS THAT AN INCREASE IN TRAFFIC WILL CAUSE HIGHWAY CONCERNS ON AN ALREADY BUSY TRAFFIC MANAGEMENT SYSTEM WITHIN THE PARISH. THE PARISH COUNCIL WOULD LIKE TO SEE SIGHT OF A TRAFFIC MANAGEMENT SURVEY FOR THIS DEVELOPMENT, IN PARTICULAR RECENT TRAFFIC COUNT FIGURES.

20161071-Detached dwelling & temporary site office/accommodation (reserved matters)-Plot 6, St. Faiths Road, Old Catton.

NO OBJECTION IN PRINCIPLE ALTHOUGH THE COUNCIL IS CONCERNED THAT THE CURRENT ROAD ARRANGEMENTS DOES NOT LEND ITSELF FAVOURABLY TO THIS DEVELOPMENT AND FEELS THAT AN INCREASE IN TRAFFIC WILL CAUSE HIGHWAY CONCERNS ON AN ALREADY BUSY TRAFFIC MANAGEMENT SYSTEM WITHIN THE PARISH.

20161152-Alterations and extension to front to form two linked bedrooms-15 Players Way, Old Catton, NR6 7AU.

NO OBJECTION

20161064-1. Erection of car port and front gates. 2. Erection of replacement conservatory. 3. Erection of single storey rear extension-Anna Sewell House, 125 Spixworth Road, Old Catton, NR6 7DU.

NO OBJECTION

20161072-Single storey rear extension-190 Proctor Road, Old Catton, NR6 7EJ.

NO OBJECTION

270.2. Correspondence was received from BDC regarding the adoption of the Growth Triangle Area Action Plan and was noted.

270.3. Correspondence was received from The Royal Town Planning Institute (RTPI) regarding its Annual Conference for Councillors on 15th July 2016 and was noted.

270.4. Correspondence was received from Greater Norwich Local Plan Team regarding its sustainability appraisal scoping report and was noted.

270.5. Correspondence was received from NCC regarding planning permission for Hall School and was noted.

270.6. Correspondence was received from Norwich City Council regarding the Statement of Community Involvement consultation. If any councillor wishes to make any comment on behalf of the Council they are to inform the Clerk by 26th July 2016.

271. NEIGHBOURHOOD PLAN

- 271.1. It was noted that a referendum for the plan was being held on 21st July 2016. It is hoped that the plan will be adopted by Broadland District Council on 26th July 2016.

272. POLICIES AND PROCEDURES

- 272.1. The report regarding the implementation of an Honorary Village Person Award was considered and APPROVED.

273. PROPERTY AND RESPONSIBILITIES

- 273.1. Councillor Mrs Williams stated that the War Memorial was in good order and informed all those present that the commemoration of the Battle of the Somme took place on 1st July. She stated that it was a touching tribute.

Councillor Arnott stated that under health and safety handrails need to be installed on the steps of the memorial and had sought a quote for the council. It was RESOLVED to go ahead with the quote from Norwich Steel Metal at a cost of £1,862.00 plus VAT subject to the relevant planning permission being sought.

- 273.2. It was noted that the Bus Shelters were all in good order.

- 273.3. It was noted that the Village Hall was in good order.

- 273.4. It was noted that the Churchyard was in good order. Councillor B Leggett stated that he had received a copy of the latest Parochial Church Council news in which an article states that the church is responsible for safety of the churchyard, in particular its memorials and headstones. A letter to be sent to the church reminding them of this fact.

Councillor Honess stated that the Churchyard was looking tired and was keen to set up a working group to tidy it up. If any councillor was interested they were to inform Councillor Honess.

- 273.5. Councillor Miss Wilkin stated that the Cemetery was in good order. It was AGREED that some Evergreen shrubs be planted around the tree on the roundabout. The hedging by the car park to also be tidied up. Quotations to asphalt around the roundabout were considered and the quote from NR Asphalt Ltd at a cost of £594.90 plus VAT was ACCEPTED.

- 273.6. Councillor Miss Wilkin stated that she has met with the Secretary of the Football Club and was pleased to confirm that the Pavilion and Lavare were in good order. It was noted that the Pavilion would be completely re-decorated on 31st July. It was AGREED that the window that is in the kitchen, looking into the car park, be modified so that it can become a serving hatch on match days. Worktops to also be installed in the kitchen under the window. The redundant showers to be taken out and replaced with shelving for storage.

Due to a misunderstanding it was AGREED that the invoice sent by the office for £20.00 be written off.

Councillor Arnott gave an update on the current situation regarding the vandalism to the play area and will update the council accordingly.

He also informed the council the Greenway Ecological Ltd who are contracted to tend to the wildflower meadow has ceased trading. He was trying to seek information from Greenway so that the ongoing maintenance could be passed to the Groundsman and would update the council accordingly.

- 273.7. The Clerk stated that she had received quotations to re-surface the over 9's play equipment and fitness equipment along with quotes to replace some of the older play equipment in the under 9's play area at Church Street Recreation Ground. As the quotes were quite high it was AGREED that the office looks at available grants to complete the works.

The report regarding the office photocopier was considered. It was AGREED to rent a new photocopier from Norfolk Copiers Ltd and sell the old one and its toners back to them.

The Clerk stated that she was still awaiting one other quotes for the installation of a ramp to the double doors at the Pavilion to allow for disabled access.

The matter of the fire exit door was discussed. It was AGREED that when the room is in use the chains on the door would be removed.

- 273.8. The Clerk confirmed that the new website for Catton Park was now live. She also stated that she had heard back from the Heritage Lottery Fund who were pleased with the new website and wanted to make some minor amendments to the 10 year business plan.

The matter of traveller's was discussed and it was AGREED that a letter would be written to Mr Buxton reminding him of his responsibilities to ensure that the tenant of South Lodge keep the main gates closed at all times. Councillor Honess gave an update on events and asked for some

volunteers to help at the various events. He also stated that planning permission for change of use to the picnic area for events had been approved.

274 STREET LIGHTS, HEDGES, PATHS, VERGES AND HIGHWAYS

- 274.1. It was noted that the hedge on Spixworth Road, alongside the allotments will not be cut back until August due to the bird nesting season that is set by the RSPB.
The 30mph signs on Spixworth Road coming into Old Catton from Spixworth are covered by overgrown foliage.
The flashing speed sign to the south of Spixworth Road is covered by overgrown foliage.
An email from Norfolk County Council regarding Pedestrian/cycle improvements at the Fifers Lane/Heyford Road roundabout was received and noted.
It was also noted that works to create a cycle path from Taylors Lane to Heyford Road has commenced.
- 274.2. The response from Sprowston Town Council regarding dog waste bags was received. It was AGREED that Norfolk County Councillor J Leggett would seek further information and update the Clerk accordingly.
- 274.3. Correspondence from NCC regarding the Parish Partnership bids for 2017/2018 was received. It was AGREED that this would be bought back to the next council meeting and in the meantime councillors are to think of some ideas for the bid.
- 274.4. Councillors Honess, Tovell and Mrs Williams gave an update following the recent site meeting at Billing Close with Highways officer, Chris Mayes. It was noted that the resurfacing of Billing Close will be done in 2018. A list of other works within the Parish was also noted. It was AGREED that Church Street should also be added to the list.

275. CORRESPONDENCE

- 275.1. BDC re. Parish and Town Council training opportunity on 20th September 2016. Any councillor wishing to attend to inform the Clerk by 31st August 2016.
- 275.2. The Royal British Legion re. Thank you. Noted.
- 275.3. Norfolk Association of Local Councils re. Broadland Area Meeting on Thursday 14th July 2016. Any councillor wishing to attend to inform the Clerk by 13th July 2016.
- 275.4. BDC re. Youth Engagement Networking Event on Monday 18th July 2016. Any councillor wishing to attend to inform the Clerk by 15th July 2016.
- 275.5. Community Action Norfolk re. Annual General Meeting on 20th July 2016. Any councillor wishing to attend to inform the Clerk by 15th July 2016.
- 275.6. BDC re. Smokefree Play Areas. RESOLVED to take part in the project.

276. MATTERS FOR FUTURE MEETINGS

- 276.1 Any matters for future meetings to be given to the Clerk.
277. 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.
278. It was noted that the Recreation Ground should be supervised at all times whilst the gates are unlocked. The Pavilion is to be secure all the time that the office is closed and the ground staff are away from site.

The Clerk stated that following the recent land swap at the Cemetery a valuation of the land the council now owns must be done for the Land Registry. The Clerk to double check that the valuation is just for agricultural land and if so Councillor Vincent will write a valuation report. If this is not the case then it was AGREED to proceed with Bidwell's services at a cost of £1,250.00 plus VAT.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 10.00pm.

Chairman, 8th August 2016