

OLD CATTON PARISH COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT 7.00P.M. ON MONDAY 13th FEBRUARY 2017
AT THE PAVILION, CHURCH STREET, OLD CATTON

PRESENT: Mr J Arnott Mrs A Chandler Mr P Crisp
Mr D Elmer Mrs L Fawke Mr B Honess
Mr B Leggett Mrs J Leggett Mr B Sabberton-Coe
Mr R Tovell Mr M Vincent Miss P Wilkin

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

368. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Palmer due to illness.

369. DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Interests were declared as follows –
Councillors Leggett and Sabberton-Coe - Village Hall Management Committee.

370. MINUTES OF THE MEETING OF 09.01.2017

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

371. MATTERS ARISING AND ACTION PLAN

There were no matters arising from the minutes. An update was given with regard to points 16 and 82 of the action plan. It was noted that these would be ongoing.

372. The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. The Clerk stated that she had also met with new Councillor Mrs Judy Leggett earlier on in the day to discuss the new members pack. It was at this meeting that Councillor Mrs Judy Leggett signed the Declaration of Acceptance of Office Form.

373. PUBLIC DISCUSSION

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

As the Police were not present the Clerk distributed a crime report, a copy of which is attached to the official minutes, the contents of which were noted. It was AGREED that it was the council's preference to receive crime figures for Old Catton only and not Sprowston. The Clerk to relay this to Norfolk Constabulary.

Broadland District Councillor K Vincent stated that the next full council meeting would be taking place on 23rd February. She made comment on the councils draft strategic plan. She also stated that she is in contact with NCC Highway Officers with regard to traffic management and new developments.

Broadland District Councillor K Leggett gave an update on double yellow lines in Oak Lane, the Parish Councils CIL loan application, Grow your Community, Recycling and street cleaning.

Norfolk County Councillor J Leggett gave a report, a copy of which is attached to the official minutes. She also gave an update on the footway reconstruction in Constitution Hill and the Youth Engagement networking event. She also stated that the Police had stated that they would be supportive of the Parish Council if they applied and funded for Oak Lane to be made one way. This could be applied for under the Parish Partnership grant.

A local resident stated that the 20mph sign on Church Street as you come in from St. Faiths Road was covered by overgrown trees. They also stated that the drains on the roads are filled with leaves.

A local resident expressed concern with regard to overgrown hedges within the Parish. They also stated that the entrances onto the football pitches at Lavaré Park are very muddy. Comment was also made that the local PCSO is never seen.

The meeting resumed.

374. FINANCE

374.1. Payments and receipts

It was AGREED that the list of payments and receipts, with vouchers 535 to 597 in the year ending 31.03.2017 with expenditure of £17,670.09 and income of £5,736.03 be approved. A comparison of income and expenditure and bank reconciliation was noted. The Clerk to investigate the possibility of withdrawing funds from the Co-op Fixed Rate Deposit Account before its maturity date.

374.2. Correspondence from The Maids Head regarding a donation to its annual Ring Road charity walk for MacMillan Cancer was considered. It was AGREED to make a donation of £50.00.

375. PLANNING

375.1. **20162108**-Detached dwelling-Plot 11 (Phase 11)-Plot 11, St. Faiths Road, Old Catton, NR6 7BL.
NO OBJECTION

20170083-Single storey rear extension-157 Spixworth Road, Old Catton, NR6 7DY.
NO OBJECTION

20170106-Erection of 1 no. dwelling with integral garage-17 Carterford Drive, Old Catton, NR3 4DW.
NO OBJECTION IN PRINCIPLE ALTHOUGH THERE ARE CONCERNS THAT IT IS AN OVER DEVELOPMENT OF THE SITE AND NOISE FROM THE RING ROAD MAY BE AN ISSUE

20170068-Proposed new timber and glass roof lantern and French doors to existing garden room-The White House, 66 Spixworth Road, Old Catton, NR6 7NG.
NO OBJECTION

20170140-New detached dwelling (Plot 2)-Land at St. Faiths Road, Old Catton, NR6 7BH.
NO OBJECTION

20170144-Variation of condition 2 of planning permission 20161178-Plot 1, Land at St. Faiths Road, Old Catton, NR6 7BH.
NO OBJECTION

20170151-1. Front porch. 2. Single storey rear extension-195 Spixworth Road, Old Catton, NR6 7DY.
NO OBJECTION

375.2. The Clerk reported that she had received additional plans for planning applications 20162085-23 Woodland Drive and 20161956-Anglian Water plans at Land East of St. Faiths Road. She informed the four councillors who are responsible for planning and their comments were relayed to Broadland District Council.

375.3. Correspondence from Norfolk County Council regarding the Single Issue Silica Sand Review of the Minerals Site Specific Allocations DPD was received and noted.

376. PROPERTY AND RESPONSIBILITIES

376.1. It was noted that the War Memorial was in good order and that the painting of the railings had been completed.

376.2. It was noted that the bus shelters were in good order.

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

376.4. It was noted that the Cemetery was in good order. Councillor Wilkin thanked the Groundsman for all his hard work. The Clerk reported that some emergency remedial works to the roof of the Lychgate had taken place. It was noted that the gate to the Lychgate was held open with a sandbag. The Clerk to investigate this. The Clerk reported that due to the increase in burials the two current bins are not sufficient for the amount of waste that is been generated. It was AGREED that the two bins be replaced with two larger bins. The Clerk stated that someone was wanting to purchase a full size burial plot for the burial of ashes. It was AGREED that this could happen as long as the full price for a burial plot is paid.

376.5. It was noted that Lavaré Park was in good order. It was noted that one of the trees by the play area had been damaged and the Groundsman had cut it back to assist with re-growth. The laminated signs regarding studs being worn in the play area need to be replaced. The office to deal with this accordingly. The Clerk stated that there was still £1,049.09 of Section 106 money outstanding that needs to be used by May 2017. It was AGREED to seek quotations for permanent signs regarding

studs to be made and also for Wicksteed to quote to repair the damaged surfacing within the play area. The Clerk to sort this for the next council meeting.

- 376.6. It was noted that Church Street Recreation Ground was in good order. It was AGREED that the office seeks three quotations for the re-decoration of the interior of the Pavilion. The Clerk gave an update from Old Catton Cricket Club and stated that the Cricket Force Day would be taking place on 8th April. This would entail volunteers working together to paint the main gates in to the Recreation Ground and staining the Bowls Hut. The report from the Admin Assistant regarding nappy bins and baby changing issues was considered and discussed. It was AGREED that the disabled toilet would remain unlocked when the Recreation Ground was open.

377. POLICIES AND PROCEDURES

- 377.1. It was confirmed that the following employment policies had been revised and that no amendments had taken place: -

- Recruitment Policy
- Disability Discrimination Policy
- Dignity at Work Policy
- Lone Worker Policy
- Child Protection Policy
- Training Policy
- Company Pool Vehicles Policy
- Clear Desk Policy

- 377.2. It was confirmed that the Pension Policy has been revised and the minor amendments were APPROVED.

- 377.3. It was confirmed that the following council policies and procedures had been revised and that no amendments had taken place: -

- Anti-Fraud, Corruption and Theft
- Equal Opportunities
- Financial Risk Assessment
- Complaints
- Co-option
- Asset Register
- Grant Award
- Records Management Strategy
- Public Participation
- Dispensations
- Financial Regulations
- Effectiveness of the Internal Audit
- Data Protection
- Code of Conduct
- Standing Orders
- Recording of Meetings
- Local Authority Members' Allowance
- Community Engagement Strategy
- Protocol for Pre-Meetings
- Grave Digging
- Environmental Policy
- Social Media Policy

- 377.4. The adoption of the Scheme of Delegation policy was considered and APPROVED.

- 377.5. It was AGREED to defer the draft 5 year strategic plan and action plan to the next meeting.

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

- 378.1. It was noted that the following matters need attention, the office to report to the relevant authority: -

- Just as you come into Colkett Drive there is a hole in the road.
- Halfway up the hill in The Warren there is a hole in the road.

- 378.2. An update regarding SAM 2 was given and the latest report is attached to the official minutes.

- 378.3. The Clerk reported that arrangements for the 'Big Village Tidy Up' are now sorted but asked who would be the co-ordinator on the day of the tidy ups. It was AGREED that Councillor Sabberton-Coe would be the co-ordinator.
- 378.4. Correspondence from BDC regarding Footway Lighting Provision was received. It was AGREED that a reply be sent stating that the Parish Council will take on responsibility for footway lighting on new developments within Old Catton.

379. CORRESPONDENCE

- 379.1. DONG Energy re. Hornsea Project Three Offshore. Noted.
- 379.2. BDC re. Scrutiny Committee Summary. Noted.
- 379.3. Local resident re. CPRE Campaign. It was AGREED to respond stating the reasons why the Parish Council felt it could not respond to the campaign.
- 379.4. District Councillor Dunn re. Food waste service expansion. Noted.
- 379.5. BDC re. Overview and Scrutiny Committee Survey. AGREED that the Clerk replies to the survey on behalf of the council.
- 379.6. NorfolkALC re. The Plunkett Rural Co-operatives' Programme Call to Action. Noted.
- 379.7. Bruno Peek re. Battle's Over-A Nation's Tribute. AGREED that this be put before the Trustees of Catton Park to consider.
- 379.8. YMCA Norfolk re. Youth Engagement Networking Event. Noted.
- 380.** Councillor Crisp gave a brief update regarding the Youth Group. It was AGREED that from now on Councillor J Leggett would be the Councils representative.
- 381.** Councillor Arnott gave a report on the Airport Consultative Committee, a copy of which is attached to the official minutes.
- 382.** The Clerk reported that there was no need to change the location of the Annual Parish Meeting on 18th May now as the Church Hall was now available.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 9.15pm.

Chairman, 13th March 2017