

**OLD CATTON PARISH COUNCIL**  
**MINUTES OF THE ORDINARY COUNCIL MEETING**  
**HELD AT 7.00P.M. ON MONDAY 12<sup>TH</sup> MARCH 2018**  
**AT THE PAVILION, CHURCH STREET, OLD CATTON**

**PRESENT:** Mrs A Chandler                      Mrs L Fawke                      Mr D King  
Mr B Leggett                              Mrs J Leggett                      Mr B Palmer  
Mr B Sabberton-Coe                      Mr R Tovell                      Mr M Vincent  
Miss P Wilkin

Norfolk County and Broadland District Councillor Mrs K Vincent  
Broadland District Councillor Mr K Leggett

**155. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor Mr B Honess due to holiday commitments, Councillor Mr D Elmer due to an unexpected work commitment and Councillor a Jackson-Dennis due to being unwell.

**156. TEMPORARILY SUSPEND STANDING ORDERS TO CHANGE THE ORDER OF BUSINESS**

Councillor Mrs J Leggett explained that it was necessary to change the order of business to rescind the Earmarked Reserves.

**157. DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

Interests were declared as follows –  
Councillors Mr B Leggett, Mr B Palmer and Mrs J Leggett – Old Catton Twinning Society

**158. MINUTES OF THE MEETING OF 12.02.2018**

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

**159. MATTERS ARISING**

159.1 It was noted that Councillors were encouraged to comment on the Local Plan individually online. The deadline for responses had been expended to 22<sup>nd</sup> March 2018.

159.2 It was noted that the Recreation Ground fencing was not covered on the insurance policy.

159.3 It was noted that the replacement panels for the White Woman Lane bus shelter had been received and that the Groundsman was co-ordinating with Mr M Gall to fit them.

**160. PUBLIC DISCUSSION**

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

Written report from the Police for March was circulated. As the Police were not present no further updates were received. Councillor Sabberton-Coe asked if the Police would attend Council meetings in the future; it was agreed to await until after 1<sup>st</sup> April for more clarity.

Norfolk County and Broadland District Councillor Karen Vincent stated that Broadland District Council had met on 22<sup>nd</sup> February and had agreed a £4.99 increase per Band D property. With town, parish and police increases this will amount to a total increase of £94.51 per Band D property. She highlighted the Local Plan Consultation and the new deadline of 22<sup>nd</sup> March and encouraged all Councillors to comment. She reported that, with regard to the proposal to combine the police and fire services, the PCC has proceeded to a full business case despite Norfolk County Council not supporting the proposal. A public consultation will follow. She highlighted the following highways works program: Chartwell Rd: due to finish on 14<sup>th</sup> March, North Walsham Rd: following discussions about the issue of overlapping works with Chartwell Road this will now start on 15<sup>th</sup> March; Woodham Leas Trod: work was due to start on 12<sup>th</sup> March but was delayed to the adverse weather conditions at the beginning of March. Work is likely to begin w/b 19<sup>th</sup> March; St Faiths Road: numerous complaints

regarding the new-builds near the cemetery and the impact on residents – she will investigate further; East/West Link Road: she highlighted that detailed planning application for Beeston Park could be forthcoming. She updated Councillors on outstanding issues: Lodge Lane: Highways confirmed that they had not carried out a traffic survey during half term and any data submitted for this period would not be accepted; VAS on St Faiths Rd: confirmed that this is in the programme for works but no date has been set. Councillor M Vincent asked for clarification on the definition of 'self-build' with regard to St Faiths Rd development and it was highlighted that one property was already for sale on the open market. Councillor Tovell highlighted inadequate chevrons on the NDR roundabouts particularly near the airport and many cars "missing" the roundabouts.

Broadland District Councillor Ken Leggett informed Councillors that enforcement officers had inspected Repton House development on 22<sup>nd</sup> February and would recheck in x3 months. Recycling for January was approximately £256.00 (4.6tons glass). He reported that Broadland District Council are promoting Norfolk Day on 27<sup>th</sup> July 2018 and are keen for Parish Council's to support this. It is aimed at encouraging greater interest in Norfolk and encourage visitors. More information would follow.

The meeting resumed.

**161.** The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes.

**162. POLICIES AND PAYMENTS**

162.1 Following motion put forward by nine Councillors, as required in the Standing Orders, it was AGREED to rescind the Earmarked Reserves.

162.2 Terms & Conditions of Hire of the Pavilion were NOT AGREED. Councillors requested the inclusion of condition of payment, condition of use of fire extinguishers and fire exits.

162.3 The following Council Policies and Procedures were revised and NOT AGREED: -

- Safeguarding Children, Young People and Vulnerable Adults Policy
- Training Statement of Intent.

162.4 The following Council Policies and Procedures were APPROVED with minor amendments: -

- Records Management and Retention Policy
- Staff Recruitment Policy
- Disability Discrimination Policy

**163.** It was AGREED to bring Item 11.1 forward at this stage.

Claire Lincoln from SYEP outlined the Three-Year Business Plan Executive Summary and answered questions from the Councillors. Members of the SYEP also gave testimonials and answered questions. Councillors thanked Claire Lincoln for her hard work and efforts.

**164. FINANCE**

164.1. Payments and receipts

It was AGREED that the list of payments and receipts, with vouchers 583 to 627 on the payment schedule up to 12.03.2018 with expenditure of £11,859.85 and income of £371.27 be APPROVED. Clarity of voucher 557 from payment schedule up to 13<sup>th</sup> February 2018 was AGREED. A comparison of income and expenditure with an up to date bank reconciliation were noted.

164.2 Councillors considered BACs procedure report. Proposal to use BACs payment method was AGREED. Proposal for x5 authorised signatories was AGREED. Signatories to be Councillors M Vincent, L Fawke and A Jackson-Dennis and Ms S Vincent and Mrs A Palmer.

164.3 Proposal to apply for a Parish Council credit card was AGREED.

164.4 Expenditure on new noticeboard at a cost of £1,424.65 (including VAT) plus installation was AGREED.

164.5 Recommendations from Grants Working Group for grant awards were AGREED.

**165. PLANNING**

165.1 **20180291**-Riased Eaves, Ridge and Chimney Stack, Erect Two/Single Storey Rear Extension, Enlarge Existing Porch Outside South Front Door and Erect Double Garage on Lane Side and Rear of House – Hunters Lodge, 145 Spixworth Road, Old Catton NR6 7DU.

NO OBJECTION.

**20180280**-Detached Cart Shed Style Double Garage to Front Garden – 7 Church Street, Old Catton, NR6 7DJ.

NO OBJECTION.

**20180284**-Demolish Linked Garage, Erect Two Storey Front/Side and Rear Extension, Erect Porch Outside Front Door, Alter Front Boundary Wall – 224 St Faiths Road, Old Catton, NR6 7AH.

NO OBJECTION.

165.2 There were no other planning matters.

**166. PROPERTY AND RESPONSIBILITIES**

166.1 Report on proposed changes to cremation plots at the Cemetery was considered and AGREED.

Councillors requested that memorials be erected by allocated row (ie all desk memorials limited to same row) and not mixed along each row. In addition, Councillors AGREED that the central roundabout would be allocated as a place where ashes could be scattered with a small plaque as an alternative site (no details confirmed).

166.2 Councillor Sabberton-Coe requested that the Great Spring Clean be deferred for further consideration.

166.3 Councillors did NOT AGREE to organise a Community Garage Sale.

166.4 It was AGREED to make grant applications for x2 memorial benches and x2 memorial rubbish bins for the WWI Anniversary Memorial.

166.5 Councillor P Wilkin gave an update on Old Catton Junior Football Club; they confirmed they will place signage warning cyclists of the hidden carpark entrance; the Club request that the boundary hedge on Spixworth Road be cut to allow better visibility – as it is now nesting season this currently cannot be considered; the Club have received complaints from residents of Austin Way about car parking; the Club are awaiting better weather before putting more shingle on the carpark. Councillor Wilkin will inform the Club that the Cricket Force Day is on 7<sup>th</sup> April so they can arrange the removal of the fridge from the garage.

166.6 Councillor A Chandler reported that the War Memorial was in a good condition. Councillor M Vincent stated that there was a lot of debris under the Allotment hedge – Councillor Chandler said she would investigate.

**167. STREET LIGHTS, HEDGES, PATHS, VERGES AND HIGHWAYS**

167.1 Further to resident's request, a new grit bin at The Warren was considered. Due to current budgetary constraints it was AGREED to reconsider the cost of new grit bin later in the year. It was AGREED to obtain Highway permission to the location of an additional grit bin at The Warren.

**168.** It was RESOLVED that under the Public Bodies (Admissions to Meetings) 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.

**169.** Recommendations of the Staffing Committee Meeting of 12<sup>th</sup> March 2018 were AGREED.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 9.10pm.

Chairman, 9<sup>th</sup> April 2018