

OLD CATTON PARISH COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT 7.00PM ON MONDAY 14TH OCTOBER 2019
AT THE PAVILION, CHURCH STREET, OLD CATTON

PRESENT: Mr B Sabberton-Coe (Chairman) Mr J Amis Mrs A Chandler
Mr G Crouch Ms Y Gowers Mr B Honess
Mr B Palmer Mr G Tingle Mr R Tovell
Mr M Vincent Miss P Wilkin

Ms S Vincent (Clerk)
Norfolk County & Broadland District Councillor Mrs K Vincent
Broadland District Councillor Mr K Leggett
8 Residents

61. TEMPORARILY SUSPEND STANDING ORDERS TO CHANGE THE ORDER OF BUSINESS AND APPROVE DISPENSATION

It was AGREED that the order of business be changed and dispensation be granted to receive report from Chairman of CCWG.

62. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor D King due to work commitments. No apologies were received from Councillor S Walker.

63. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Interest were declared as follows –
Councillor M Vincent – Item 14.

64. MINUTES OF THE MEETING OF 09.09.2019

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

65. MATTERS ARISING

The Clerk confirmed that, with regard to no smoking at bus stops, legislation states that if a premises has permanent openings that are more than half the total area of the walls then smoking can take place.

66. PUBLIC DISCUSSION

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

As the Police were not present at the meeting a report for August was circulated, a copy of which is attached to the official minutes. Minutes from the Safer Neighbourhood Action Panel meeting on Tuesday 10th September were also circulated, a copy of which are attached to the official minutes.

Norfolk County Councillor and Broadland District Councillor Karen Vincent reported:

- Highways issues:
 - Sewell Meadow construction traffic: there had been no reported instances of construction traffic using St Faiths Road, Lodge Lane or Repton Avenue to access the development site. Councillor K Vincent urged residents to report any sightings directly to Broadland District Council and provide photograph of vehicle if possible.
 - Chartwell Road/Spixworth Road junction: A meeting with Highways representatives took place on Monday 30th September. Councillors B Honess, B Sabberton-Coe and M Vincent also attended. Issues discussed were the over-running on the verge, sequencing of the cycle and pedestrian crossing and safety aspects of the junction. Conclusions were:
 - It is not possible to realign the grass verge but it would be resurfaced; either cobble stones or matting – Councillor K Vincent welcomed Members view on what resurfacing they considered should be used. Timing for this would be early January 2020.
 - Highways stated that sequencing ensures it is not possible for both cycle and pedestrian crossing to be on red light at the same time. It has been agreed that cameras will be installed to collect data on sequencing of the lights and the vehicles using the junction. This will be carried out for a x2 week period and is scheduled for end November. It was noted that prior to engineer's arrival sequencing had been that both crossings were on red light at the same time.
 - Councillor K Vincent pass round cycle survey data collected before and after junction was redesigned. Highlighted was the reduced number of children now using the junction. Data showed an increase in the number of cycles using the junction.
- Safer Neighbourhood Action Panel meeting took place on 10th September. Only one Old Catton resident was present so main discussion was about issues in Sprowston and the priorities for next quarter reflected this. Pavement parking was highlighted as a problem – PC Tupper urged residents to send photographs of pavement parking to the SNAP team – Russell.Tupper@norfolk.pnn.police.uk. Next meeting will be held in Sprowston, date not yet confirmed.
- It was requested that the SAM2 be placed on Proctor Road, near Weston Court, to monitor speeding.
- Councillor K Vincent has been liaising with the Norfolk County Council Bus Service Team about residents' concerns and complaints with the local bus service.
- Councillor K Vincent highlighted the Broadland District Council Warm Homes Fund available for eligible residents. More information is available at https://www.broadland.gov.uk/info/200193/keeping_warm_at_home/205/reduce_your_energy_bills/2

Broadland District Councillor K Leggett reported:

- Nominations for the Design, Enhancement & Design Awards are now open. More details are available at https://www.broadland.gov.uk/news/article/288/nominations_are_open_for_the_design_and_enhancement_awards_2019
- Situation regarding fly tipping at Morrisons seemed greatly improved. Councillor K Leggett reported September recycling collection was 7.18tons (the highest collection since September 2018) and thanked residents for their continued support.

A resident reported that recent resurfacing of Billing Close/Ecton Walk footpath had failed to be done up to the verge, nor had the vegetation been cut-back prior to surfacing. He had spoken to Highways directly who were dealing with the issue. The resident also reported overhanging vegetation on Spixworth Road before George Hill. The Clerk will investigate and report where necessary.

A resident said he had a number of questions for the Community Working Group and the proposed new community centre. It was recommended that the resident attend the next CCWG meeting which will be held on 28th October at 7pm at the Pavilion.

A resident reported overhanging vegetation on Church Street near the Manor House and that the 20mph signs, in his opinion, needed cleaning. The resident requested if more 20mph signs could be placed on Church Street and if more weight restriction signage could be placed. Councillor K Vincent was requested to answer these points as it was highlighted that these issues were raised at the last meeting; it was highlighted that Church Street was within the conservation area and therefore there were limitations to the number of speed signs that could be used. Councillor K Vincent outlined the regulations for weight limit signage and proposed the resident provided evidence of lorries using Church Street as a cut-through and she will follow this up.

A resident stated that he had written to Broadland District Council and Highways regarding the St Faiths Road/Fifers Lane junction redesign. He highlighted his response which stated that "... alternative provision has been made" and asked if gas pipe works would now not take place at the junction. Councillor K Vincent, who has been dealing with the Cadent Project Manager, will seek further details.

A resident requested the Police carry out speed check on Church Street.

A resident questioned whether temporary speed bumps similar to those installed on Constitution Hill could be installed on Church Street.

A resident complained that the memorial seats at the War Memorial were unsuitable and that they became too hot to use in hot weather.

A resident reported that the barriers at the entrance to The Tills from Spixworth Road were in need of some attention.

The meeting resumed.

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

68. FINANCE

- 68.1.** Bank balances as at 30th September 2019 were noted. It was AGREED that the payments schedule with vouchers 272 to 327 up to 15th October be APPROVED.
- 68.2.** External Auditor's report for accounts ending 31st March 2019 was noted.
- 68.3.** Internal Control Statement for year ending 31st March 2019 was AGREED.
- 68.4.** Second quarter financial report up to 30th September 2019 was noted.
- 68.5.** It was AGREED that Councillors A Chandler, G Crouch and B Sabberton-Coe would form the Budget Working Group for the preparation of the 2020/21 budget.

- 68.6. Quotes for replacement play equipment in the Under 9s play area were considered. Quotation 2, at a cost of £4,159.05 (exclusive of VAT), was AGREED. It was noted that there may be additional costs for safety matting when installing the equipment.
- 68.7. Report regarding floodlighting on the tennis courts was considered. It was AGREED that portable floodlights be purchased to a maximum cost of £9,100 (excluding VAT). It was acknowledged that number of required lights may be reduced and was AGREED that the Clerk would await confirmation of usage by the netball team. Clerk to report exact cost and number of floodlights to be purchased at next available meeting.
- 68.8. Quotation for lychgate repairs was considered. It was AGREED that Cemetery Working Group would meet to establish requirements for the cemetery and provide details at next available meeting.

69. PLANNING

- 69.1. **20191511** – Proposed Single Storey Side/Rear Extension & Enlarging of Side Dormers – 12 The Paddocks, Old Catton, NR6 7HR.
NO OBJECTION.
- 69.2. There were no other planning matters.

70. POLICIES AND PROCEDURES

- 70.1. It was AGREED that Minutes of Staffing Committee meeting on 3rd October 2019, which had been circulated with the Agenda, be confirmed as a true record.
- 70.2. It was confirmed that the following Council Policies and Procedures had been revised and the minor amendments were APPROVED: -
- Rules and Regulations for the Management of Old Catton Cemetery.
 - Financial Regulations.

71. PROPERTY AND RESPONSIBILITIES

- 71.1. Report from Community Centre Working Group was considered and APPROVED.
- 71.2. Councillor P Wilkin reported that the Old Catton Junior Football Club had requested new bins at Lavare. It was AGREED that the Clerk would check if Catton Park had any spare bins and liaise with the football club.

72. STREETLIGHTS, HEDGES, PATHS, VERGES AND HIGHWAYS

- 72.1. Following from residents' requests for additional streetlighting at Wrenningham Road and Priors Drive, Councillor R Tovell reported that he had checked these locations and concluded that there was no requirement for additional lighting. It was AGREED not to investigate this matter further.
- 72.2. It was AGREED that TROD Option A at a cost of £18,000 be submitted as the 2020/21 Parish Partnership bid. Councillor K Vincent AGREED to provide £4,500 from her Norfolk County Highways allowance towards the cost.
- 72.3. Report regarding street lighting at Sewell Meadow was considered. It was AGREED that sensor lighting installed by Taylor Wimpey was sufficient and, in line with Norfolk County Council assessment, no further street lighting was required.

73. The Minutes of the Airport Consultative Committee meeting held on 10th July 2019 were noted. It was AGREED that Councillor G Crouch would again pursue the issue of the ADF charge and what the fee is used for.

74. 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.

75. Verbal report from Staffing Committee was noted and AGREED.

76. DATE OF NEXT MEETING

Date of next Ordinary Meeting was noted as Monday 11th November 2019 at 7pm.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 9.20pm.

Chairman, 11th November 2019

DRAFT