

OLD CATTON PARISH COUNCIL  
MINUTES OF THE ORDINARY COUNCIL MEETING  
HELD AT 7.00PM ON MONDAY 12<sup>TH</sup> OCTOBER 2020  
BY REMOTE MEANS AND AT THE PAVILION, CHURCH STREET, OLD CATTON

**Present:** Mr B Sabberton-Coe (Chairman)      Mr R Tovell (Vice-Chairman)      Mr J Amis  
Mrs A Chandler      Mr G Crouch      Mrs Y Gowers  
Mr B Honess      Mr B Palmer      Mr G Tingle  
Mr M Vincent

Ms S Vincent  
Norfolk County and Broadland District Councillor Mrs K Vincent  
Broadland District Councillor Mr K Leggett  
x5 Residents

**36. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor D King due to work commitments and Councillor P Wilkin due to holiday commitments. Apologies were not received from Councillor S Walker who did not attend the meeting.

**37. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

There were no declarations of interest.

**38. MINUTES OF THE MEETING OF 14.09.2020**

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

**39. MATTERS ARISING**

Para 32.2: Clerk explained that there were two options; either contribute towards the total printing costs of the Remembrance booklet, or purchase a tribute section in the booklet at a cost of £60.00. It was AGREED that the Parish Council would purchase a tribute section. There were no further matters arising.

**40. PUBLIC DISCUSSION**

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

A report for October with crime statistics for September was circulated, a copy of which is attached to the official minutes, together with breakdown of statistics that PC Gill had been able to provide.

Norfolk County and Broadland District Councillor Karen Vincent reported:

- Norfolk County Council continue coordinating relief and provide services for residents at this time. There is a dedicated page on the Council website to provide

latest information and guidance – <https://www.norfolk.gov.uk/care-support-and-health/health-and-wellbeing/adults-health/coronavirus>

- Highways:
  - Junction of Chartwell Road. Having attended a number of meetings to ascertain what is happening with this junction Councillor K Vincent has been informed that works have again been delayed but will now be carried out in early November. Delay is due to delayed drainage works being carried out on St Faiths Road/Quaker Lane. Once these works are completed, Chartwell Road works will commence.
  - St Faiths Road/Fifers Lane junction redesign. Councillor K Vincent has attended meeting with residents and virtual meeting Highways to discuss. Delays are now due to streetlighting design impacting on recent gas works. Councillor K Vincent is trying to coordinate a virtual meeting with the various agencies to “iron out” current problems.
- Western Link Consultation has now closed.
- Broadland District Council are virtually launching the Community at Heart Lottery on 5<sup>th</sup> November 2020 to support local good causes across the District. Broadland based clubs, associations and charities are being encouraged to register an interest with Broadland District Council – [communities@broadland.gov.uk](mailto:communities@broadland.gov.uk). More information is available via the website: [https://www.broadland.gov.uk/info/200152/your\\_community/661/community\\_at\\_heart\\_lottery](https://www.broadland.gov.uk/info/200152/your_community/661/community_at_heart_lottery)
- Item 8.1 of Agenda: Planning application 20201647: Councillor K Vincent has met with resident directly affected by the planning application and has spoken to the Planning Officer. Councillor K Vincent understands the resident’s concerns and believes that the planned development will overshadow the resident’s property. Arrangements have been made for the Planning Officer to take photographs from resident’s property to assess the impact.
- Item 10.2 of Agenda: Business at Laundry Cottage: Councillor K Vincent has met with complainant and has spoken to the Enforcement Officer. Councillor K Vincent also spoke to Beat Manager PC Gill regarding the pavement parking and it is understood he has spoken to the resident.

Resident confirmed that he had met with Councillor K Vincent and with members of the Parish Council to discuss the impact of planning application on his property. He thanked those involved for their time and confirmed that meeting with Planning Officer was scheduled for Thursday, 15<sup>th</sup> October.

Resident stated that, in their opinion, owner of business was aware that there was a problem as he had changed his working system slightly using his property more rather than roadside. Resident questioned whether Councillor K Vincent had received copies of disk containing photographs that had been given to the Clerk – it was suggested that these be passed to PC Gill also.

The meeting resumed.

41. The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. Additionally the Clerk reminded Members of the White Paper Planning Consultation deadline of 29<sup>th</sup> October.

#### 42. FINANCE

- 42.1. Bank balances as at 30<sup>th</sup> September 2020, was noted. List of payments and receipts with vouchers 285 to 335 on payments schedule up to 12<sup>th</sup> October with expenditure of £18,824.93 and income of £108,685.45, was APPROVED. Clerk highlighted that second precept payment had been received from Broadland District Council.
- 42.2. Second quarter report up to 30<sup>th</sup> September 2020 was noted.
- 42.3. Clerk's report regarding new bank accounts for deposit of Council funds was noted. It was AGREED that funds would be distributed as follows:
- Funds of £85,000 to be retained in Barclays Current accounts.
  - Funds of £85,000 to be invested in 1yr fixed rate bond with Hampshire Trust Bank.
  - Funds of £85,000 to be invested in 1yr fixed rate bond with Unity Trust Bank.
  - Funds of £85,000 to be invested in either Clydesdale or Yorkshire Bank.
  - Funds of £64,338 to be invested with Aldermore Bank.
- 42.4. Renewal of HR contract with Neathouse Partners Ltd for 12mths was AGREED.
- 42.5. Proposal for usage of Chairman's Allowance as follows were AGREED:
- 1<sup>st</sup> Old Catton Brownies - £117.99.
- 42.6. It was AGREED that Councillors A Chandler, G Crouch and B Sabberton-Coe form the Finance Working Group.

#### 43. PLANNING

- 43.1. **20201689** – 21 Catton Chase, Old Catton, NR6 7AS – Rear Garden Room.  
**NO OBJECTION.**
- 20201628** – 246 Spixworth Road, Old Catton, NR6 7EG – Porch to the Side Elevation.  
**NO OBJECTION.**
- 20201647** – Catton House, 4 Park Close, Old Catton, NR6 7DL – Extend Garage with Addition of First Floor.  
**RECOMMEND REFUSAL.**
- 20201692** – 26 George Hill, Old Catton, NR6 7DE – Proposed 1<sup>st</sup> Floor Flat.  
**NO OBJECTION – with recommendation that provision for parking space should not be included in the design.**
- 20201758** – 73 The Warren, Old Catton, NR6 7NN – Two Storey Rear Extension and Open Porch to Front.  
**NO OBJECTION.**
- 20201768** – Catton Old Hall, 20 Lodge Lane, Old Catton, NR6 7HG – Creation of New Vehicle Access and Provision of Additional Parking Area.  
**NO OBJECTION – with recommendation for access from Lodge Lane to be considered by Highways; visual splay and locality to Wrenningham Road.**
- 20201834** – 38 Mansel Drive, Old Catton, NR6 7NB – Conversion of Garage to Habitable Accommodation with Front Extension and New Roof Over.

**NO OBJECTION.**

- 43.2. Street numbering of new dwelling adj 77 Norman Drive was noted.
- 43.3. Planning Application 20201480 – 213 St Faiths Road, Old Catton, NR6 7AQ has been refused. There were no other planning matters.

**44. POLICIES AND PROCEDURES**

- 44.1. It was AGREED that the Minutes of the Staffing Committee Meeting held on 24<sup>th</sup> August 2020, which were circulated with the Agenda, be confirmed as a true record and signed by the Chairman.

**45. PROPERTY AND RESPONSIBILITIES**

- 45.1. It was acknowledged that Broadland District Council have advised that planning permission from the LPA will be required for the floodlight proposal submitted by Old Catton Junior Football Club. It was AGREED that, whilst consent as Landlord from the Parish Council will be required the Council would not discuss the matter further until planning application was received.
- 45.2. It was AGREED that email to Enforcement Officer regarding business at Laundry Cottage stating that the Parish Council were disappointed with the delays and hoped the matter would be resolved quickly.

46. 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.

47. Report regarding pay scales was noted and AGREED.

**48. DATE OF NEXT MEETING**

Date of next Ordinary Meeting was noted as Monday 9<sup>th</sup> November 2020 at 7pm by virtual means.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.40pm.

Chairman, 9<sup>th</sup> November 2020