

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

Present: Mr B Sabberton-Coe (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
Mr S Walker Miss P Wilkin

Ms S Vincent
Norfolk County and Broadland District Councillor Mrs K Vincent
Broadland District Councillor Mr K Leggett
x1 Resident

53. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor D King due to work illness.

54. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

There were no declarations of interest.

55. MINUTES OF THE MEETING OF 12.10.2020

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

56. MATTERS ARISING

There were no matters arising.

57. MINUTES OF THE MEETING ON 25.01.2021

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

58. MATTERS ARISING

There were no matters arising.

59. PUBLIC DISCUSSION

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

Broadland District Councillor Ken Leggett reported:

- Broadland District Council continue to provide support for Covid-19 and have been involved in providing Government grants. 3 more large-scale vaccination centres have opened in Norfolk this week – North Walsham, Attleborough and Kings Lynn. Broadland District Council continue supporting the NHS from Broadland; x21 staff members have

now completed induction training with the N&N University Hospital dealing with Health & Safety, Fire Safety and other procedures. Staff, also supported by volunteers, have been carrying out Care Force Support where staff assist housekeeping, receptionist, coordinating of support, delivering messages to patients or relatives, etc. Staff are involved with Enhanced Contract Tracing and Community Support and have been active over a wide area; over January overall about 1,700 visits made. Staff are also involved in community deployment where food shopping, prescription collection where resident is unable to do themselves. Good to know there is still so much going on.

- Broadland District Council Government grant money to businesses. Since start in April 2020 over £75million has been distributed to businesses across our district in form of various business support.
- Additional Restriction Grant (ARG) – discretionary scheme. Since opening scheme last week Broadland District Council have received 384 applications, 96 payments have already been made to successful phase 2 applicants and ARG paid so far is over £2million.

Norfolk County and Broadland District Councillor Karen Vincent reported:

- Gritting teams out x6 times since Saturday night covering around 2,000 miles.
- Thanks to Norfolk Fire & Rescue Service who have been out this morning clearing the roads with extra work carried out near the vaccination centres to keep these accessible. To keep up to date with services provided by Norfolk County Council: www.norfolk.gov.uk/safety/norfolk-winter. Latest updates and information such as weather warnings, gritting, disruption to Council services are being shared via Facebook and Twitter with all posts being given the hashtag: #norfolkwinter. Residents with any relevant up to date information can also share via social media – please also use #norfolkwinter.
- Norfolk County Council continues to respond to the pandemic and is leading on a range of services from personal grants to information vaccination details available on the website www.norfolk.gov.uk. Rates of infection continue to fall in Norfolk but we are still above average for England; it is important we all remain very careful. If you are aware of anyone in need of support please ask them to contact the Help Hub on 01508 533933; further information is available on the website.
- Norfolk Trading Standards have detected a number of scams which include false calls including from the NHS, HMRC, Amazon and Royal Mail. The scam calls are very convincing – please remember that none of these organisations would be asking for bank details.
- Both Councils looking at budget proposals for next financial year (2021/22).
 - Norfolk County Council Cabinet meeting was held last week and proposals will go to full Council meeting later in February: Council Tax increase of 2.9% and further 2% for pressures for adult social care will be proposed. Proposals to enable investment in council services and cover the pressures caused by Covid-19; provision for short-term Covid-19 pressures currently is around £18.9million.
 - Broadland District Council budget will be discussed at Cabinet meeting on 9th February and proposals will go to full Council meeting on 25th February.

- Highways:
 - The Paddocks – resurfacing has been extended to 10th February.
 - Fifers Lane/St Faiths Road junction – will discuss at item 13.1.
 - Priors Drive – trod has been completed. There is some remedial work to be carried out, reseeding will be carried out when weather improves.
 - St Faiths Road – drainage scheme at Quakers Lane end of the road is now completed.
 - Chartwell Road/Spixworth Road – over running of the curb. Two alternatives for the verge: 1) cobbling, tarmac and then grass on the verge, 2) cobble all the verge. Parish Council view on these options would be appreciated.
 - Offsite improvements from Sewell Meadow development to Repton Avenue – approx. one month before legal paperwork completed, road notices will then be issued with a x12 week consultation period; hope to be on site and constructing works in x4 months. Aim is for these works to be completed before commencement of St Faiths Rd/Fifers Lane junction.
 - Councillor K Vincent receives £6,000 annual for spending on footpath/highways issues within the Parish (Old Catton and Sprowston West). Previous funds have contributed towards Priors Drive trod. This financial year funds are being used to install speed signs near Hall School. Next financial year this fund will increase to £10,000; Councillor K Vincent will be looking for suggestions from the Parish Council for spending these funds within the Parish.
- Council highlighted that speed signs at ring road end of Oak Lane were dangerous. Councillor K Vincent confirmed she would raise this with Highways.

The meeting resumed.

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

61. FINANCE

- 61.1. Bank balances as at 31st October 2020 were noted. List of payments and receipts with vouchers 336 to 382 on payments schedule up to 9th November with expenditure of £18,792.05 and income of £2,888.07, previously resolved by email, was APPROVED.
- 61.2. Bank balances as at 30th November 2020 were noted. List of payments and receipts with vouchers 383 to 459 on payments schedule up to 14th December with expenditure of £29,232.63 and income of £7,114.67, previously resolved by email, was APPROVED.
- 61.3. Bank balances as at 31st December 2020 were noted. List of payments and receipts with vouchers 460 to 506 on payments schedule up to 11th January 2021 with expenditure of £19,598.82 and income of £3924.93, previously resolved by email, was APPROVED.
- 61.4. Proposal for the purchase of new lawnmower, previously resolved by email, was APPROVED.
- 61.5. Insurance renewal for the period 17th December 2020 to 16th December 2021, previously resolved by email, was APPROVED.

- 61.6. External Auditor's Report for accounts ending 31st March 2020, previously resolved by email, were noted.
- 61.7. Scrutineer's Report for the period April-September 2020, previously resolved by email, was noted.
- 61.8. Scrutineer's Report for the period October-December 2020, previously resolved by email, was noted.
- 61.9. Recreation Ground fees for 2021/22, previously resolved by email, were APPROVED.
- 61.10. Cemetery fees for 2021/22, previously resolved by email, were APPROVED.
- 61.11. 3rd Quarter Financial Report up to the period 31st December 2020, previously resolved by email, was APPROVED.
- 61.12. Bank balances as at 31st January 2021 were noted. List of payments and receipts with vouchers 507 to 549 on payments schedule up to 8th February with expenditure of £23,520.99 and income of £9,543.18, was APPROVED.
- 61.13. Budget Working Group recommendation to bring delegated authority of verge grass cutting within Parish Council staff remit was APPROVED.
- 61.14. Report outlining CIL expenditure for plant and machinery was considered. The following was APPROVED:
- Tractor flail – purchase to a maximum estimated cost of £13,000 (+VAT). Quotes to be returned to Council at later date for approval.
 - Verge cutting mower – Quote B at a cost of £9,004.82 (+VAT).
 - Council van – decision to purchase deferred to next available meeting. Quotes to be provided for Council.
 - Flat trailer – Quote E at a cost of £1,320.00 (+VAT).
 - Aerator – purchase to a maximum estimated cost of £7,500 (+VAT). Quotes to be returned to Council at later date for approval.
 - Wood shredder – Quote G at an updated cost of £11,325.00 (+VAT).
- 61.15. Councillor recommendation for streetlight defect list were APPROVED.

62. PLANNING

The following planning applications were previously resolved by email:

- 62.1. **20201963** – OCJFC, Lavare Park, Buxton Road, Old Catton – Erection of 8no. floodlights to the boundary fence line.
NO OBJECTION WITH CONDITIONS.
- 62.2. **20202168** – 25 Kiln Close, Old Catton, NR6 7HZ – Extensions & Alternations.
NO OBJECTION.
- 62.3. **20201692** – 26 George Hill, Old Catton NR6 7DE – Proposed 1st Floor Flat
RECOMMEND REFUSAL.
- 62.4. **20201981** – 10 Taylors Lane, Old Catton, NR6 7BE – First floor extension and single storey rear extension.
NO OBJECTION.
- 62.5. **20202138** – 30 Spixworth Road, Old Catton, NR6 7NF – Two storey rear extension, front porch and whole house render.
RECOMMEND REFUSAL.
- 62.6. **20202227** – 341 St Faiths Road, Old Catton, NR6 7BL – Variation of Condition 2 of 20170220: increase in cartshed garage roof height.

NO OBJECTION.

62.7. 20201647 – Catton House, 4 Park Close, Old Catton, NR6 7DL – Extended garage with addition of first floor; amended location.

RECOMMEND REFUSAL.

62.8. 20202188 – 34 Wrenningham Road, Old Catton, NR6 7ED – Extension of porch. Move external front door of property to front of porch.

NO OBJECTION.

62.9. 20202403 – 77 Three Corner Drive, Old Catton, NR6 7HB – Application for the erection of side extension (retrospective) and the retention of the boundary fence.

NO OBJECTION.

62.10. 2021001 – 22 Players Way, Old Catton, NR6 7AU – Removal of existing steel shed from under carport and erection of single storey extension to side of existing garage.

NO OBJECTION.

62.11. 20202403 – 176 Spixworth Road, Old Catton, NR6 7EQ – Proposed single new dwelling.

RECOMMEND REFUSAL.

The following planning applications were considered:

62.12. 20210135 – 12 Grange Close, Old Catton, NR6 7DH – Proposed rear orangery/garden room & associated internal alteration.

NO OBJECTION – with recommendation that proposal remains within preservation and conservation orders.

62.13. 20202138 – 30 Spixworth Road, Old Catton, NR6 7NF – Two storey rear extension, front porch and whole house render (amended plans).

NO OBJECTION – with recommendation that frontage remain red brick and not rendered.

62.14. Approval of planning applications 20201768 and 20201963 were noted.

62.15. Refusal of planning application 20201692 was noted.

63. POLICIES AND PROCEDURES

63.1. As previously resolved by email, it was AGREED that the Co-Option of Parish Council vacancy be delayed until May 2021.

63.2. As previously resolved by email, the adoption of the Investment Strategy was APPROVED.

64. HUMAN RESOURCES

64.1. It was confirmed that the following Council Policies and Procedures had been revised and that no amendments had taken place:-

- Bullying and Harassment.
- Equal Opportunities.
- Pension.
- Social Media.
- Disability Discrimination.
- Lone Worker.
- Safeguarding Children, Young People & Vulnerable Adults.

64.2. It was confirmed that the following Council Policies and Procedures had been revised and the minor amendments were approved:-

- Recruitment.
- Training.

65. PROPERTY AND RESPONSIBILITIES

65.1. Councillor Karen Vincent was invited to provide update on St Faiths Road/Fifers Lane junction redesign following recent meeting with Highways, Taylor Wimpey and other parties. Revised plans had been circulated prior to meeting. Members views on the design were invited. Roundabout has been moved slightly to reduce the tightness on the north side. This is due to Highway concerns that vehicles would manoeuvre too close to the curb line. The Parish Council request for x3 pedestrian island on the roundabout has been included in the design. Questions following-on from site visit were put to developer; Councillor Karen Vincent informed Council of the responses received. Comments have been received from the residents whose properties are directly affected by the junction redesign (circulated prior to meeting) and have been passed to developer for response; Councillor Karen Vincent will follow up on these. A Member raised safety concerns regarding the pedestrian island being too close to the roundabout. A Member raised concerns that the roundabout is not big enough and that vehicles will travel over the top of it. A discussion continued with a Member highlighting the traffic safety controls by speed reduction nearer the roundabout. It was also noted that there are currently no safe pedestrian crossing points near this junction and, to date, the Council is unaware of any pedestrian accidents having been reported. Councillor Karen Vincent reiterated that the x3 pedestrian island were at the request of the Council and confirmed that Highways were in agreement with the new design. Council AGREED in favour of the junction redesign (with x2 against and x1 abstain). With regard to delivery timings, Councillor K Vincent said that, with Parish Council and Highways approval, the matter can now proceed to the legal process of signing off the S278 Agreement between both parties. Traffic Regulation Order would then be advertised with x12 week consultation period; realistically the earliest the junction redesign would be delivered is in approximately x6 months' time. The Chairman thanked Councillor Karen Vincent for her efforts with this matter.

66. DATE OF NEXT MEETING

Date of next Ordinary Meeting was noted as Monday 8th March 2021 at 6pm by virtual means.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.30pm.

Chairman, 8th March 2021