

OLD CATTON PARISH COUNCIL  
MINUTES OF THE ORDINARY COUNCIL MEETING  
HELD AT 6.00PM ON MONDAY 8<sup>TH</sup> MARCH 2021  
BY REMOTE MEANS AND AT THE PAVILION, CHURCH STREET, OLD CATTON

**Present:** Mr B Sabberton-Coe (Chairman)      Mrs A Chandler      Mr G Crouch  
Mr B Honess      Mr D King      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

**67. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor B Palmer due to illness and Councillors J Amis and Y Gowers.

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

Declarations were declared as follows:-  
Councillor B Honess – Planning Application 20210190

**69. MINUTES OF THE MEETING OF 08.02.2021**

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

**70. MATTERS ARISING**

There were no matters arising.

**71. PUBLIC DISCUSSION**

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

Police report and Police 'Community Update' were circulated, a copy of which are attached to the official minutes. Police had confirmed that statistics given in Police report were all for Old Catton.

Broadland District Councillor Ken Leggett reported:

- Greater Norwich Local Plan consultation has been extended until 22<sup>nd</sup> March 2021.
- National Census is 21<sup>st</sup> March 2021. By law forms must be completed and returned with the risk of £1,000 fine if not.
- Broadland News is now being circulated - 62,000 copies to houses and businesses in Broadland. Councillor K Leggett highlighted the useful contacts given in the News

including Benefits, Building Control Council Tax, Election Services, Environmental Services (bins, waste, dog fouling), Housing, Licencing, Planning, Pollution and the Help Hub and Business Support for Covid.

- Rapid symptom-free community Covid testing (lateral flow tests) are being rolled out across Norfolk with sites opening at Drayton (Bob Carter Centre), Acle (Recreation Centre) and Sprowston (Diamond Centre) – Monday-Friday, 10am-6pm.

Norfolk County and Broadland District Councillor Karen Vincent reported:

- Highways:
  - Chartwell Road – steps at Oak Lane reported.
  - Chartwell Road/Spixworth Road Junction: confirmed that the whole verge is to be cobbled and will hopefully be carried out in May.
  - Church Street – Old Catton Junior School: replacement of windows with UPVC. Councillor K Vincent has received complaints from residents regarding this. It has been established that the School should have applied for planning permission and they are currently starting the process of seeking planning permission for the windows. Parish Council will be consulted on the application, Councillor K Vincent will update Council if she hears anything further.
  - Junction of White Woman Lane – proposal of double yellow restrictions (10.2 on agenda): very keen to hear Parish Council views on this proposal. Councillor K Vincent has also been consulted and will be submitting a view.
  - Priors Drive trod – tidying up works around the trod are underway and grass seeding will be carried out at the appropriate time. Councillor K Vincent has received resident request to reposition the dog bins at this location closer to the trod.
  - The Paddocks – complaints have been received regarding the recent resurfacing works. Highways Engineer B Rayner has taken photographs, these have been sent through to Norfolk County Council and they are being followed up with Tarmac who carried out the works. Repairs will need to be carried out so can expect works at this site in due course.
  - Woodland Drive: footway reconstruction to be carried out. No dates for works at present.
  - Hall School – WIGWAG signs to be sited on St Faiths Road. These are on order and are being funded by Councillor K Vincent from her County Councillor highways allowance. Hopefully these will be installed around May.
- Community at Heart Lottery - launch was 28<sup>th</sup> February. Weekly Saturday night draw. It has been a huge success and is on track to raise £40,000 for the good causes. Good causes are still able to register. More information available on 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)
- Grow Your Own project – local initiative Councillor K Vincent is supporting and funded using her local Member grant. Project is to supply free seeds to residents of Old Catton and Sprowston West to encourage people to try to grow their own food. It is an initiative to try to help to boost mental health wellbeing and to encourage families to try to eat more healthily. More information can be found in the Broadland News which

also gives details of how to apply for the seeds, alternatively residents can contact Councillor K Vincent via her Broadland District Council email address.

- Safer Neighbourhood Panel remote meeting on 11<sup>th</sup> March 2021 at 7pm. Those wishing to attend email [SNTSprowston@norfolk.police.uk](mailto:SNTSprowston@norfolk.police.uk).
- Planning Training Sessions – Planning Enforcement. Session to be held on 17<sup>th</sup> March 2021 at 5pm by virtual means.

Resident commented on the Head Groundsman's work; what he had seen around the village was very impressive and he felt the Head Groundsman is an asset to the Council. The resident asked about the condition of the graves at the Cemetery; he had noted that some were sinking and some memorials were at angles. The Clerk informed that the sinkage was due to the heavy rain fall and the age of the graves. Grounds staff will carry out remedial work to graves (topping up and grass seeding) once the weather improves. All plot holders at the Cemetery had been notified of the sinkage and, as memorials are the responsibility of the plot holders, have been requested to obtain assessment and confirmation memorial is "safe in the ground" from their stonemason.

The meeting resumed.

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

### **73. FINANCE**

**73.1.** Bank balances as at 28<sup>th</sup> February 2021 were noted. List of payments and receipts with vouchers 550 to 594 on payments schedule up to 8<sup>th</sup> March with expenditure of £28,734.93 and income of £10,246.39 was APPROVED.

**73.2.** Email correspondence and quote for purchase of new van, using CIL funds, at a cost £22,872.80 (including VAT) was noted and APPROVED.

**73.3.** Clerk's report and recommendation for distribution of Grant funding to Old Catton youth organisations were AGREED as follows:

- Thoroughbred Netball - £100.00
- Old Catton Cricket Club All Stars - £100.00
- Old Catton Girl Guiding Association - £100.00
- Old Catton Scouting Association - £100.00
- Old Catton Youth Group - £100.00
- Old Catton Junior Football Club - £100.00
- Busy Beaver Pre-School - £50.00
- Old Catton Pre-School - £50.00.

**73.4.** It was AGREED to defer revised quote for resurfacing of Recreation Ground car park to next available meeting.

**73.5.** Subscriptions to Scribe Accounts, Norfolk PTS, Norfolk ALC, Scribe Cemetery and SLCC, previously resolved by email, were APPROVED.

**73.6.** It was AGREED that Councillor G Crouch would carry out the independent internal control check.

#### **74. PLANNING**

**74.1.** 20210097 – 43 Edgefield Close, Old Catton, NR6 7HP – Proposed Two Storey Side Extension.

**RECOMMEND REFUSAL.**

**74.2.** 20210190 – The Hollies, 13 Parkside Drive, Old Catton, NR6 7DP – Demolish Existing Garage and Connecting Flat Roof. New Single Storey Rear Extension with Flat Roof. 2 Storey Side Extension and Front Extension. Render and Vertical Cladding to Elevations. New Windows and Doors.

**NO OBJECTION.**

**74.3.** 2021/0002 – White Woman Lane School, White Woman Lane, Sprowston, NR6 7JA – Erection of Single Storey Front Extension to Increase Area of Staff Room and Class Room.

**NO OBJECTION.**

**74.4.** Approval of planning applications 20202138 and 20202188 were noted.

**74.5.** Refusal of planning application 20202380 was noted.

#### **75. POLICIES AND PROCEDURES**

**75.1.** 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 Policy
- Scheme of Delegation
- Protocol for Recording of Council Meeting
- Protocol for Public Participation
- Financial Risk Assessment
- Standing Orders
- Environmental Policy

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

- Protocol for Pre-Meeting
- Financial Regulations
- Five Year Strategic Plan

#### **76. PROPERTY AND RESPONSIBILITIES**

**76.1.** Meeting of Airport Consultative Committee (ACC) on 23<sup>rd</sup> February and additional paperwork was noted. It was AGREED that alternate Council representative would attend future ACC meetings, with Councillor G Crouch attending the AGM on 14<sup>th</sup> April.

**76.2.** Norfolk County Council proposal for double yellow restrictions at traffic lights on White Woman Lane junction were considered. Council RECOMMENDED REFUSAL of proposal as they felt this scheme was not of benefit to residents. Parish Council would prefer funds to be spent increasing the size of the layby near this location to assist resident parking rather than restrict it.

- 76.3.** Street naming for section of East-West Link Road from Buxton Road as part of the Orbit Housing development was considered. Council noted Sprowston Town Council's suggestion of Phoenix but did not support naming the road an Avenue. Council AGREED proposal of Phoenix Way.
- 76.4.** Resident's request for removal of x2 branches from tree within Recreation Ground at his own cost was AGREED.
- 76.5.** It was AGREED to create role of Parish Footpath Warden. It was AGREED that volunteer resident be appointed to this position, providing written, monthly report of footpath conditions for Council consideration.
- 76.6.** It was AGREED that stonemason work be carried out to the War Memorial to amend inscription at a cost of £180.00 (excluding VAT).

**77. DATE OF NEXT MEETING**

Date of next Ordinary Meeting was noted as Monday 12<sup>th</sup> April 2021 at 6pm by virtual means.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 7.15pm.

Chairman, 12<sup>th</sup> April 2021