

OLD CATTON PARISH COUNCIL  
MINUTES OF THE ANNUAL COUNCIL MEETING  
HELD AT 6.30PM ON MONDAY 10<sup>TH</sup> MAY 2021  
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      Ms Y Gowers      Mr G Tingle  
Mr M Vincent      Mr S Walker      Miss P Wilkin

Ms S Vincent  
Norfolk County and Broadland District Councillor Mrs K Vincent  
X2 Residents

**1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

It was AGREED that Councillor B Sabberton-Coe be appointed Chairman of the Parish Council for the ensuing year. He signed the Declaration of Acceptance of Office.

**2. TO ELECT A VICE CHAIRMAN FOR THE ENSUING YEAR**

It was AGREED that Councillor G Tingle be appointed as Vice-Chairman of the Parish Council for the ensuing year.

**3. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor B Honess due to holiday commitments.

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

Interests were declared as follows:-  
Councillor G Tingle – Item 10.5.

**5. TO RECEIVE APPLICATIONS FOR THE CO-OPTION OF COUNCILLOR FOR THE VACANCY ARISING FROM THE ELECTION PROCESS AND ELECT A MEMBER**

Application for co-option were received and considered from Mr T Cooke and Mr B Leggett. Members voted x3 in favour of Mr T Cooke and x6 in favour of Mr B Leggett. Election of Mr B Leggett as Member of the Parish Council was AGREED. Mr T Cooke requested that his application be considered for future vacancies as he was very keen to become a member of Old Catton Parish Council.

**6. MINUTES OF THE MEETING OF 12.04.2021**

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

**7. MATTERS ARISING**

There were no matters arising.

## 8. 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. Council expressed again that it would be beneficial to receive figures for Old Catton and Sprowston West separately.

Councillor B Sabberton-Coe, on behalf of the Council, congratulated Norfolk County and Broadland District Councillor Karen Vincent on her re-election as Norfolk County Council representative for Old Catton.

Councillor Karen Vincent reported:

- Highways:
  - Various issues regarding road surfacing have been reported by residents. Primarily issues with White Woman Lane, Carterford Drive and The Paddocks. Councillor K Vincent has a meeting scheduled with Highways to discuss White Woman Lane on 13<sup>th</sup> May and will update Council after this.
- Councillor K Vincent is happy to report that that speed signage outside Hall School, St Faiths Road was installed last week. Hall School are very pleased and hopefully this will help to reduce speeding and improve safety in the area. This was funded through her Norfolk County Councillor Members fund for footpath/highways.
- Litter: Councillor K Vincent has held x2 litter picks with residents. She commented that she was astonished by the volume of litter collected, specifically in hedgerows and edges of footpaths. Councillor K Vincent stated she would attend the Parish Council organised litter pick on 6<sup>th</sup> June.
- Foster Care Fortnight is 14<sup>th</sup> – 27<sup>th</sup> May. Norfolk County Council are supporting Fostering Networks' annual campaign to raise the profile of fostering. More information is available on Norfolk County Council's website:  
<https://www.norfolk.gov.uk/news/2018/05/norfolk-county-council-is-supporting-foster-care-fortnight>
- Branch libraries are now fully open. Sprowston Library is open Monday-Thursday. It is possible to return books outside this time by using the post box on the side of the building. Alternatively renewals can be done online:  
<https://www.norfolk.gov.uk/libraries-local-history-and-archives/libraries>
- Norfolk County Council Annual General Meeting will be held on 24<sup>th</sup> May 2021.
- Broadland District Council Annual General Meeting will be held on 27<sup>th</sup> May 2021. Councillor K Vincent will be stepping down as Chairman of Broadland District Council at this meeting but will remain serving as one of the Broadland District Council Representative for Old Catton.

The meeting resumed.

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

## 10. FINANCE

- 10.1. Bank balances as at 30<sup>th</sup> April 2021 were noted. List of payments and receipts with vouchers 035 to 088 on payments schedule up to 10<sup>th</sup> May with expenditure of £31,239.04 and income of £271,757.99 were APPROVED.
- 10.2. Scrutineer Report for the period January – March 2021 was noted.
- 10.3. Internal Control Checklist and Internal Control Statement for year ending 31<sup>st</sup> March 2021 were noted and APPROVED.
- 10.4. Report by Councillor G Tingle and revised quotation for resurfacing of Recreation Ground car park and rear garage area was considered and discussed. Quote from Waveney Surfacing at a cost of £38,255 (excluding VAT) was APPROVED. Work will be carried out during school holidays to minimise disruption. It was noted that installation of speed ramps and parking bay marking would be at additional cost.
- 10.5. Annex A of Investment Strategy 2020/21 was APPROVED.

## 11. POLICIES AND PROCEDURES

- 11.1. It was RESOLVED that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.
- 11.2. The Committees and Outside Bodies for 2021/22 were considered and APPROVED, a copy of which is attached to the official minutes.
- 11.3. Calendar dates of Council Meetings for 2021/22 were AGREED.
- 11.4. It was confirmed that the following Council Policies and Procedures had been revised and that no amendments had taken place:-
  - Code of Conduct.

## 12. PLANNING

- 12.1. **20210097** – 43 Edgefield Close, Old Catton, NR6 7HP – Proposed Two Storey Side Extension (amended plans).  
**RECOMMEND REFUSAL.**
- 20210680** – Land East of Buxton Road, Spixworth – Details of Conditions 12 (construction traffic management plan), 14 (wheel cleaning facilities) and 23 (fire hydrants) of 20141725.  
**RECOMMEND REFUSAL.**
- 20210655** – 198 Spixworth Road, Old Catton, NR6 7EQ – Proposed Extension and Alterations.  
**NO OBJECTION.**
- 20210652** – 113 Moore Avenue, Sprowston, NR6 7LG – Change Existing Hip Roof to Gable End. Extension to First Floor Bedroom and New Dormers.  
**NO OBJECTION – provided Planning Officer is content with the overlooking position.**
- 20210623** – 10 Three Corner Drive, Old Catton, NR6 7HA – Bedroom and Ensuite First Floor Extension.

**NO OBJECTION.**

**20210626** – 19 Burma Road, Old Catton, NR6 7AA – Loft Conversion to Existing Detached Bungalow.

**NO OBJECTION – provided Planning Officer is content with the overlooking position.**

**20210688** – 106 Spixworth Road, Old Catton, NR6 7NJ – Two Storey Side Extension, Single Storey Garage, Side Extension and Changes to Windows and Cladding.

**NO OBJECTION – provided Planning Officer is satisfied with detail and colour of cladding.**

**20210671** – Catton Old Hall, 20 Lodge Lane, Old Catton, NR6 7HG – Change of Use of Existing Guesthouse Class C1 to a Private Residential Dwelling.

**NO OBJECTION.**

**12.2.** There were no further planning matters.

**13. PROPERTY AND RESPONSIBILITIES**

**13.1.** Request by Old Catton Junior Football Club to install secure compound and small lean-to in carpark at Lavare Park was APPROVED. It was requested that details of lean-to (height and size) be provided to Council.

**13.2.** Resident proposal for additional streetlight at West Acre Drive was considered. It was AGREED that there is no requirement for the installation of additional streetlight at this location. Resident to be advised to consider sensor lighting on their property to provide additional lighting for personal requirements.

**14. DATE OF ANNUAL PARISH MEETING**

Date of Annual Parish Meeting was noted as Thursday 13<sup>th</sup> May 2021 at 7pm at the Pavilion, Recreation Ground, Church Street. Public attendance would be by virtual means.

**15. NEXT MEETING**

Date of Parish Council Meeting was noted as Monday 14<sup>th</sup> June 2021 at 6.30pm at the Pavilion, Recreation Ground, Church Street. Public attendance would be by virtual means.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 7.30pm.

Chairman, 14<sup>th</sup> June 2021