

OLD CATTON PARISH COUNCIL  
MINUTES OF THE ORDINARY COUNCIL MEETING  
HELD AT 6.30PM ON MONDAY 14<sup>TH</sup> JUNE 2021  
AT THE PAVILION, CHURCH STREET, OLD CATTON

**Present:** Mr B Sabberton-Coe (Chairman)      Mr G Tingle (Vice Chairman)      Mrs A Chandler  
Mr G Crouch      Mr B Leggett      Mr M Vincent  
Miss P Wilkin

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

**16. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor J Amis, Councillor Y Gowers, Councillor B Honess, Councillor D King and Councillor S Walker due to various personal commitments.

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

There were no Declarations of Interest.

**18. MINUTES OF THE MEETING OF 10.05.2021**

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

**19. MATTERS ARISING**

There were no matters arising.

**20. PUBLIC DISCUSSION**

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

Police report was circulated, a copy of which are attached to the official minutes. Clerk informed Council of x2 incidents that had occurred at the Recreation Ground resulting in Police attendance.

Norfolk County and Broadland District Councillor Karen Vincent reported:

- AGM for Norfolk County Council and Broadland District Council had now been held. Mr Andrew Proctor remains Chairman of Norfolk County Council, Mr Shaun Vincent remains Leader of Broadland District Council and Roger Foulger appointed Chairman of Broadland District Council. Councillor K Vincent thanked the Parish Council for their support during her term as Chairman of Broadland District Council. Councillor K Vincent had raised £3,583 funds for the Big C during her term.

- Go Digital funding programme. Norfolk County Council are providing free business support programme for micro, small and medium sized businesses to make better use of digital tools to help them grow. More information available on the website: <https://www.norfolk.gov.uk/business/grants-and-funding/go-digital> or email [econdev@norfolk.gov.uk](mailto:econdev@norfolk.gov.uk)
- Support for Carers is available via Carers Matter Norfolk. More information available on the website: <https://carersmatternorfolk.org.uk/> or telephone 0800 083 1148.
- Swap 2 Save Campaign. Norfolk Recycles are encouraging people to consider swapping single-use products for reusable items. More information on the website: <https://www.norfolkrecycles.com/communityaction/swap2save/>
- Highways:
  - Norwich Western Link Project. Norwich County Council Cabinet and Full Council have approved recommendations. Outline business case will be submitted to the Department of Transport. Pre-planning consultation will be held later in 2021 with submission of planning application early in 2022.
  - Greater Norwich Walking and Cycling Infrastructure Plans. Consultation closes on 28<sup>th</sup> June 2021. Complete the survey online via <https://norfolk.citizenspace.com/community-services/norwichlcwip/>.
- Planning application FUL/2021/0018 – Old Catton Junior School. Councillor K Vincent outlined that she had made the relevant Officers aware of the window replacement. Following discussions it was agreed that planning application should have been submitted hence the retrospective application being considered by Parish Council this evening.
- North Walsham Road/George Hill/School Lane signal improvements. Councillor K Vincent was grateful for the opportunity to discuss this during the meeting at Item 11.1.
- St Faiths Road/Fifers Lane junction redesign. There had been further correspondence regarding residents concerns re: access to their properties. Changes to the plan have been made.
- Councillor G Crouch asked for an update on the Chartwell Road/Spixworth Road junction. A brief discussion followed. Councillor K Vincent stated works are scheduled for end June.

Broadland District Councillor Ken Leggett reported:

- Broadland and South Norfolk District Council have now launched their new website.
- Kickstart Scheme. Norfolk County Council are supporting Government scheme to support businesses and young people at risk of long-term unemployment. Designed to create high-quality 6-month work placements for young people currently claiming Universal Credit. More information on the website: <https://www.norfolk.gov.uk/business/grants-and-funding/kickstart>
- Community Infrastructure Fund. Councillor K Leggett reminded Council that the funds, provided through development, were available for infrastructure in the Parish. Councillor K Leggett highlighted the recent purchase of former restaurant and pub in nearby Parish by Town Council for use as a community centre.

The meeting resumed.

- 21.** The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. A Member commented that the Churchyard required urgent attention. Clerk stated that wet weather had prevented grass cutting in May which meant all grass was much longer than desired. Grounds staff are tackling the problem and issues will be resolved soon. A Member highlighted fencing at Lavare Park; the Clerk confirmed that all damaged posts will be replaced and that wood staining would be finished.
- 22.** Mr Chris Gowing was confirmed as Groundsman. It was noted that he was helpful and engaging.
- 23. FINANCE**
  - 23.1.** Bank balances as at 31<sup>st</sup> May 2021 were noted. List of payments and receipts with vouchers 089 to 148 on payments schedule up to 14<sup>th</sup> June with expenditure of £26,858.25 and income of £3,882.85 were APPROVED.
  - 23.2.** List of regular payments made by direct debit or BACs in accordance with the Financial Regulations were APPROVED.
  - 23.3.** Income and expenditure account and balance sheet for year ending 31<sup>st</sup> March 2021 were noted and APPROVED.
  - 23.4.** Final Internal Auditors Report was received. Recommendation to retrospectively confirm amount of Precept requested for 2021/22 and document the decision was APPROVED.
  - 23.5.** Retrospective confirmation of Precept of £225,226.00 requested from Broadland District Council for 2021/22 was APPROVED.
  - 23.6.** It was AGREED to appoint Auditing Solutions as the Council Internal Auditor for the 2021/22 Financial Year.
  - 23.7.** It was AGREED that Section 1 of the Annual Return (Account Statement) 2019/20 be APPROVED.
  - 23.8.** It was AGREED that Section 2 of the Annual Return (Account Statement) 2019/20 be APPROVED.
  - 23.9.** Report regarding CIL/S106 expenditure and Sculpture Trail at Catton Park was considered. Expenditure of £8,700.00 for x11 sculptures was APPROVED. It was AGREED that Catton Park Trust would agree location of new sculptures.
  - 23.10.** Report regarding CIL/S106 expenditure and irrigation system on sports grounds was considered. Expenditure to a maximum cost of £35,000.00 (excluding VAT) was APPROVED. Quotes would be AGREED by full Council once received.
  - 23.11.** Report regarding CIL/S106 expenditure and Village Pond was considered. It was AGREED that expenditure of £12,590.00 (excluding VAT) be APPROVED subject to additional clarification on installation of pump and approval from Broadland District Council.
  - 23.12.** Report regarding CIL/S106 expenditure for replacement wet-pour around play equipment at Recreation Ground and Lavare Park was considered. Expenditure to a maximum cost of £30,000.00 was APPROVED. Quotes would be AGREED by full Council once received.

- 23.13.** Replacement of x4 moveable benches at bowling green was considered. Purchase of Countryside bench at a cost of £541.34 (excluding VAT) each, total £2,165.36 (excluding VAT) was APPROVED.

## **24. POLICIES AND PROCEDURES**

- 24.1.** It was confirmed that the following Council Policies and Procedures had been revised and that no amendment had taken place:-
- Community Engagement Strategy 2021.
  - Complaints Procedure.
  - Data Protection Policy.
  - Grant Award Criteria.
  - Records Management and Retention Policy.
- 24.2.** It was confirmed that the following Council Policies and Procedures had been revised and the minor amendments were approved:-
- Risk Management Scheme.
  - Street Naming Policy.
- 24.3.** Cemetery Working Group Terms of Reference were APPROVED.
- 24.4.** Data Protection Committee Terms of Reference were APPROVED.
- 24.5.** Amendment to the appointments of Councillors to Committees and outside bodies were APPROVED.
- 24.6.** Report regarding Health & Safety contract was considered. It was AGREED that Councillor G Tingle will assist the Clerk in ensuring Council remains compliant with Health & Safety Regulations.

## **25. PLANNING**

- 25.1.** **20210751** – 89 Lodge Lane, Old Catton, NR6 7HQ – Proposed Single Storey Rear Extension.  
**NO OBJECTION.**
- 20210772** – 16 Bronde Close, Old Catton, NR6 7LN - First Floor Extension over Existing Garage to Form Additional Bedrooms.  
**NO OBJECTION.**
- 20210765** – 5 Burma Road, Old Catton, NR6 7AA – Rear Single Storey Extension.  
**NO OBJECTION.**
- FUL/2021/0018** – Old Catton CofE Junior School, Church Street, Old Catton, NR6 7DS – Retention of Replacement Windows.  
**NO OBJECTION. Councillor M Vincent requested his Objection be recorded.**
- 25.2.** The following planning applications were previously resolved by email:
- 20210674** – Land at 1A Lodge Lane, Old Catton, NR6 7EA – Outline Planning Application for the Erection of Two Detached Dwellings and Associated Access.  
**RECOMMEND REFUSAL.**
- 20210698** – 7 Lodge Lane, Old Catton, NR6 7EA – Single Storey Flat Roof Rear Extension.  
**NO OBJECTION.**
- 20210733** – 155 Spixworth Road, Old Catton, NR6 7DY – Replace Existing Single Storey Rear Extension with Single Storey Side and Rear Extension and Hipped Roof.  
**NO OBJECTION.**

**20210740** – 69 Constitution Hill, Old Catton, NR6 7RW – Proposed Two Dormer Windows and Roof Terrace and Timber Shed.

**NO OBJECTION.**

- 25.3.** It was noted that planning application 20210674 had been APPROVED by Broadland District Council. There were no further planning matters.

**26. PROPERTY AND RESPONSIBILITIES**

- 26.1.** Preliminary proposal of Norfolk County Council for signal improvements to Constitution Hill/George Hill/School Lane junction was considered. Councillor K Vincent was invited to speak and provide additional information. Proposal is for installation of x3 pedestrian crossings and widening of pathway. Crossing will have audible sound; regard to residents for noise will be considered, in particular there will be no audible sound between 10pm-7am. Works are scheduled for 25<sup>th</sup> October 2021. Consultation period will commence x8 weeks prior to this date. George Hill will be closed for x3 weeks.
- 26.2.** Draft Questionnaire for public consultation regarding future expenditure of CIL in the Parish was APPROVED.
- 26.3.** It was AGREED that Councillor B Honess would be the Parish Council Member Representative on SYEP Trust.
- 26.4.** There were no further matters.

**27. NEXT MEETING**

Date of Parish Council Meeting was noted as Monday 12<sup>th</sup> July 2021 at 6.30pm at the Pavilion, Recreation Ground, Church Street.

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

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