

OLD CATTON PARISH COUNCIL  
MINUTES OF THE ORDINARY COUNCIL MEETING  
HELD AT 6.30PM ON MONDAY 14<sup>TH</sup> FEBRUARY 2022  
AT THE PAVILION, CHURCH STREET, OLD CATTON

**Present:** Mr B Sabberton-Coe (Chairman)      Mr G Tingle (Vice Chairman)      Mr J Amis  
Mrs A Chandler      Mr T Cooke      Mr G Crouch  
Ms Y Gowers      Mr B Honess      Mr B Leggett  
Mr M Vincent      Miss P Wilkin

Ms S Vincent (Clerk)  
Broadland District Councillor K Leggett  
1 Resident

**103. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor K Vincent.

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

There were no declarations of interest.

**105. MINUTES OF THE MEETING OF 10.01.2022**

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

**106. MATTERS ARISING**

There were no matters arising.

**107. PUBLIC DISCUSSION**

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

Police report for January 2022 containing statistics for December 2021 was circulated, a copy of which is attached to the official minutes. PC Gill had provided Ms S Vincent with a breakdown of the statistics for crime occurrences in Old Catton.

Norfolk County and Broadland District Councillor Karen Vincent had provided Ms S Vincent with the following updates:

- St Faiths Road/Fifers Lane Junction: Works for junction redesign as Condition of Sewell Park development were finally scheduled to commence on 4<sup>th</sup> April 2022. Works were scheduled to take one month with completion date currently listed as 29<sup>th</sup> April 2022.
- Councillor K Vincent will be attending Police Engagement Surgery with PC Gill on 1<sup>st</sup> March 2022 at 3pm – 5pm at Morrisons.

- Norfolk County and Broadland District Council will be meeting next week to set their respective budgets. Broadland District Council will be proposing a Council Tax freeze as part of their budget setting.

Broadland District Councillor Ken Leggett reported:

- Councillor K Leggett confirmed that resident's notification of planning applications are issued as part of the planning process. There is a x21 day window for comments to be received. Councillor K Leggett will continue to monitor the situation.
- Planning application 20201647: Catton House, 4 Park Close, Old Catton. Following arboricultural report applicant has been invited to submit amendments, these have yet to be received. This application will definitely not be called into February's Planning Committee meeting.
- SYEP: Using their Members grant, Councillor K Leggett and Councillor K Vincent are provided funding to the Youth Group towards the Urban Adventure Project. The Project continues to be delayed due to planning application.
- Recycling: Unfortunately funds raised January – December 2021 were just short of the hoped-for £3,000 raised for Catton Park by the end of 2021 but Councillor K Leggett thanked residents for supporting Catton Park via the glass and paper recycling bins.
- Councillors K Leggett, K Vincent and R Potter were resuming the monthly Surgery held at Morrisons on the first Saturday of every month.
- In Touch magazine will be circulated to all residents in the next x2 weeks.

Resident raised concerns regarding street parking on White Woman Lane from the layby to the traffic lights at the Spixworth Road junction. Poor parking was causing problems with approach to traffic lights and access to the left-turn lane. Ms S Vincent outlined previous consultation regarding upgrade of traffic lights and installation of double yellow lines as part of the Buxton Road development. The Council are aware that there was an increase in parking issues at this junction. Ms S Vincent said she would seek an update.

Resident provided explanation of spreadsheet of SAM2 data he had compiled. Resident stated that data had highlighted current average speeds of vehicles over the actual road limit. St Faiths Road, which has a speed limit of 20mph, showed data of 45% of traffic travelling at 25mph and one third of traffic travelling at 30mph. Lodge Lane, which has a speed limit of 20mph, showed data of 42% of traffic at 25mph. Data near Louis Close (St Faiths Road) showed data of 48% of traffic travelling at 25mph. Whilst there is data that shows the overall percentage of traffic travelling within the speed limit there is clear data showing a high percentage of vehicle travelling over the speed limit. A discussion followed regarding speed awareness and awareness of speed limits on Old Catton's roads (the majority being 20mph), amount and size of signage. Council thanked Resident for collating the information and requested that he continue to do so. Resident confirmed he was happy to do so.

The meeting resumed.

**108.** The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. It was AGREED the Clerk would obtain quotes replacement tennis court fencing using S106 funds. It was AGREED that Clerk would begin urgent planning for new cemetery prior to Cemetery Working Group meeting. Work appeared to have ceased at the Village Pond which the Clerk agreed to investigate. It was noted that the bollards by the Cat & Barrel had now been reinstalled. It was noted that Sanders Coaches were continuing to use Spixworth Road while George Hill is closed - it is not known which route the coaches are taking; the diversionary route being via St Faiths Road. It is assumed they are using Oak Lane. It was AGREED the Clerk would investigate. Update on Queen's Jubilee Celebrations on Thursday 2<sup>nd</sup> June was received – Family Fun Day will be held at Recreation Ground, 11am – 4pm following by Picnic in the Park at Catton Park with live music from 6pm – 9.30pm. Beacon would be lit as part of the celebrations at 9.45pm to conclude the celebrations from Repton's vista at the top of Catton Park.

#### **109. FINANCE**

- 109.1.** Bank balances as at 31<sup>st</sup> January 2022 were noted. Monthly bank account reconciliations were noted. List of payments and receipts with vouchers 519 to 576 on payments schedule up to 14<sup>th</sup> February 2022 with expenditure of £12,557.28 and income of £9,726.72 (including income from allotments) were APPROVED.
- 109.2.** Scrutineer's Report up to 31<sup>st</sup> December 2021 was noted.
- 109.3.** Interim Internal Auditor's Report was received. Recommendations contained therein were AGREED.
- 109.4.** Increase to premium for 2021/22 for Council's Fidelity Insurance Cover as recommended in Internal Auditor's Report was noted and APPROVED.
- 109.5.** Councillors A Chandler, B Sabberton-Coe and M Vincent AGREED to form the Grant Working Group.
- 109.6.** Report and quotes for new noticeboards was considered. Quote 1 at £2,546.61 (excluding VAT for delivery of x2 noticeboards was AGREED.

#### **110. PLANNING**

The following planning applications were considered:

- 110.1.** **20212314** – 5 Church Street, Old Catton, NR6 7DJ – Timber framed garage to front.  
**NO OBJECTION.**
- 20212037** – 50 Spixworth Road, Old Catton, NR6 7NF – Two storey rear extension.  
**NO OBJECTION.**
- 20212273** – 322 St Faiths Road, Old Catton, NR6 7BL – Erection of single storey granny annexe for ancillary use to the main dwelling.  
**NO OBJECTION.**
- 20220082** – 9 Overston Court, Old Catton, NR6 7EN – Single storey side and two storey rear extension.  
**NO OBJECTION.**
- 20212321** – 115 Moore Avenue, Sprowston, NR6 7LG – Rear Garden Room/Conservatory Extension & Replacement Shed.  
**NO OBJECTION.**

**110.2.** It was noted that planning application 20212183 had been REFUSED. A lengthy discussion regarding insufficient notice of planning applications for consideration was held. Ms S Vincent explained how planning applications were received by email and that the Clerk had insufficient time to forward these to Members upon receipt; notice of planning applications being received as part of the Agenda. It was AGREED to continue with the current system of issue. There were no other planning matters.

#### **111. PROPERTY AND RESPONSIBILITIES**

**111.1.** Verbal report regarding Hall Drive was received from Councillor B Leggett. Tree root from neighbouring tree was causing considerable damage to tarmac. There are also drainage issues occurring on the driveway which may also be attributed to the tree root. As part of the conservation area the tree is protected. It was AGREED that Ms S Vincent would contact Broadland Tree Officer, Mark Symonds, and request a site visit to assess the issue and consider a way forward.

**111.2.** There were no further written or verbal reports from Members with organisations or significant issues from their areas of responsibility.

#### **112. POLICIES AND PROCEDURES**

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

- Code of Conduct.
- Scheme of Delegation.
- Protocol for Recording of Council Meetings.
- Protocol for Pre-Meetings.
- Protocol for Public Participation.
- Complaints Procedure.
- Records Management and Retention Policy.
- Street Naming Policy.
- Data Protection Policy.
- Co-Option Policy.

**112.2.** It was confirmed that the following Council Policies and Procedures had been revised and approved:-

- Environmental Policy.
- Anti-Fraud and Corruption Policy.

**113.** 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.

**114.** Verbal staffing report was received and noted.

**115. NEXT MEETING**

Date of Parish Council Meeting was noted as Monday 14<sup>th</sup> March 2022 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 8.15pm.

Chairman, 14<sup>th</sup> March 2022

DRAFT