

OLD CATTON PARISH COUNCIL
MINUTES OF THE ANNUAL COUNCIL MEETING
HELD AT 6.30PM ON MONDAY 15TH MAY 2023
AT THE PAVILION, CHURCH STREET, OLD CATTON

Present: Mr B Sabberton-Coe (Chairman) Mr G Tingle (Vice Chairman) Mr M Callam
Mr T Cooke Mr B Leggett Mr M Vincent
Miss P Wilkin

Ms S Vincent (Clerk)
Norfolk County and Broadland District Councillor K Vincent
x1 Residents

1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR 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 from Councillors J Arnott and G Crouch due to holiday commitments. Broadland District Councillor K Leggett also sent apologies.

4. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Item 11.1: Councillor M Vincent.

5. MINUTES OF THE MEETING OF 17.04.2023

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

6. MATTERS ARISING

There were no matters arising.

7. PUBLIC DISCUSSION

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

Norfolk County and Broadland District Councillor Karen Vincent reported:

- Norfolk County Council: Annual General Meeting was held on Tuesday 9th May 2023. New Chairman has been elected – Garry Store. NCC Leader Andrew Proctor has now

stepped down and Kaye Mason-Bilig has been appointed Leader of Norfolk County Council. Councillor K Vincent has been appointed as Deputy Cabinet Member for Children's Services.

- Broadland District Council:
 - Annual General Meeting will be held on 25th May 2023 at 7pm at the Horizon Centre and also will be livestreamed - <https://southnorfolkandbroadland.moderngov.co.uk/ieListDocuments.aspx?CId=141&MId=231> There will be changes to the Cabinet; as none of the parties have a majority. At this meeting the Administration, Leader and Chairman of Broadland District Council will be decided.
 - Councillor K Vincent attended a leader Induction Day at the Horizon Centre. It is planned that the move into the new building will take place by the end of the month.
 - Planning Committee next meeting will be on 8th June. Members appointment to this Committee would be decided on 25th May.
- Grants: Councillor K Vincent has x2 grants available for projects in Old Catton and Sprowston West: 1) the Broadland Members Grant of £500 available to groups/societies for specific projects; 2) NCC Highways Members Allowance of £11,000 which can be used for Highways projects (this fund has previously been used to support Parish Partnership projects with the Parish Council and also funded the VAS outside Hall School).
- Councillors Surgeries: Surgery was held at Morrisons on Saturday 13th May. Received complaints regarding parking for the football tournament at Lavaré Park hosted by Old Catton Junior Football Club. PC Gill attended and issued warning to those cars inconsiderately parked.
- City fibre works: Councillor K Vincent had noted that there was no advance warning of works being carried out by utilities companies and was speaking to Highways regarding this. Councillor K Vincent has also reported that the pavements on St Faiths Road have not been reinstated properly following recently finished utilities works.
- Following question from Councillor B Sabberton-Coe regarding Norman Drive and possible solutions to parking issues for which grant has been awarded, Councillor K Vincent confirmed that the next stage of the grant award was to see what options were available for traffic measures at the x3 sites – Norman Drive, Church Street and Spixworth Road. Councillor K Vincent would be having a site meeting with Highways soon and will have more information following that.

Resident highlighted reference in previous minutes to feasibility study and requested that Oak Lane be considered as part of the study. Resident highlighted speeding, problematic and uncontrolled parking and drivers having no consideration. Weekend traffic is high with vehicles parking on grass verges and both sides of the road. Resident commented that ParkRun organisers had been very helpful. Resident welcomed any ideas to alleviate the issue. Resident also highlighted drainage issues on bend of Oak Lane that has been ongoing for a number of years. Councillor K Vincent confirmed that the feasibility study was part of a grant award and therefore Oak Lane could not be included. Councillor K Vincent said she would separately ask Highways to look at these issues. It was AGREED that the Clerk would

speak to Highways regarding the drainage issues, speak to PC Gill to see if the area could be monitored and ensure that the SAM2 was placed on Oak Lane to obtain updated traffic data.

The meeting resumed.

8. The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. The following items were highlighted: (1) the ground had eroded under the bench at Oakfield Gardens and needed attention, (2) quotes for the replacement footpath at the Village Pond had still not been received (3) area at Recreation Ground believed to be where soakaway is located will remain cordoned off for health & safety until Councillor G Tingle has had an opportunity to check the ground is safe.

9. FINANCE

- 9.1. Bank balances as at 30th April 2023 were noted. Monthly bank account reconciliations were noted. List of payments and receipts with vouchers 001 to 048 on payments schedule up to 15th May 2023 with expenditure of £41,334.95 and income of £161,509.12 were APPROVED. It was noted that first Precept payment had been received.
- 9.2. Bank signatories were confirmed as Councillors B Sabberton-Coe, B Leggett and G Crouch.
- 9.3. Scrutineer's Report for the period January-March 2023 was noted.
- 9.4. Internal Control Statement for the year ending 31st March 2023 was received and AGREED, a copy of which is attached to the official minutes.
- 9.5. List of regular payments made by direct debit or BACs in accordance with the Financial Regulations was received and AGREED.
- 9.6. It was AGREED that Auditing Solutions be appointed as the Council's Internal Auditor for the 2023/24 Financial Year.
- 9.7. Internal Auditing Solutions Final Report for the period 1st April 2022 – 31st March 2023 was received and AGREED.
- 9.8. Section 1 of the Annual Return (Annual Governance Statement) 2022/23 was AGREED.
- 9.9. Section 2 of the Annual Return (Account Statement) 2022/23 was AGREED.
- 9.10. Proposal for the purchase of Eco Top Dresser was considered and AGREED.

10. POLICIES AND PROCEDURES

- 10.1. It was RESOLVED that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.
- 10.2. The Committees and Outside Bodies for 2023/24 were considered and APPROVED, a copy of which is attached to the official minutes.
- 10.3. Calendar dates of Council meetings for 2023/24 were noted.

11. PLANNING

- 11.1. **20230891** – 43 Evans Way, Old Catton, NR6 7LR – 2 storey side extension.
NO OBJECTION.
20230943 – 1 Colkett Drive, Old Catton, NR6 7ND – New garage.

RECOMMEND REFUSAL. Plans do not show location of new garage, are in sufficient and require clarification.

11.2. There were no planning applications to consider and no other planning matters.

12. PROPERTY AND RESPONSIBILITIES

12.1. Minutes of Airport Consultative Committee Meeting held on 13th April 2023 were noted.

12.2. Councillors P Wilkin and G Tingle attended Old Catton Junior Football Club's Presentation Event on 13th May (event was running 12th/13th May). It was a very good event and the Club gave particular thanks to the Parish Council for their support and close working relationship.

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

13. NEXT MEETING

Date of Parish Council Meeting was noted as Monday 12th June 2023 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 7.40pm.

Chairman, 12th June 2023