

# Old Catton Parish Council

The Pavilion, Church Street, Old Catton, NR6 7DS

Clerk of the Council: Ms Sarah Vincent

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9<sup>th</sup> January 2025

## **NOTICE OF MEETING AND SUMMONS TO ATTEND**

The **Ordinary** Meeting of Old Catton Parish Council will be held at the Recreation Ground, Church Street, Old Catton on **Monday 13<sup>th</sup> January 2025 at 6.30pm**

### **Agenda**

1. To receive and approve apologies for absence.
2. To receive any declarations of interest in items on the Agenda and to consider any requests for dispensation.
3. To approve the Minutes of the Ordinary Council Meeting, held on 9<sup>th</sup> December 2024 (copy herewith).
4. To report on matters arising from the Minutes not covered by the Agenda.
5. To adjourn the meeting for public discussion and to receive the Police, County Councillor's and District Councillor's reports.
6. To receive Clerk's report (copy herewith).
7. **FINANCE**
  - 7.1. To receive and agree bank balances as at 31<sup>st</sup> December 2023 and approve payment schedule (copy herewith).
  - 7.2. To consider and approve Cemetery fees for 2025/26 (copy herewith).
  - 7.3. To consider and approve Recreation Ground fees for 2025/26 (copy herewith).
  - 7.4. To agree Budget and Precept for Financial Year 2025/26 (copy herewith).
  - 7.5. To note Internal Auditors Interim Report for 2024-25 (copy herewith).

## **8. PLANNING**

Planning Applications (copy available on Broadland District Council website:

<https://info.southnorfolkandbroadland.gov.uk/online-applications/>

- 8.1.** **2024/3839** – Land at St Faiths Road, Old Catton, NR6 – Details of Condition 13 of 20141955-Construction traffic management plan and access route.
- 8.2.** To note any other planning matters.

## **9. PROPERTY AND RESPONSIBILITIES**

- 9.1.** To receive any written or verbal reports from Members meeting with organisations or significant issues from their areas of responsibility.

## **10. HUMAN RESOURCES**

- 10.1.** To confirm revision of the following Council employment policies and that no amendments have been made (copies available on website unless otherwise stated).
  - Bullying and Harassment (copy herewith).
  - Equal Opportunities.
  - Pension (copy herewith).
  - Lone Worker (copy herewith).
  - Safeguarding Children, Young People & Vulnerable Adults.
  - Anti-Fraud, Corruption and Theft.
- 10.2.** To adopt the following revised Council employment policies (copies herewith).
  - Disability Discrimination.
  - Staff Recruitment.
  - Training.
  - Social Media.

## **11. POLICIES AND PROCEDURES**

- 11.1.** To adopt the following Council policies and procedures (copy herewith).
  - CCTV.
  - Data Protection.
- 11.2.** To note Privacy Impact Assessment (PIA) for CCTV installation (copy herewith).

- 12.** To note date of next Parish Council Meeting as Monday 10<sup>th</sup> February 2025 at 6.30pm at the Pavilion, Recreation Ground, Church Street.

Ms Sarah Vincent  
Clerk of the Council