

# Old Catton Parish Council

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

Clerk of the Council: Ms Sarah Vincent

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3<sup>rd</sup> June 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 9<sup>th</sup> June 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 12<sup>th</sup> May 2025 (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> May 2025 and approve payment schedule (copy herewith).
  - 7.2. To receive Scrutineers Report for the period October-December 2024 (copy herewith).
  - 7.3. To receive Scrutineers Report for the period January-March 2025 (copy herewith).
  - 7.4. To consider and agree Internal Auditing Solutions Interim Report for the period to 31<sup>st</sup> December 2025 and to note completion of Page 4 of Annual Governance Statement (copies herewith).
  - 7.5. To receive Internal Control Statement for the year ending 31<sup>st</sup> March 2025 (copy herewith).
  - 7.6. To note amendment and agree Section 2 of the Annual Return (Annual Governance Statement) 2024/25 (copy herewith).
8. **PLANNING**

Planning Applications (copy available on Broadland District Council website:  
<https://info.southnorfolkandbroadland.gov.uk/online-applications/>)

  - 8.1. **2025/0720** – 62 The Paddocks, Old Catton NR6 7HD – Single storey extension and conversion of garage – **AMENDMENT**  
**2025/1489** – 8 Swansgate, Old Catton NR6 7HT – Side/rear single storey conservatory extension.

**8.2.** To note any other planning matters.

**9. POLICIES AND PROCEDURES**

**9.1.** To adopt the following Council policies and procedures (copy herewith).

- Allotment Risk Assessment Policy.

**9.2.** To reaffirm the Council's Civility & Respect Pledge (copy herewith).

**10. PROPERTY AND RESPONSIBILITIES**

**10.1.** To note Minutes of the Airport Consultative Committee Meeting held on 23<sup>rd</sup> April 2025 (copy herewith).

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

**11. CORRESPONDENCE**

**11.1.** To note email from resident regarding Hall Drive and water drainage (copy herewith).

**12.** To note date of next Parish Council Meeting as Monday 14<sup>th</sup> July 2025 at 6.30pm at the Pavilion, Recreation Ground, Church Street.

Ms Sarah Vincent  
Clerk of the Council