

Old Catton Parish Council

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

Clerk of the Council: Ms Sarah Vincent

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6th May 2025

NOTICE OF MEETING AND SUMMONS TO ATTEND

The **Annual** Meeting of Old Catton Parish Council will be held at the Recreation Ground, Church Street, Old Catton on **Monday 12th May 2025 at 6.30pm**

Agenda

1. To elect a Chairman for the ensuring year and for the new Chairman to sign the Declaration of Acceptance of Office.
2. To elect a Vice Chairman for the ensuring year.
3. To receive and approve apologies for absence.
4. To receive any declarations of interest in items on the Agenda and to consider any requests for dispensation.
5. To approve the Minutes of the Ordinary Council Meeting, held on 14th April 2025 (copy herewith).
6. To report on matters arising from the Minutes not covered by the Agenda.
7. To adjourn the meeting for public discussion and to receive the Police, County Councillor's and District Councillor's reports.
8. To receive Clerk's report (copy herewith).
9. **FINANCE**
 - 9.1. To receive and agree bank balances as at 30th April 2025 and approve payment schedule (copy herewith).
 - 9.2. To confirm bank signatories.
 - 9.3. To receive and agree list of regular payments made by direct debit or bacs in accordance with the Financial Regulations (copy herewith).
 - 9.4. To agree and appoint Internal Auditing Solutions as the Council's Internal Auditor for the 2025/26 financial year.
 - 9.5. To consider and agree Section 1 of the Annual Return (Annual Governance Statement) 2024/25 (copy herewith).
 - 9.6. To consider and agree Section 2 of the Annual Return (Annual Governance Statement) 2024/25 (copy herewith).
 - 9.7. To consider and agree Neighbourhood Plan Steering Group recommendation for Consultants for review of Neighbourhood Plan (copy to follow).
 - 9.8. To consider and agree report regarding Public Works Loan to provide funds towards Clubhouse at Lavaré Park and Pavilion at Recreation Ground (copy herewith).

9.9. To consider and agree purchase of materials for repairs to U9s playground (copy herewith).

10. POLICIES AND PROCEDURES

- 10.1. To reaffirm the Council's eligibility of the General Power of Competence.
- 10.2. To agree the appointment of Councillors to Committees/Working Groups and outside bodies (copy herewith).
- 10.3. To note calendar of Council Meetings for 2025/26 (copy herewith).
- 10.4. To agree Terms of Reference for Neighbourhood Plan Steering Group (copy herewith).

11. PLANNING

Planning Applications (copy available on Broadland District Council website:

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

- 11.1. **2024/2124 – AMENDMENT** – 278 St Faiths Road, Old Catton NR6 7AT – New dropped kerb to widen existing access
- 11.2. To note any other planning matters.

12. PROPERTY AND RESPONSIBILITIES

- 12.1. To receive any written or verbal reports from Members meeting with organisations or significant issues from their areas of responsibility.
13. To note date of Annual Parish Meeting as Thursday 22nd May 2025 at 7pm at the Church Hall, Blacksmiths Way.
14. To note date of next Parish Council Meeting as Monday 9th June 2025 at 6.30pm at the Pavilion, Recreation Ground, Church Street.

Ms Sarah Vincent
Clerk of the Council