

**OLD CATTON PARISH COUNCIL**  
**MINUTES OF THE MEETING**  
**HELD AT 7.30 P.M. ON THURSDAY 26<sup>TH</sup> JULY 2012**  
**AT THE VILLAGE HALL, CHURCH STREET**

**PRESENT:** Chairman – Mr B Sabberton-Coe  
Mr C Green                      Mr B Honess                      Mr B Leggett  
Mr B Palmer                      Mr D Thompson                      Mr G Tingle  
Mr M Vincent                      Miss P Wilkin                      Mrs J Williams

Mrs J Leggett, Norfolk County Councillor  
2 residents

**APOLOGIES** for absence were accepted from Mr J Arnott, Mrs A Chandler, Mrs A Riches and the Police

The Chairman welcomed everybody to the meeting

**15. DECLARATIONS OF INTEREST**

Mr D Thompson and Mr B Sabberton-Coe declared their interests as Trustees of the Catton Park Trust, Mr B Leggett as Secretary of the Village Hall Management Committee.

**16. MINUTES OF THE MEETING OF 28.6.2012**

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

The meeting was adjourned for public discussion.

Mrs J Leggett reported on the work of Norfolk County Council and progress she had made with highways issues. She also reported that the next SNAP meeting would be held on 28.8.2012, at

The meeting resumed.

**17. FINANCE AND POLICY COMMITTEE**

17.1. Mr B Sabberton-Coe PROPOSED the confirmation, adoption and agreement of the recommendations of the minutes of the meeting of 12.7.2012. AGREED.

17.2. Jubilee Fun Day. The Committee's recommendations were AGREED. The Council thanked Mr Honess again for organising such a successful and enjoyable event. The opportunity to be considered for grants from the 'profits' would be advertised to all Village organisations, with a few applications being chosen by the Council.

17.3. Working Group to deal with the recruitment of a new Clerk. It was AGREED that this would comprise the Chairman and Vice Chairman, Mr B Leggett, Mr D Thompson, Mr M Vincent and Miss P Wilkin. The interview panel would be chosen by the Council at a later date.

17.4. Defibrillator. Mr B Palmer reported that he would be able to organise training in the use of the defibrillator at £120.00 which was half price, and the purchase of a reconditioned unit for £649.00 through the company he worked for. Mr Palmer would conduct the initial CPR training free of charge. The training would be for a maximum of 12 people and each session would last about 2 hours. The Council AGREED to accept this offer gratefully. It was AGREED to offer places on the training initially to Council staff, the sports and other groups using the Recreation Ground, and then to councillors or residents.

## **18. PLANNING AND PROPERTY COMMITTEE**

18.1. Mr B Sabberton-Coe PROPOSED the confirmation, adoption and agreement of the recommendations of the minutes of the meeting of 9.7.2012. AGREED.

### 18.2. Matters arising from the minutes

Minute 20.1. Path at St Faiths Road. It was noted that Norfolk County Council's Highway Engineer had agreed to investigate the width of the path near the Elms with a view to making it wider.

18.3. Planning application for Engine Testing site at Norwich Airport.  
There was no objection.

## **19. COUNCIL MEETINGS**

- It was AGREED to discontinue committee meetings and to carry out all Council business at Parish Council meetings as from 1<sup>st</sup> September 2012 for a trial period of 6 months.
- The meetings would be held at 7.30 pm on the second Monday of each month at The Pavilion
- The meetings would be preceded by a Planning Working Group at 7.00 pm, the Group would then make recommendations to the Council for a decision
- Liaison with sports groups would continue as the Recreation Grounds Liaison Group, meeting as required

## **20. COUNCILLORS ROLES AND RESPONSIBILITIES**

It was AGREED that councillors would take individual responsibility to check the Council's assets periodically and to report, either to the Council or to the Clerk on any matters requiring attention. These roles and others are listed in the appendix to these minutes. It was AGREED that a councillor would also take a surgery before each Parish Council meeting; a rota would be agreed.

## **21. VILLAGE HALL MANAGEMENT COMMITTEE**

Mr C Green reported that another leak in the roof had been revealed by the recent torrential rain and that repairs would be put in hand as soon as possible.

## **22. CATTON PARK**

The Chairman invited Mrs J Leggett, who had been elected as Vice Chairman of the Catton Park Trust, to report. Mrs Leggett reported as follows –

- The Trust had been busy getting all procedures and terms of reference in place
- An Operational Plan for the next year was being developed
- An application had been made for a grant to create a small pond in the area used for educational visits
- Plans were being made to extend the dog free area
- Publicity leaflets were being distributed

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.20 pm.

Chairman, 10<sup>th</sup> September 2012

## Old Catton Parish Council Meeting 26.7.2102, appendix to minutes

### List of Councillors roles and areas of responsibility

1. Existing – Chairman – Mr B Sabberton-Coe  
Vice Chairman – Mrs A Chandler  
Representative on Airport Consultative Committee – Mr J Arnott  
Representatives on Village Hall Management Committee – Mr C Green and Mr B Palmer  
Representative on Catton Park Trust – Mr B Sabberton-Coe  
Representatives on Parish Charities – Mrs A Chandler, Mr B Leggett and Mr B Sabberton-Coe
2. New roles –
  - 2.1. To periodically check the Council's assets and report to Council or Clerk on –  
Church Street Recreation Ground – Mr B Sabberton-Coe and Miss P Wilkin  
Lavare` Park – Mr D Thompson  
Cemetery – Mr C Green  
Churchyard – Mr B Leggett  
War Memorial – Mrs J Williams  
Bus shelters and benches – Mr B Palmer
  - 2.2. To consider planning applications and make recommendations to Council – Mr J Arnott, Mr C Green, Mr G Tingle and Mr M Vincent
  - 2.3. Recreation Grounds Liaison Group – to liaise with representatives of the sports groups – Mr B Honess, Mr B Palmer and Miss P Wilkin

### Format for Parish Council meetings

7.00 pm - Planning applications group

7.00 pm – Surgery in the office

7.15 pm - Coffee

7.30 pm - Council meeting

Periodically – Recreation Grounds Liaison Group meeting