

**OLD CATTON PARISH COUNCIL**  
**MINUTES OF THE ORDINARY COUNCIL MEETING**  
**HELD AT 7.30 P.M. ON MONDAY 10<sup>TH</sup> JUNE 2013**  
**AT THE PAVILION, CHURCH STREET RECREATION GROUND**

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

Mrs J Leggett, Norfolk County Councillor  
Mr K Leggett, Broadland District Councillor  
2 residents

**18. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mrs A Chandler.

**19. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**

The Clerk circulated guidance notes on Disclosable Pecuniary Interests.

Interests were declared as follows –

Mr B Sabberton-Coe and Mr G Tingle as Trustees of the Catton Park Trust.  
Mr B Leggett as Secretary of the Village Hall Management Committee.

**20. MINUTES OF THE MEETING OF 13.05.2013**

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

**21. MATTERS ARISING**

- 21.1 It was noted that the new computer equipment had now been installed.
- 21.2 Councillors asked for an updated list of committees for 2013/14. The Clerk to email this to councillors.
- 21.3 It was AGREED that a press release will be distributed with regards to the new play equipment at the Recreation Ground.

**22. PUBLIC DISCUSSION**

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

Mrs J Leggett read out her June Newsletter, a copy of which is attached to the official minutes.

Mrs J Leggett also reported on the Annual General Meeting of Catton Park and the opening of the pond at which Chloe Smith MP was present.

Mr K Leggett reported on various news from the Broadland News magazine. A monthly police report for Old Catton was distributed to all Councillors, a copy of which is attached to the official minutes.

Residents expressed their concerns with regards to speeding on the Spixworth Road. It was AGREED that a letter would be sent to Highways highlighting our

concerns.

Questions were asked regarding the future of Catton Park once funding from the Heritage Lottery Fund ceases in 2015. It was confirmed that an application for £100,000 has been submitted to the Heritage Lottery Fund so that consultants can be hired to investigate fundraising activities. It was noted that this grant cannot be used for general running costs.

Residents expressed concern over the lack of paperwork provided to them at council meetings, thus making it hard for them to understand what the council are sometimes referring too. It was AGREED that in future more information is provided.

The meeting resumed.

## **23. FINANCE**

### **23.1. Payments and receipts**

It was AGREED that the list of payments and receipts, with vouchers 77 to 133 in the financial year ending 31.3.2104 with expenditure of £31,446.46 and income of £2,427.71, be approved. The bank reconciliation as at 10.06.2013, and comparison of income and expenditure with the budget was noted.

### **23.2. Financial Regulations**

The draft Financial Regulations were APPROVED.

### **23.3. Internal Auditors Report 2012/13**

The Internal Auditors Report for 2012/13 was received and noted.

### **23.4. Annual Return**

The Annual Return for the year ending 31<sup>st</sup> March 2013, including the Annual Governance Statement 2012/13 was considered and APPROVED.

## **24. PLANNING**

### **24.1. Planning Applications**

**20130634**-Front Extension-173 Proctor Road, Old Catton, Norwich, NR6 7EU.

NO OBJECTION

**20135005**-Hall School, St. Faiths Road, Norwich, NR6 7AD

Demolition of existing mobile unit. Extension to the north west elevation and infill extension to the north east elevation to provide accommodation for a new classroom, meeting room, kitchenette, communication team room and other ancillary facilities. Internal alterations to circulation and school hall and refurbishment of sanitary facilities: Director of Children's Services.

NO OBJECTION

### **24.2. Neighbourhood Plan**

Sprowston Town Council's Neighbourhood Plan to be distributed between councillors. A meeting with Mr Richard Squires is to take place on a Tuesday morning before the next council meeting.

### **24.3. Other planning matters**

The Clerk is to collate a map of Old Catton boundary and distribute to all councillors.

## **25. CHURCH STREET RECREATION GROUND**

- 25.1 Correspondence regarding the Steel Container was discussed. It was AGREED that the Clerk establishes what time of day the incident took place and that she ensures that a risk assessment is carried out by the Junior Football Club on the container.

25.2 The Clerk reported that the play equipment is now fully installed and in constant use.

## **26. LAVARÉ PARK**

### **26.1. Surface of the new car park**

It was noted that the contractors are waiting for the rest of the development to be completed before commencing work on the new car park.

### **26.2. Remedial works to new land**

It was noted that work was progressing. Top dressing has been applied to the planned pitches.

### **26.3. Fencing the dog free area**

A quotation from the Junior Football Club has been received for £29,850 plus VAT. It was AGREED that this would be paid by the council and the Football Club be invoiced for £14,925. The remaining £14,925 will be sourced from the section 106 monies. A supply of dog waste bins and 'No Dogs Allowed' signs are also to be purchased. The Clerk to see if this would be able to come under the terms of the Section 106 monies.

### **26.4. Negotiations with the Junior Football Club**

It was noted that the negotiations were progressing well with the lease almost ready to be signed.

### **26.5 Any other matters requiring attention**

Once the lease and fencing is complete the Clerk to start looking at organising the new play area.

## **27. CEMETERY AND CHURCHYARD**

27.1 It was noted that the Churchyard and Cemetery were both in good order.

## **28. HIGHWAYS**

28.1 It was noted that a pot-hole is forming in Spixworth Road near the junction of Proctor Road approximately 50 yards from the traffic lights.

29. The updated draft Standing Orders were considered and APPROVED.

30. The report regarding the defibrillator was discussed. It was AGREED that the defibrillator would be erected to one of the walls in the Pavilion Meeting Room. Training would be opened up to all staff, councillors, clubs and general members of the public. A press release is to also be distributed. The Clerk to charge up the battery once a week and after every use. It was also AGREED that a further defibrillator is needed outside of the Recreation Ground. The Chairman is to write to all businesses with regards to donations.

31. The report regarding the Old Catton Parish Council website was discussed. It was AGREED that the Clerk works with the website administrator to update the website. A Facebook account is to also be set up.

32. The report regarding bus services within the Parish was discussed. It was AGREED that the additional services provided by Sanders to commence in July/August time was a welcome addition.

33. Mr B Leggett stated that he had spoken with the Manager of Morrison's regarding the notice board and had been given permission to update it. The Clerk to provide manufacturing information to Mr Leggett for him to report back at the next meeting.

34. Mr J Arnott gave a report on the Airport Consultancy Committee Meeting held on 20<sup>th</sup> May 2013. He asked councillors and members of the public for any feedback they may have with regards to the Airport.
35. Mr B Leggett reported on the Village Hall Management Committee's Annual General Meeting. He also stated that a vacancy for a Trustee has arisen and asked if anyone is interested in the position to contact him.
- 36. CORRESPONDENCE**
- 36.1 Catton Parish Ranger Visit. The Clerk is collating a list of tasks that need carrying out. If anyone wishes to add to the list please contact the Clerk.
- 36.2 Broadland District Council Housing Survey Needs. Noted.
- 36.3 Norfolk Mineral Site Specific Allocations Development Plan Document (DPD) and Norfolk Waste Site Specific Allocations. Noted.
- 36.4 Broadland District Council Site Allocations: 'Preferred Options' briefing session. Noted.
- 36.5 Local Council Advisory Service Seminars 2013. Any member wishing to attend the Swaffham Seminar on 9<sup>th</sup> October to inform the Clerk.
- 36.6 Complaint re. Commercial premises within the Parish. Noted.
- 37. MATTERS FOR FUTURE MEETINGS**  
Any matters for future meetings to be given to the Clerk.
- 38. DATES FOR NEXT MEETING**  
Parish Council – Monday 8<sup>th</sup> July 2013, 7.30pm at the Pavilion.  
Parish Council – Monday 12<sup>th</sup> August 2013, 7.30pm at the Pavilion.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 9.00pm.

Chairman, 8<sup>th</sup> July 2013