

OLD CATTON PARISH COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT 7.00P.M. ON MONDAY 10th OCTOBER 2016
AT THE PAVILION, CHURCH STREET, OLD CATTON

PRESENT: Mr J Arnott Mr P Crisp Mr D Elmer
Mrs L Fawke Mr B Leggett Mr B Palmer
Mr B Sabberton-Coe Mr R Tovell Mr M Vincent
Miss P Wilkin Mrs J Williams

Norfolk County Councillor Mrs J Leggett
Broadland District Councillor Mrs K Vincent
Broadland District Councillor Mr K Leggett
2 Residents

312. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Mrs Chandler and Honess due to holiday commitments.

313. DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Interests were declared as follows –
Councillors B Leggett, Palmer and Sabberton-Coe - Village Hall Management Committee.
Councillor Arnott – Payment Schedule 363

314. MINUTES OF THE MEETING OF 12.09.2016

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

315. MATTERS ARISING AND ACTION PLAN

315.1. It was AGREED that action point 12 be chased.

316. The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. It was AGREED that the weekly email the Clerk sends to councillors detailing hours she has worked and work completed for that week and hours she intends to work the following week should still be sent out but should only contain information regarding working hours.

317. PUBLIC DISCUSSION

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

As the Police were not presented the Clerk distributed a crime report, a copy of which is attached to the official minutes, the contents of which were noted.

Norfolk County Councillor J Leggett presented a report, a copy of which is attached to the official minutes. She also gave an update on Norfolk County Councils budget, White Woman Lane School planning application and the Independent Foster Care Panel Review. She also reminded councillors of the next SNAP meeting.

Broadland District Councillor K Leggett gave an update on the Community Resilience Workshop and the Greater Norwich Local Plan Meeting. An update was also given regarding Dixons Fold and Repton House.

Broadland District Councillor K Vincent expressed her concern regarding the Beeston Park planning application not conforming to Old Catton's Neighbourhood Plan. It was AGREED that the Clerk would send an email to BDC, on behalf of the Parish Council, echoing her concerns and that Councillor B Leggett would speak on behalf of the Parish Council at the planning committee meeting on Wednesday 12th October 2016.

A local resident expressed his concern regarding hedges within the Parish. The Clerk to deal with this with Highways.

The meeting resumed.

318. FINANCE

318.1. Payments and receipts

It was AGREED that the list of payments and receipts, with vouchers 316 to 363 in the year ending 31.03.2017 with expenditure of £12,403.86 and income of £7,319.73 be approved. A comparison of income and expenditure and bank reconciliation was noted.

It was AGREED that the old filing cabinets from the office be sold. The Clerk to organise this.

318.2. It was AGREED that Councillors Crisp, Mrs Fawke and Mrs Williams work with the Clerk to draft the 2017/2018 budget.

318.3. It was AGREED that Councillors Crisp, Mrs Fawke and Mrs Williams work with the Clerk to look at grant applications for the remainder of this financial year.

318.4. The external auditor's report for accounts ending 31st March 2016 was received and noted. It was AGREED to respond to Mazars LLP stating that we are not happy with the comments in the last paragraph of the report as this statement is untrue.

318.5. The Clerk reported that from 5th December 2016 the interest rate for the Active Saver account with Barclays will fall from 0.38% to 0.19%. This information was noted.

319. The proposed meeting dates for 2017 were considered and AGREED.

320. PLANNING

320.1. **20161356**-Rear single storey extension-4 The Stables, 46 Spixworth Road, Old Catton, NR6 7NF.
NO OBJECTION

20161605-Change of use of land at Hayman Lodge to residential use within the curtilage of South Lodge-South Lodge, Oak Lane, Old Catton, NR6 7DB.

NO OBJECTION

20161617-Single storey extension and dormer window to front and single storey car port extension to side-52 Mansel Drive, Old Catton, NR6 7NB.

NO OBJECTION

20161543-Two storey side & rear extension with single storey annex-11 West Acre Drive, Old Catton, NR6 7HY.

NO OBJECTION

20160257-Application for approval of reserved matters following outline approval 20150131- Demolition of bungalow and erection of 16 dwellings-11 Dixons Fold, Old Catton, NR6 7QD.

NO OBJECTION

320.2. Correspondence from Broadland District Council regarding planning application 20161178 was received and noted.

320.3. Correspondence from Norfolk County Council regarding planning application for White Woman Lane Junior School was received. It was AGREED to raise no objection to the proposals contained in the planning application.

320.4. Correspondence from the Department for Communities and Local Government regarding the Neighbourhood Planning Bill was received and noted.

320.5. Correspondence from Norfolk County Council regarding the Norfolk Minerals Site Specific Allocations Development Plan Document was received. It was AGREED to reply and state that as this does not affect Old Catton the Parish Council wishes to make no comment to the consultation.

320.6. The Clerk reported that amended plans for planning application 20161308 had been received at which the councillors responsible for planning had been consulted and a response of no objection was made to Broadland District Council.

321. PROPERTY AND RESPONSIBILITIES

321.1. It was noted that the War Memorial was in good order however it was noted that a general tidy up would be needed before Remembrance Sunday. It was noted that planning permission for the handrails has been granted and it is hoped that these will be installed before Remembrance Sunday. Preliminary arrangements for Remembrance Sunday are being organised.

321.2. It was noted that the bus shelters were in good order.

- 321.3. It was noted that the Churchyard was in good order. Councillor Leggett stated that he is still awaiting correspondence from Target Trees.
- 321.4. It was noted that the Cemetery is in good order. Planting of the roundabout has been completed. It was AGREED that Councillor Wilkin will meet with the Groundsman and Admin Assistant to discuss the corner of the cemetery as you drive in and will also discuss the removal of dead plants on graves.
- 321.5. Councillor Arnott gave an update on the play area and wildflower meadow at Lavaré Park. It was noted that the wildflower meadow has now been cut and that the new fencing will be erected in the coming weeks.
Councillor Arnott expressed his concerns with regard to people using the rear gate to access the play area and therefore bringing mud etc into the play area. It was AGREED to lock this gate with a padlock and chain. A sign is also to be made asking people not to wear footwear with studs in the play area as this is affecting the surfacing of the play equipment.
Councillor Wilkin gave an update following a meeting with Old Catton Junior Football Club. She stated that the Pavilion was in a good condition and that it would be painted at the end of this season. She also stated that the shutter to the window has now been completed to allow for refreshments to be sold at the window and was proving to be a great success. It was AGREED that a letter be written to the Football Club stating that the Parish Council agrees to a water pipe being run to the bottom of the field, a memorial bench being installed near the electricity box at bottom of the field and for coloured taping to be erected on the fence in the car park to stop cars reversing into the fence, to the cost of the Football Club. A completion of works certificate to be held at the council offices.
- 321.6. Councillor Miss Wilkin stated that a meeting of the sports clubs has been organised for 31st October 2016 if anyone wishes to attend.
It was noted that the street light at the bottom of the Recreation Ground driveway was not working. The Clerk to contact the street lighting engineers.
It AGREED that the memorial bench for Mary Manning will be located near the MUGA opposite the Under 9's Play Area.
It was noted that one of the fitness equipment is broken and needs welding. It was AGREED that Councillor Arnott would speak to Complete Fencing and ask them to weld it when they install the fencing at Lavaré.
An update was given regarding the new disabled ramp. It was noted that this would be on the next agenda for a decision to be made.

322. STREET LIGHTS, HEDGES, PATHS, VERGES AND HIGHWAYS

- 322.1. It was noted that outside 27 Colkett Drive the pavement has sunk slightly. The Clerk to report this to Highways.
There is lots of ivy overhanging the pavement over the electricity board meter on the corner of Players Way and footpath to the back of Old Catton Junior School. The Clerk to report this to Highways.
The hedge on St. Faiths Road near Hall School is overgrown and needs cutting back. The Clerk to report this to Norfolk County Council as it is their land.
John Arnott stated that there were two depressions in carriageway in Spixworth Road just south of White Woman Lane traffic lights on each side of carriageway. This is to be reported to Highways.
Councillor Tovell stated that he almost completed attaching the stickers that were ordered with the office telephone number to the Parish Council owned street lights. Councillor Tovell was thanked for doing this on the Councils behalf.
Councillor Crisp gave an update with regard to the Oak tree that has fallen in The Warren. He was awaiting a meeting with the Tree Preservation Officer at Broadland District Council and would update the Clerk accordingly.
- 322.2. Councillor Crisp distributed a recent analysis report from the SAM 2 which was noted.
- 322.3. Correspondence was received from Norfolk County Council regarding street lighting in the new development at Dixons Fold. It was AGREED to reply stating that the Parish Council would like street lighting at this development and wishes to accept responsibility for them.

323. CORRESPONDENCE

- 323.1. Broadland District Council re. Overview and Scrutiny Committee summary. Noted.
- 323.2. Broadland District Council re. Local Government Settlement Consultation. AGREED to respond to the consultation stating that the Parish Council does not agree to the proposals contained therein.
- 323.3. Norfolk Constabulary re. Engagement Meeting on Tuesday 6th December 2016 at 7pm at Spixworth Village Hall. AGREED that Councillors Arnott and Crisp attend on the Councils behalf.

323.4. Norfolk ALC re. Precept Consultation. AGREED to respond to the consultation stating that the Parish Council does not agree to the proposals contained therein.

324. MATTERS FOR FUTURE MEETINGS

Any matters for future meetings to be given to the Clerk.

325. It is recommended that under the Public Bodies (Admission to Meeting) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

326. The possibility of seeking a loan from Broadland District Council's CIL was discussed. It was AGREED to apply for a loan of £57,000.00 to cover works at Church Street Recreation Ground and Catton Park.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.50pm.

Chairman, 14th November 2016