

OLD CATTON PARISH COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT 7.00P.M. ON MONDAY 12th SEPTEMBER 2016
AT THE PAVILION, CHURCH STREET, OLD CATTON

PRESENT: Mr J Arnott Mrs A Chandler Mr P Crisp
Mr D Elmer Mrs L Fawke Mr B Honess
Mr B Leggett 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
PC N Roberts – Norfolk Constabulary
3 Residents

295. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Palmer due to holiday commitments. District Councillor K Leggett also sent his apologies.

296. DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Interests were declared as follows –
Councillors B Leggett and Sabberton-Coe - Village Hall Management Committee.
Councillors Chandler and Fawke – Planning Application 20161482

297. MINUTES OF THE MEETING OF 08.08.2016

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.

298. MATTERS ARISING

- 298.1. It was noted that the drain on Spixworth Road was still blocked. The Clerk to report this once again to Highways.
298.2. It was noted that works in Ecton Walk is now complete.
298.3. Councillor Chandler stated that the hedge at the allotments has been cut back and that works to clear the undergrowth would be taking place in the coming month.

299. The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. The idea of introducing an action plan into Parish Council meetings detailing actions to be taken, action deadlines and who is responsible for said action was considered and AGREED. Please see Appendix A to these minutes for the first action plan.

300. It was considered and AGREED that Councillor Elmer be added as a Trustee to Catton Park Trust.

301. PUBLIC DISCUSSION

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

PC N Roberts presented a crime report, a copy of which is attached to the official minutes, the contents of which were noted. He spoke about the shoplifting incident at Morrison's earlier on in the day and that stated that 5 people were currently in custody. He also stated that the Teen Café that now takes place at St. Margaret's Church Hall has caused some noise concerns from some residents. He stated that he would be monitoring the situation and liaising with the Youth Worker, Clare Lincoln.

Norfolk County Councillor J Leggett presented a report, a copy of which is attached to the official minutes. She also gave an update on Better Broadband for Norfolk, Children's Services and the Environment, Development and Transport Committees.

Broadland District Councillor K Vincent gave an update on the Full Council meeting at Broadland on 9th September 2016. Papers for this meeting can be found on Broadland's website. She gave a brief

report on the Greater Norwich Local Plan and stated that this will supersede the current Joint Core Strategy. The new plan will conform to Old Catton's Neighbourhood Plan. She also gave updates on CIL, Heritage Open Days, Community at Heart Awards and the Bin it to Win it Scheme.

A local resident stated that opposite the entrance to Morrison's Car Park by the sub-station there is some fly tipping. District Councillor K Vincent to report this to Broadland.

A local asked for an update regarding the position of Repton House.

The meeting resumed.

302. FINANCE

302.1. Payments and receipts

It was AGREED that the list of payments and receipts, with vouchers 258 to 315 in the year ending 31.03.2017 with expenditure of £34,659.04 and income of £2,094.50 be approved. A comparison of income and expenditure was noted.

It was noted that Councillor Crisp would be responsible for finance from now on and would liaise with the Clerk accordingly.

Councillor Mrs Chandler was thanked for all of her time and effort on the matter over the years.

303. PLANNING

303.1. 20161326-Rear conservatory-2 Louis Close, Old Catton, NR6 7BG.

NO OBJECTION

20161432-Single storey rear extension-129 Spixworth Road, Old Catton, NR6 7DU.

NO OBJECTION

20161337-Erection of single storey rear extension-85 Moore Avenue, Sprowston, NR6 7LF.

NO OBJECTION

20161482-Change of use from offices (B1) to hair salon (A1)-62a Spixworth Road, Old Catton, NR6 7NF

NO OBJECTION

20161516-Single storey rear extension-50 Evans Way, Old Catton, NR6 7LR.

NO OBJECTION

303.2. Correspondence from Broadland District Council regarding planning permission 20161071 was received and noted.

303.3. Correspondence from Broadland District Council regarding Repton House was received and noted.

303.4. Correspondence from Norfolk County Council regarding the Greater Norwich Local Plan – Broadland Town and Parish Council Issues Workshop on 21st September 2016 was received. It was AGREED that Councillors Sabberton-Coe and Vincent attend on the Councils behalf.

303.5. Correspondence from Norfolk County Council regarding Adoption of Revised Statement of Community Involvement (2016) was received and noted.

303.6. It was noted that a meeting has been arranged for 6pm on Monday 10th October 2016 with the TOWN. Developers to discuss the Beeston Park Project. It was also noted that a Beeston Park Programme Board meeting will take place on the same day at 4pm at Broadland District Council Offices. Councillor M Vincent to attend on the councils behalf.

303.7. The formation of a working group to revise and review the newly adopted Neighbourhood Plan was considered. It was AGREED that Councillors Crisp, Honess, Palmer, Sabberton-Coe and Miss Wilkin are members of the working group.

The Clerk to write to the Neighbourhood Plan Steering Group thanking them for all their work and input in producing the Neighbourhood Plan.

304. POLICIES AND PROCEDURES

304.1. The Old Catton Parish Council Annual Report 2015/2016 was considered and APPROVED with minor amendment.

304.2. NALC Legal Topic Note regarding Parish and Community Council Meetings was received and noted.

304.3. The production of a Strategic Plan for Old Catton Parish Council to set out key priorities and objectives over the next 5 years which is to include the action plan from the newly adopted Neighbourhood Plan was considered and APPROVED. The Clerk to draw up a draft plan and bring back to the Council at a later date.

305. PROPERTY AND RESPONSIBILITIES

- 305.1. It was noted that the War Memorial was in good order however it was noted that weeding and sweeping was needed under the benches. It was noted that planning permission for the handrails has been submitted. Preliminary arrangements for Remembrance Sunday were noted and AGREED. It was AGREED that Councillor B Leggett could arrange for a handful of the WW2 memorial books to be copied and bound.
- 305.2. It was noted that the bus shelters were in good order and had recently been cleaned.
- 305.3. It was noted that the Churchyard was in good order. Councillor B Leggett submitted a written report, a copy of which is attached to the official minutes. He is awaiting correspondence from Target Trees. It was AGREED that he could action any work that needs doing.
- 305.4. It was noted that the Cemetery is in good order. Planting of the roundabout is still outstanding. Removal of dead flowers etc on burial plots to be looked at and tidied up. Overgrown and unsightly hedging on the corner as you go into the Cemetery car park needs attention. Councillor Wilkin to liaise with the Groundsman.
- 305.5. Councillor Arnott gave an update on the play area and wildflower meadow at Lavaré Park. It was AGREED that Councillor Arnott works with the Groundsman to cut the wildflower meadow down. Quotations for higher fencing around the play area were considered. It was AGREED that Complete Fencing be awarded the contract at a cost of £4,750.00 plus VAT. Councillor Wilkin gave an update following a meeting with Old Catton Junior Football Club. It was AGREED a water pipe can be run to the bottom of the field to the cost of the Football Club. A completion of works certificate to be held at the council offices. Norse to be contacted to trim the hedges and trees surrounding the Park at the expense of the Council.
The possibility of installing an extra dog waste bin to be investigated.
- 305.6. The Clerk reported that she had met with Old Catton Cricket Club who had concerns regarding the height of the fence to the MUGA and Tennis Courts and cricket balls going over the fence. It was AGREED to monitor the situation.
The tree survey report was discussed. It was AGREED to action the necessary work as soon as possible.
The possibility of a new disabled ramp was considered. It was AGREED that Councillors Arnott, Honess and Sabberton-Coe would assess this and bring their opinion back to the council.
Councillor Wilkin and the office to liaise with each other to organise another sports group meeting in October.

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

- 306.1. It was noted that outside 277 St. Faiths Road there is an oak tree that is overgrown and hanging over the road resulting in loss of light from the street light. This is to be reported to Highways.
It was also noted that as you go towards the Cemetery the first street light on the right hand side is burning 24/7. This is to be reported to the street lighting engineers.
Councillor Arnott gave an update on the roadworks in St. Faiths Road/Fifers Lane.
- 306.2. It was AGREED that a bid for the installation of a bus shelter in White Woman Lane and also seats at all other bus shelters within the Parish be submitted as part of the Parish Partnership 2017/2018.
- 306.3. An update from Councillors Crisp and Honess regarding traffic analysis from the SAM 2 was received and noted.
- 306.4. Councillor Leggett gave an update on the clearing of land at Lancaster Close. It was AGREED that the Groundsman and the Warden of Catton Park would clear the land and transport the waste back to Church Street Recreation Ground where a skip will be hired to dispose of the waste.

307. CORRESPONDENCE

- 307.1. Broadland District Council re. Overview and Scrutiny Committee Summary. Noted.
- 307.2. Norfolk County Council re. NDR Forum – 14th September 2016. Councillor Arnott to attend on the Council's behalf.
- 307.3. CPRE re. New housing targets. Noted.
- 307.4. Norfolk ALC re. Response to consultation on devolution. Noted.

308. MATTERS FOR FUTURE MEETINGS

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

- 309.** 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.
- 310.** The Clerk gave an update regarding the exchange of land at Repton Avenue and St. Faiths Road. It was AGREED that the Clerk seeks a written response from Mr Ward.
- 311.** The possibility of seeking a loan from Broadland District Council's CIL was discussed. It was AGREED to postpone this until the next meeting and in the meantime seek further information.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 9.50pm.

Chairman, 10th October 2016