

4th April 2017

Dear Councillor,

An **Ordinary** Meeting of Old Catton Parish Council will be held at the Recreation Ground, Church Street, Old Catton on **Monday 10th April 2017 at 7.00pm** at which your attendance is requested.

Agenda

1. To receive and approve apologies for absence.
2. To receive any declarations of interest in items on the agenda and to consider any requests for dispensation.
3. To approve the minutes of the Ordinary Council Meeting, held on 13th March 2017 (copy herewith).
4. To report on matters arising from the minutes not covered by the agenda and to review action plan (copy herewith).
5. To receive Clerk's report (copy herewith).
6. To adjourn the meeting for public discussion and to receive the Police, County Councillor's and District Councillor's reports.

7. Finance

- 7.1. To approve payments, note receipts, bank reconciliation and comparison of income and expenditure with the budget for the end of the 2016/2017 financial year (copy herewith).
- 7.2. To consider small adjustments to 2017/2018 budget (copy herewith).
- 7.3. To approve payments, note receipts, bank reconciliation and comparison of income and expenditure with the budget for 1st April – 10th April 2017 (copy herewith).
- 7.4. To consider installing Microsoft Publisher on all three computers for £80.00 per annum.
- 7.5. To consider report from the Clerk regarding support for the Parish Council in 2017/18 (copy herewith).
- 7.6. To consider Auditing Solutions Ltd as the Internal Auditor for the ensuing year as they meet the council's internal audit criteria.
- 7.7. To consider working group to look at grant applications for 2017/2018.

8. Planning

8.1. Planning Applications

20170352-Single storey side extension-70 The Warren, Old Catton, NR6 7NN.

20170390-First floor side extension, single storey front extension and roof alteration, two storey rear extension and single storey rear extension-6 Greyfriars, Old Catton, NR6 7DX.

20170406-Remove and replace two bay windows on south elevation (Listed Building)-Holiday House, 3 Church Street, Old Catton, NR6 7DJ.

20170445-Replacement 1930's drawing room windows and doors (Listed Building)-73 Spixworth Road, Old Catton, NR6 7NQ.

20170371-Detached dwelling – Plot 3 (reserved matters application following outline approval 20141955) Land at St. Faiths Road, Old Catton. (copy of Deputy Clerk's report attached).

9. Property and Responsibilities

- 9.1. To receive report regarding War Memorial and to consider any matters arising therefrom.
- 9.2. To receive report regarding Bus Shelters and to consider any matters arising therefrom.
- 9.3. To receive report regarding Churchyard and to consider any matters arising therefrom.
 - To consider proposal from Councillor Honess to install a pedestrian gate in the fence on the Garrick Green side.
- 9.4. To receive report regarding Cemetery and to consider any matters arising therefrom.
 - To consider request to allow for councillors to pay residents rates at the Cemetery if they are a non-resident and not on the electoral register.
- 9.5. To receive report regarding Lavaré Park and to consider any matters arising therefrom.
 - To receive feedback from Wicksteed Playgrounds with regard to surfacing in play area.
 - To consider quotes for permanent sign in the play area:
 1. £58.65 plus VAT
 2. £35.00 plus VAT
 3. £30.00 plus VAT
- 9.6. To receive report regarding Church Street Recreation Ground and to consider any matters arising therefrom.
 - To consider quotes to re-decorate the inside of the Pavilion:
 1. £1,930.00
 2. £4,812.00
 3. £5,450.00

10. Policies and Procedures

- 10.1. To consider sending Miss L Morgan on the Managing Civil Ceremonies and Churchyards course on Friday 16th June at a cost of £55.00 (20% off if we subscribe to NPTS).
- 10.2. To consider sending a representative to the Norfolk SLCC 2017 Conference at Carrow Road on Friday 7th July 2017 at a cost of £49.50 per person.
- 10.3. To consider sending the Clerk to the SLCC Leadership in Action two day seminar on 7th and 8th June at a cost of £310.00. (copy herewith)
- 10.4. To consider sending the Deputy Clerk on the following courses: -
 - Writing professional agendas and minutes - £40.00
 - How to write policies and procedures - £40.00
 - Understanding the council's finances - £40.00
 - The New Clerk's Year - £60.00(Please note that if we subscribe to NPTS will receive 20% discount)
- 10.5. To consider the proposal from the Clerk to put together a training session on the council's finances and to consider other subjects as well.

11. Street Lights, Hedges, Paths, Verges and Highways

- 11.1. To note any matters needing attention.
- 11.2. To receive update from councillors regarding SAM 2 (copy to follow).
- 11.3. To consider the possibility of installing a noticeboard in Repton Avenue and near the junction of White Woman Lane/Spixworth Road.
- 11.4. To receive correspondence from NCC re. Highways Maintenance (copy herewith).

12. Correspondence

- 12.1. To receive correspondence from NALC re. Parish Precepts (copy herewith).
- 12.2. To receive correspondence from White Woman Lane School re. Proposed federation of the Governing Bodies (copy herewith).
- 12.3. To receive briefing note from Councillor J Leggett re. Broadband (copy herewith).

Mrs Melanie Eversfield
Clerk of the Council