

OLD CATTON PARISH COUNCIL
MINUTES OF THE ANNUAL COUNCIL MEETING
HELD AT 7.30 P.M. ON MONDAY 13TH MAY 2013
AT THE PAVILION, CHURCH STREET RECREATION GROUND

PRESENT: Mr J Arnott Ms W Atkinson Mrs A Chandler
 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
Mr S Dunn, Chairman, Broadland District Council
6 residents

1. ELECTION OF CHAIRMAN

Mr C Green PROPOSED that Mr B Sabberton-Coe be elected as Chairman. This was SECONDED by Miss P Wilkin. There were no other nominations and it was AGREED unanimously.

2. ELECTION OF VICE CHAIRMAN, COMMITTEES AND REPRESENTATIVES

It was PROPOSED by Mrs J Williams and SECONDED by Mr B Honess that Mrs A Chandler be elected as Vice Chairman. There were no other nominations and it was AGREED unanimously.

Committee membership and representatives were AGREED as per the attached list.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr D Thompson. A leave of absence for Mr D Thompson was AGREED.

4. DECLARATIONS OF INTEREST

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.

5. MINUTES OF THE MEETING OF 08.04.2013

It was AGREED that the minutes, which had been circulated with the agenda, be confirmed as a true record and signed by the Chairman, with minor amendment. It was confirmed that the date of the next SNAP meeting, being held at the Diamond Centre at Sprowston, is 4th June 2013 and not 14th June 2013.

6. MATTERS ARISING

- 6.1 It was noted that the matter of 'No Dogs Allowed' signs at Lavaré Park be discussed under Item 11.

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

Mrs J Leggett gave an update on the work of the County Council. She stated that future monthly reports will be emailed to the Clerk for distribution to Councillors. She reported on the recent meeting with the bus company. Chloe Smith MP will be writing to all residents with an update. She also gave a brief report on Catton Park Trust and welcomed Mr G Tingle on to the committee. The Annual General Meeting of the Trust is to be held on 3rd June 2013.

The Clerk, Mrs Sally Barber, asked if there was an update regarding the Parish Partnership Grants. It was confirmed that there is still no update.

Mr K Leggett reported that Broadland District Council has agreed to adopt the Community Infrastructure Levy (CIL) charging schedule as of 1st July 2013, details of which can be found on its website. He also reported on the Joint Core Strategy.

The Chairman, Cllr Sabberton-Coe congratulated Mr S Dunn on being elected as Chairman of Broadland District Council.

A monthly police report for Old Catton was distributed to all Councillors, a copy of which is attached to the official minutes.

Residents raised concerns regarding the lack of bus service within Old Catton. The bus timetables for both Sanders and First Group be obtained and studied, details of which to be bought back at the next meeting before any further action is taken.

The new defibrillator was shown to all those present. An item to be placed on the next agenda to discuss details of storage and training.

Mr Chettleburgh thanked the council for its kind donation towards the annual charity walk for MacMillan Cancer.

The meeting resumed.

8. FINANCE

8.1. Payments and receipts

It was AGREED that the list of payments and receipts, with vouchers 21 to 76 in the financial year ending 31.3.2104 with expenditure of £17,031.31 and income of £85,158.39, be approved. The bank reconciliation as at 13.05.2013, and comparison of income and expenditure with the budget was noted.

8.2 Unspent balances

It was AGREED that the unspent balances as per the attached list be carried forward.

8.3 Accounts for the year ending 31.03.2013

The accounts for the year ending 31.03.2013, which had been circulated with the

agenda, were APPROVED.

8.4 New IT Equipment

The purchase of new IT equipment was AGREED. Further to the quotation of £549.00 plus VAT, additional scanning software and installation costs to be sought and agreed by the Chairman and Vice Chairman.

9. **PLANNING**

9.1 Planning Applications

Planning applications were APPROVED as detailed in the attached list.

9.2 Neighbourhood Plan

The production of a Neighbourhood Plan was discussed. It was AGREED that before any action is taken the council is to examine the Neighbourhood Plan for Sprowston. A meeting with Mr Richard Squires, from Broadland District Council, to also be set up to discuss the matter further.

9.3 Other planning matters

There were no other planning matters to report.

10. **CHURCH STREET RECREATION GROUND**

- 10.1 It was noted that the new play equipment will be installed on 15th May 2013, subject to weather conditions. Once the equipment is up and running it is to be publicised in the local press. Sites for the new benches have been agreed. It was also noted that the Jubilee plaque has now been installed. The design of the Old Catton Society plaque to be installed by the tree that was planted by the Society was noted.

11. **LAVARÉ PARK**

11.1. Surface of the new car park

It was noted that the works are on order and will commence in due course.

11.2. Remedial works to new land

It was noted that work was progressing. Top dressing has been applied to the planned pitches. £2,000 has been spent so far of the £7,000 remaining in the earmarked fund.

11.3. Fencing the dog free area

As a quotation from the Junior Football Club is yet to be received it was AGREED that this item be placed on the agenda for Monday 10th June 2013. 'No Dogs Allowed' signs to also be looked into at that meeting.

11.4. Negotiations with the Junior Football Club

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

11.5 Any other matters requiring attention

There were no other matters.

12. **CEMETERY AND CHURCHYARD**

- 12.1 It was noted that the Churchyard was in good order. It was AGREED that the flowerbed on the roundabout in the Cemetery be fertilized.

13. HIGHWAYS

- 13.1 It was noted that an additional 30mph sign is needed on the grass verge outside Tesco on the Cromer Road into Fifers Lane.
It was noted that a pot-hole is forming outside 18 Garrick Green.
It was also noted that the drains are blocked between George Hill and Spixworth Road, which is making the roads flood when there is a downpour of rain.

14. CORRESPONDENCE

- 14.1 Correspondence was noted.

15. VILLAGE HALL MANAGEMENT COMMITTEE

- 15.1 Mr B Palmer stated that now that the new heating has been installed there is a lot more space in the hall.
It was noted that the Village Hall Annual General Meeting will be held on Thursday 23rd May 2013 at 7pm.

16. MATTERS FOR FUTURE MEETINGS

- 16.1 It was AGREED that an item be placed on the agenda for Monday 10th June 2013 to give an update from the Airport Consultancy Committee.
- 16.2 It was also AGREED that an item be placed on the agenda for Monday 10th June 2013 to discuss the matter of notice boards in the parish, particularly, the notice board outside Morrison's. Mr B Leggett was given permission to approach Morrison's on the matter.
- 16.3 It was also AGREED that an item be placed on the agenda for Monday 10th June 2013 to discuss the matter of the website.

17. DATES FOR NEXT MEETING

Annual Parish Meeting – Thursday 23rd May 2013, 7.30pm at the Church Hall
Parish Council – Monday 10th June 2013, 7.30pm at the Pavilion

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.45 pm.

Chairman, 10th June 2013