

**OLD CATTON PARISH COUNCIL**  
**MINUTES OF THE ORDINARY COUNCIL MEETING**  
**HELD AT 7.00 P.M. ON MONDAY 14<sup>th</sup> DECEMBER 2015**  
**AT THE PAVILION, CHURCH STREET, OLD CATTON**

**PRESENT:** Mr J Arnott                      Mrs A Chandler                      Mr I Chapman  
Mr P Crisp                              Mr B Honess                         Mr B Leggett  
Mr B Palmer                            Mr B Sabberton-Coe                Mr R Tovell  
Mr M Vincent                         Mrs J Williams                        Miss P Wilkin

Norfolk County Councillor Mrs J Leggett  
Broadland District Councillor Mr K Leggett  
4 residents

A minute silence was held in memory of past Councillor and Chairman, Mr David Thompson, who has sadly passed away

**125. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor Mrs Fawke due to a holiday commitment.

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

Interests were declared as follows –

Mr B Leggett, Mr B Palmer and Mr B Sabberton-Coe - Village Hall Management Committee.  
Mr M Vincent – Item 8.

**127. MINUTES OF THE MEETING OF 09.11.2015**

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 omission of the word 'small scale' to minute 120.1.

**128. MATTERS ARISING**

- 128.1. The Clerk was asked to provide an update on the application to Broadland District Council with regard to the £38,000 loan from the CIL fund. She stated that a letter is to be written to the Secretary of State requesting permission to borrow funds. She stated that this is a paper formality and does not foresee any problems as it is a Government initiative. The Chairman gave a brief outline to those present as to what the loan was intended for.

**129. PUBLIC DISCUSSION**

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

As the Police were not present at the meeting the Clerk distributed the crime figures for the Parish for December 2015, a copy of which is attached to the official minutes, the contents of which were noted.

Norfolk County Councillor Judy Leggett gave a report, a copy of which is attached to the official minutes. She gave an update on a council meeting which took place earlier on in the day. She urged all those present to respond to the consultation regarding the budget for NCC. She stated that Broadland will be road sweeping in the coming week. She also gave an update on youth engagement in Old Catton.

Broadland District Councillor K Leggett gave an update on recycling figures for Catton Park. He also gave an update on the Repton House development.

A local resident stated that the hedge along the allotments was looking good. He also stated that there are inadequate toilet facilities at Catton Park and should be considered in the future.

The meeting resumed.

### **130. FINANCE**

#### **130.1. Payments and receipts**

It was AGREED that the list of payments and receipts, with vouchers 372 to 411 in the financial year ending 31.3.2016 with expenditure of £10,719.98 and income of £336.00, be approved. It was AGREED that the Clerk seeks quotes for development, management and maintenance of the councils own independent website.

130.2. The interim Internal Auditors Report for 2015-2016 was considered and APPROVED. The recommendations contained in the report are to be worked on and the Clerk is to be supported in these actions.

130.3. The renewal of the annual membership to the Society of Local Councils Clerks at a cost of £235.00 was considered and APPROVED.

130.4. The insurance renewal agreement with Zurich Municipal Insurance Services was considered. It was AGREED to enter into a 3 year agreement.

### **131. PLANNING**

131.1. ~~20151804~~-Erection of Detached Double Garage-160 Proctor Road, Sprowston, NR6 7EU.  
NO OBJECTION

~~20151827~~-Residential Development 3No. Flats-Lodge Farm, 299 St. Faiths Road, Old Catton, NR6 7BH.

NO OBJECTION

~~20151886~~-Front porch, single storey side and front extension, two storey side extension, and single storey side and rear extension-42 Oak Lane, Old Catton, NR6 7DD.

NO OBJECTION

131.2. It was AGREED to arrange meeting with the Developers of Beeston Park/Beyond Green. This is to be held on a separate night to allow more time to discuss matters.

131.3. The Clerk reported that she had received a planning application from Norwich City Council (Application 15/01657/F) for a rear extension at 28 Marauder Road, Norwich. The deadline for comment was before this council meeting and she therefore emailed councillors who raised no objection to the proposal. Norwich City Council has been notified as necessary.

### **132. NEIGHBOURHOOD PLAN**

132.1. A progress report on the Neighbourhood Plan was received and noted, a copy of which is attached to the official minutes.

132.2. It was AGREED that the Neighbourhood Plan should be submitted to Broadland District Council. Councillor B Leggett requested that his vote against this decision be recorded.

### **133. CHURCH STREET RECREATION GROUND**

133.1. The Clerk stated that the memorial bench has arrived and will be placed in situ in the coming days. It was AGREED that the Clerk would seek quotes for new surfacing, such as the surface in the Under 9's play area, to be installed under the fitness equipment and the play equipment at the top of the Recreation Ground.

Councillor B Leggett stated that he has been approached by the family of Mary Manning who recently passed away regarding the possibility of having a memorial bench at the Recreation Ground. This was AGREED to. Councillor B Leggett to finalise details and pass onto the Clerk.

133.2. The notes of the Recreation Ground Sports Group meeting were received, a copy of which is attached to the official minutes. The point raised by Old Catton Junior Football Club regarding installation of an electrical point in the field at Lavaré Park was considered. It was AGREED that the Football Club puts a full proposal together and brings back to the Council for consideration.

The point raised by Old Catton Cricket Club regarding the installation of an artificial pitch and sight screen was considered. It was AGREED that the Cricket Club puts a full proposal together and brings back to the Council for consideration.

The cherry tree at the bottom of the tennis courts to be looked at with the possibility of pruning it to stop the problem with moss on the courts.

133.3. The report from the Deputy Clerk regarding the installation of solar panels on the roof of the Pavilion was considered. It was AGREED that further information be obtained to clarify the feed in tariff. Councillor B Leggett requested that his vote against this decision be recorded.

**134. LAVARÉ PARK**

- 134.1. Councillor J Arnott gave an update on the wildflower meadow and information board. All those present were also updated on the current situation regarding the vandalised play equipment and picnic table.

**135. CEMETERY AND CHURCHYARD**

- 135.1. Councillor Leggett stated that the Churchyard was in good order.  
Councillor Tovell stated that he has still not had a meeting with the stonemason as yet. The Clerk to chase the stonemason up.  
Following a meeting with Mr J Martin regarding the marking of future graves it was AGREED that a meeting take place at 8.30am on Thursday 17<sup>th</sup> December at the Cemetery with the Chairman, Groundsman, Grave Digger and Mr Tovell.  
The Clerk stated that she has received one quotation for the re-kerbing of the roundabout. Two further quotes still to be obtained.  
A polite notice to be erected in the car park stating that parking is for visitors to the Cemetery only.

**136. WAR MEMORIAL**

- 136.1. Councillor Mrs Williams stated that the War Memorial was in good order. It was noted that the wreaths will be removed on 31<sup>st</sup> January 2016.

**137. BUS SHELTERS**

- 137.1. It was noted that the Bus Shelters were all in good order.

**138. VILLAGE HALL**

- 138.1. It was noted that the Village Hall was in an excellent condition and a real asset to the Village.

**139. STREET LIGHTS, HEDGES, PATHS, VERGES AND HIGHWAYS**

- 139.1. The Clerk stated that after nearly two years Highways have finally installed the word 'SLOW' in Church Street. It was AGREED that the road marking at the top of Church Street near the Church was in completely the wrong place. The Clerk to complain to Highways about this.
- 139.2. Correspondence from a local resident regarding Church Street and a recent accident was received. It was AGREED that the Council had very little power to enforce any action.
- 139.3. The Clerk stated that the office was still struggling to seek volunteers for the Community Speed Watch Scheme in Old Catton. Councillor B Honess volunteered his time. It was AGREED to give this initiative one last push for volunteers.
- 139.4. Correspondence from Broadland District Council regarding street numbering was received and noted.
- 139.5. Correspondence from NCC Highways regarding a meeting with the Parish Council to discuss highway matters in the parish was received. It was AGREED that NCC J Leggett would lobby with the officers on the councils behalf to ensure that a meeting is scheduled in the near future.
- 139.6. Correspondence from a local resident regarding overgrown hedges in Kiln Close was received. It was AGREED that Councillors Chapman and Crisp would look at the area in question and report back to the Clerk.
- 139.7. Correspondence from a local resident regarding issues in Carterford Drive was received. After some discussion it was agreed that the majority of the issues are in the boundary of Norwich City Council and therefore the Clerk is to report this to the necessary departments.
- 139.8. The report from the Deputy Clerk regarding the Parish Partnership 2016/2017 was considered. It was RESOLVED to submit a bid for both trods.
- 139.9. A complaint regarding some willow trees in Woodland Drive has been received. Councillor J Arnott has been to investigate the situation. It was AGREED that the future of the trees be discussed with the neighbours. Councillor I Chapman to do this and report back to the Council.

**140. CATTON PARK**

- 140.1. Councillor B Leggett stated that he is making good strides with the Deputy Clerk to get things in order.

**141. POLICIES AND PROCEDURES**

- 141.1. The Old Catton Parish Council Social Media Policy was considered and APPROVED.
- 141.2. A response to Broadland District (Emerging) Local Plan: Recreational Provision in Residential Development Supplement Planning Document (SPD). It was AGREED that a response be sent stating that the Parish Council has no comments as it does not affect Old Catton.

141.3. The report from the Deputy Clerk regarding adopting the Maids Head PH as a Community Asset was considered. It was AGREED to take no further action at this present time.

**142. CORRESPONDENCE**

142.1. Broadland District Council re. Community Resilience. RESOLVED to partake in this exercise.

143. The report from Councillor P Crisp regarding Youth Engagement in Old Catton was considered. It was AGREED that the Council supports the scheme and will financially support the scheme in principle once the group submits proposals to the Council. Councillor Crisp to arrange a pre-meeting with the group and Council.

**144. MATTERS FOR FUTURE MEETINGS**

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

145. It was RESOLVED 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.

146. The contract for 2016 grass cutting from The Garden Guardian was considered and APPROVED.

147. The Section 106 Agreement for Repton Avenue Development was considered. It was AGREED not to sign the agreement until the exchange of land has been discussed and clarified.

148. The report from the Clerk regarding staffing was considered. All recommendations contained in the report were APPROVED.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 10.20pm.

Chairman, 11<sup>th</sup> January 2016