

**OLD CATTON PARISH COUNCIL**  
**MINUTES OF THE ORDINARY COUNCIL MEETING**  
**HELD AT 7.00P.M. ON MONDAY 14<sup>th</sup> MARCH 2016**  
**AT THE PAVILION, CHURCH STREET, OLD CATTON**

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

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

**188. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor Mrs Williams due to illness and Councillor Honess due to a holiday commitment. Norfolk Constabulary also sent their apologies.

**189. DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

Interests were declared as follows –  
Mr B Leggett, Mr B Palmer and Mr B Sabberton-Coe - Village Hall Management Committee.  
Mr M Vincent – Neighbourhood Plan

**190. MINUTES OF THE MEETING OF 08.02.2016**

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

**191. MATTERS ARISING**

191.1. There were no matters arising therefrom.

**192.** The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes.

**193.** Clare Lincoln, Project Leader of the Sprowston Youth Engagement Project (SYEP), gave an update on the project which included a summary background. She stated that the possibility of having a youth group set up in Old Catton is nearing its final stages. It is hoped that it will take place on Thursday evenings from 6.30pm to 9.30pm. It will cost £5,250 in the first year for this project to take place and although funding from various other sources has been applied for SYEP are looking for the Parish Council to support this project. It was noted that the council would be looking and grants and donations in the coming weeks and would consider financially supporting the project.

**194. PUBLIC DISCUSSION**

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

As the Police were not present the Clerk circulated a written report, 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 stated that although 6,000 trees have been cut down due to the NDR she assured parishioners that 30,000 trees will be re-planted. She also gave an update on the Economic Development and Transport committee. It was agreed that details regarding the Handyman Service will be published in the spring edition of the Parish Council newsletter.

Broadland District Councillor K Leggett gave an update on recycling credits for Catton Park. He also gave an update on planning applications 20160313 and 20160257 both of which are on the agenda. He stated that Broadland District Council had no objections to the modifications made in the Growth Triangle Area Action Plan Consultation.

Broadland District Councillor K Vincent gave an update on Broadland District Councils budget and council tax charges for 2016/2017 and was pleased to note that there is no increase in Broadland's part of the council tax charge. She also gave an update on the devolution of services between Norfolk, Suffolk and Cambridgeshire but stated that nothing is set in stone at present. An update regarding the Dixons Fold development was also given.

Some local residents expressed their concerns regarding the development at Dixons Fold all of which were taken on board. All residents were urged to express their concerns individually in writing to Broadland District Council.

A local resident expressed concern regarding the Tree Preservation Order in Lancaster Close.

A local resident stated that the litter bins within the parish were constantly overflowing. The Clerk to report this to Broadland District Council. He also expressed concern regarding the hedging and verges between Billing Close and Ecton Walk. It was agreed that the resident would meet with Councillor Honess when he returns from holiday. Norfolk County Councillor Leggett stated that the more people reported problems to Norfolk Highways the more the message will get through.

The meeting resumed.

## **195. FINANCE**

### **195.1. Payments and receipts**

It was AGREED that the list of payments and receipts, with vouchers 505 to 551 in the financial year ending 31.3.2016 with expenditure of £12,728.22 and income of £1,886.92, be approved. A comparison of income and expenditure with an up to date bank reconciliation were noted.

195.2. It was AGREED that the Clerk and Councillors Mrs Chandler, Leggett and Mrs Williams consider all grant applications received and bring their recommendations back to full council for approval.

195.3. The quote to create an independent website for the Parish Council at a cost of £2,000.00 inclusive of VAT was considered and APPROVED.

195.4. The purchase of a new chain of office at a cost of £3,409.20 plus VAT was considered and APPROVED. Councillor Chapman requested that his vote against this decision be recorded and Councillor Tovell abstained from the vote.

195.5. Old Catton Parish Council Training Programme for 2016-2017 was considered and APPROVED.

## **196. PLANNING**

196.1. **20160236**-Single storey rear extension-5 Lindley Close, Old Catton, NR6 7LL.

NO OBJECTION

**20160262**-Erection of potting shed and glasshouse-81 Spixworth Road, Old Catton, NR6 7NQ.

NO OBJECTION

**20160293**-Extension to the front of the property to infill between the garage and existing front entrance hall-Comely Bank, 198 Proctor Road, Old Catton, NR6 7EJ.

NO OBJECTION

**20160313**-1. Two storey rear extension. 2. Front dormer window-52 Mansel Drive, Old Catton, NR6 7NB.

NO OBJECTION

**20160208**-Install the 'Schrijver' system which consists of a number of 'elements' installed into the brickwork at approx. 500mm intervals and approx. 300mm above ground level-5 Grange Close, Old Catton, NR6 7DH.

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.

RECOMMEND REFUSAL ON THE FOLLOWING GROUNDS:

- It is felt that the proposals are an overdevelopment of the site;
- The council is pleased to see a reduction in the number of dwellings proposed, along with the inclusion of some bungalows however, it is felt that the density of the proposed development is still quite high and wishes to see a further reduction in dwellings;
- It is felt that there is not enough space for car parking within the development which could result in highway issues and would therefore like to see at least 2 parking spaces per

household;

- The Parish Council would once again like the developer to consider a scheme similar to that of Catton Court.

**20160335**-Proposed first floor side extension and ground floor rear extension-3 The Warren, Old Catton, NR6 7NN.

NO OBJECTION

- 196.2. A response from Broadland District Council regarding Tree Preservation Orders in Lancaster Close, Old Catton was received. It was AGREED that a reply be sent to Broadland seeking details of the owner of the land in question. If there is no owner the question to be asked if the Parish Council can adopt the piece of land.
- 196.3. A response from Broadland District Council regarding Section 106 money for Repton House development was received. It was AGREED to ask if any of the money could be used on for the new youth group in Old Catton.
- 196.4. A response to Broadland District Council's Growth Triangle Area Action Plan Consultation was considered and it was AGREED to raise no objections.
- 196.5. It was noted that a meeting with TOWN. Developers has been arranged for Monday 4<sup>th</sup> April at 7pm at the Pavilion.
- 196.6. Correspondence from Broadland District Council regarding Outline Planning for the TOWN. Development at Land to the North of Sprowston and Old Catton between Wroxham Road and St. Faiths Road was received and noted.

#### **197. NEIGHBOURHOOD PLAN**

- 197.1. A progress report on the Neighbourhood Plan was received and noted, a copy of which is attached to the official minutes. It was noted that the plan will possibly go to referendum mid-July 2016.

#### **198. PROPERTY AND RESPONSIBILITIES**

- 198.1. Councillor Arnott stated that the War Memorial was in good order. He stated that he and Mrs Williams had met with a local contractor regarding suitable holders for wreaths to be laid at the memorial. The possibility of a handrail being installed to assist people when using the steps at the memorial was also discussed. Mr Arnott stated that he has asked for some quotes to be sent to the council for this work. It was noted that planning permission would need to be sought for the installation of a handrail.
- 198.2. It was noted that the Bus Shelters were all in good order.
- 198.3. It was noted that the Village Hall was in good order and that planning permission for the installation of a hand rail has been granted. Mr Leggett stated that he has looked into the mud outside 1 Hall Drive and it appears that this is running down from 21 Church Street. The Clerk to contact the landlord of this property.
- 198.4. It was noted that the Churchyard was in good order.
- 198.5. It was noted that the Cemetery was in good order now that the works to the roundabout has been completed. The Groundsman to take out the current tree in the roundabout as it is dead and replace with another tree or some shrubs. A quote to asphalt around the roundabout to be sought from the company that carried out the previous works. It was also noted that some of the graves need clearing of dead plants etc. especially Christmas wreaths.
- 198.6. Councillor Arnott stated that the wildflower meadow at Lavaré Park was doing well and that the spring flowers should start blossoming soon. We are still awaiting repairs to the play area by Wickstead. The 4 trees that were planted last year are doing well. The request from Old Catton Junior Football Club to erect a memorial bench was considered and APPROVED.
- 198.7. The Clerk stated that all was in good order at Church Street Recreation Ground. The Admin Assistant was seeking quotes for the surfacing under the fitness equipment and over 9's play equipment and she has also contacted the Cricket Club for detailed proposals for their future plans, of which we are still awaiting. It was noted that a baby changer has been ordered and with that a contract of approximately £50 per annum has been entered into with regard to nappy waste disposal. It was noted that the Chairman and Councillor Leggett had met with the resident concerned about the boundary fence and ivy and it was agreed by all parties that the fence needs to be replaced and therefore some quotes had been obtained. It was AGREED to proceed with the quote from Burghwood Landscapes at a cost of £1,046.28 plus VAT but it must be stated that barbed wire will not be required.

The Clerk reported that Maire Booty had recently passed away and the family have asked of her ashes could be scattered at the Recreation Ground. It was noted that the Clerk had investigated whether this would be alright to do and if there was anything that states it cannot be done. She cannot find anything that states it cannot be done and therefore the request was AGREED to.

- 198.8. The Clerk gave a brief update on Catton Park. It was noted that the development of a new website was now underway and hopefully nearing completion. A tender had been awarded the contract of creating a 10 year business plan and communication strategy. Initial work was taking place with regard to events in the Park this year and a meeting will be taking place with the landowner, Mr Buxton on 18<sup>th</sup> March.

## **199. STREET LIGHTS, HEDGES, PATHS, VERGES AND HIGHWAYS**

- 199.1. The Clerk stated that a meeting regarding the NDR would be taking place on 17<sup>th</sup> March 2016 at 6.30pm at County hall if anyone wished to attend.  
Some street lights are constantly burning in The Warren. The street light numbers to be given to the Clerk so that this can be resolved.  
The Street light on Church Street by Holiday House is not working properly. The Clerk to deal with this.  
The road sign for Spixworth Road at the bottom of Church Street is still missing. The Clerk to deal with this.  
There is a hole forming around the Anglian Water Services drain on Spixworth Road outside gate to The Grange. The Clerk to deal with this.
- 199.2. The report from the Deputy Clerk regarding various requests from local residents was considered. It was AGREED to forward the concerns to Broadland District Council.
- 199.3. A further reply from Norfolk County Council regarding the bid for installing a TROD at Woodham Leas was received and noted. It was AGREED to leave the bid in its current status.

## **200. HUMAN RESOURCES**

- 200.1. The following employment policies were considered, reviewed and APPROVED with minor amendments: -
- Pension Policy
  - Recruitment Policy
  - Disability Discrimination Policy
  - Dignity at Work Policy
  - Lone Worker Policy
  - Child and Vulnerable Adults Protection Policy
  - Training Policy
  - Company Pool Vehicles Policy
- 200.2. It was confirmed that Mr Colin Franklin has successfully completed a period of probation in his position as Recreation Ground Supervisor.
- 200.3. It was confirmed that Miss Lucy Morgan has been appointed as Administration Assistant subject to a satisfactory 6 month probationary period.

## **201. POLICY AND PROCEDURE**

- 201.1. The report and paperwork produced by the Deputy Clerk with regard to the Local Council Award Scheme was considered. It was noted that Old Catton Parish Council currently sits at Foundation level but it was AGREED that the office should now be working towards Quality level.
- 201.2. The following council policies and procedures were considered, reviewed and APPROVED with minor amendments: -
- Anti-Fraud, Corruption and Theft
  - Equal Opportunities
  - Financial Risk Assessment
  - Complaints
  - Co-option
  - Asset Register
  - Grant Award
  - Records Management Strategy
  - Public Participation

- Dispensations
- Financial Regulations
- Effectiveness of the Internal Audit
- Data Protection
- Code of Conduct
- Standing Orders
- Recording of Meetings
- Local Authority Members' Allowance
- Community Engagement Strategy
- Protocol for Pre-Meetings
- Grave Digging
- Environmental Policy

- 202.** The draft questionnaire to be sent to all houses within the Parish, with the spring newsletter, regarding Community Resilience was considered and APPROVED with minor amendment.
- 203.** It was noted that the date of the Annual Parish Meeting at Blacksmiths Way has been changed to Thursday 19<sup>th</sup> May 2016.
- 204. MATTERS FOR FUTURE MEETINGS**  
Any matters for future meetings to be given to the Clerk.
- 205.** 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.
- 206.** The Clerk gave an in-depth report and updated all councillors regarding the latest position of the CIL loan from Broadland District Council for the works at Catton Park. It was AGREED not to proceed any further with the loan and that money from the Parish Council's reserves should be granted to Catton Park so that the works can take place as soon as possible once planning permission has been received. A letter of gratitude is to be sent to Phil Courtier at Broadland District Council for all of his help and support on the matter.
- 207.** Further correspondence had been received from Anglian Water giving dimensions of land that would be needed to store a booster station. As Lavaré Park is currently leased it was AGREED that a reply be sent stating that on this occasion the Parish Council is unable to be of any assistance.
- 208.** A reply from the Parish Council's solicitor has been received regarding the transfer of land at Repton Avenue/St. Faiths Road. A response be sent answering the solicitor's queries.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 10.05pm.

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