

**OLD CATTON PARISH COUNCIL**  
**MINUTES OF THE ORDINARY COUNCIL MEETING**  
**HELD AT 7.00P.M. ON MONDAY 9<sup>th</sup> OCTOBER 2017**  
**AT THE PAVILION, CHURCH STREET, OLD CATTON**

**PRESENT:** Mr A Chandler                      Mr D Elmer                      Mrs L Fawke  
Mr B Leggett                      Mrs J Leggett                      Mr B Palmer  
Mr B Sabberton-Coe              Mr R Tovell                      Mr M Vincent  
Miss P Wilkin

Norfolk County and Broadland District Councillor Mrs K Vincent  
Broadland District Councillor Mr K Leggett  
2 Residents

**69. APOLOGIES FOR ABSENCE**

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

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

Interests were declared as follows –  
Councillors B Leggett, B Palmer and B Sabberton-Coe - Village Hall Management Committee.

**71. ELECTION OF A VICE CHAIRMAN**

It was proposed, seconded and AGREED that Councillor M Vincent be elected Vice Chairman of the Parish Council.

**72. MINUTES OF THE MEETING OF 11.09.2017**

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

**73. MATTERS ARISING**

It was noted that the two replacement benches for the War Memorial have been ordered and will be in situ for Remembrance Sunday.

Work for the realignment of boundary fence at Church Street Recreation Ground will commence this week.

It was noted that County Councillor Vincent has tasked work to commence on the re-surfacing of the TROD, with asphalt, at Woodham Leas.

**74. PUBLIC DISCUSSION**

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

As the Police were not present a written report for September was circulated, a copy of which is attached to the official minutes. All those present were reminded of the upcoming SNAP meeting to be held on Tuesday 17<sup>th</sup> October at the Pavilion in Church Street Recreation Ground at 7pm.

Norfolk County and Broadland District Councillor Vincent gave updates on the TROD at Woodham Leas, the Northern Distributor Road, the consultation on the Repton Avenue/Meteor Close Link Road, the emerging local plan, budget planning and residents' concerns. She also stated that it was National Libraries week and outlined some of the activities taking place.

Broadland District Councillor Ken Leggett reported on the collaboration between Broadland District Council and South Norfolk Council. He also made comment on verge cutting and the Village Tidy Up.

Two residents raised concerns over the hedge by the allotments on Spixworth Road, the footpath between Ecton Walk and Billing Close, the validity of the SAM2 data and the weight restriction and heavy goods vehicles using Church Street.

The meeting resumed.

75. The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. It was noted that the finance training for the whole council would take place on Monday 23<sup>rd</sup> October at 7pm. The Clerk stated that the Cat on the Barrel had been dismantled for renovation. Councillor B Leggett gave an update on the position of the renovation of the Cat on the Barrel. The Clerk also stated that a by-election for the two councillor vacancies would take place on 16<sup>th</sup> November. She also gave an update on the organisation of Remembrance Sunday.

**76. FINANCE**

76.1. Payments and receipts

It was AGREED that the list of payments and receipts, with vouchers 308 to 355 on the payment schedule up to 10.10.2017 with expenditure of £12,724.84 and income of £88,075.00 be approved. A comparison of income and expenditure with an up to date bank reconciliation were noted.

76.2. The external auditor's report for accounts ending 31<sup>st</sup> March 2017 was received and noted.

**77. POLICIES AND PROCEDURES**

77.1. The meeting dates for 2018 were considered and APPROVED.

77.2. The revision of councillor's responsibilities was considered. It was AGREED that Councillor Mrs Fawke becomes a cheque signatory, Councillor Elmer becomes responsible for finance and Councillor B Leggett is the council's representative on the Airport Consultative Committee. The vacancies on planning and the staffing committee to remain until new councillors are elected. It was also AGREED that the Clerk's office would produce an annual report on the Neighbourhood Plan. With regard to the SAM2 Councillor Honess and one other councillor (who is available at the time) would dismantle and relocate the device and the data from the device would be downloaded onto the computer software in the Clerk's office.

The Chairman explained the reasoning behind the introduction of the staffing committee and presented some terms of reference. Councillors J Leggett, Fawke, Elmer, Chandler, and Sabberton-Coe were elected onto the committee and the terms of reference were adopted.

**78. PLANNING**

78.1 **20171558**-Rear extension including rooms in roof. Porch canopy roof-79 Constitution Hill, Old Catton. NO OBJECTION

**20171504**-Variation of condition 2 of planning permission 20161182 (revised plans)-18 Carterford Drive, Old Catton.

NO OBJECTION

**20171681**-Application for prior approval for the installation of a 20m monopole supporting 3no. antenna and 2no. dishes, associated ground based equipment cabinets and ancillary development-Land at Chartwell Road, Sprowston.

NO OBJECTION IN PRINCIPLE – Although the Council believes that the site location is too near residential properties and feel that it would be better located on the disused land behind the local cadet facilities or on the roundabout itself.

**20171726**-Remove existing side conservatory. Construct new brick clad side extension with flat roof-3 Catton Hall Farm, Church Street, Old Catton.

NO OBJECTION

78.2. The Clerk reported that she had received correspondence from Broadland District Council stating that planning application 20171434-Plot 3, St. Faiths Road, Old Catton for a detached dwelling has been granted permission.

**79. PROPERTY AND RESPONSIBILITIES**

79.1. Councillor Wilkin reported on a recent meeting with Old Catton Junior Football Club.

An update was received on the War Memorial, Cemetery and Sprowston Youth Engagement Project (SYEP).

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

80.1. Correspondence from BDC re. Street numbering plots 1-7 Repton House, Parkside Drive, Old Catton was considered. It was AGREED to respond and state that Old Catton Parish Council believes that the development should have house numbers and a continuation of Parkside Drive should be implemented as the road name.

- 80.2. Correspondence from T T Jones Electrical Ltd regarding street lights in Old Catton was received. Following some discussion regarding the council's concerns over this contract it was AGREED that a meeting between TT Jones, Councillors Tovell and J Leggett and the Clerk be arranged as soon as possible.
81. It was RESOLVED that under the Public Bodies (Admissions to Meetings) 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.

Councillor Vincent left the meeting at this point of the proceedings

82. The Clerk's letter of resignation was received and noted. Following advice from Norfolk Parish Training and Support and the Council's recruitment policy it was AGREED that the Staffing Committee formally interviews the Deputy Clerk, Ms Sarah Vincent. Following this interview, the job description, contract of employment and training programme can be considered and a formal recommendation can be presented to full council.

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

Chairman, 13<sup>th</sup> November 2017