

OLD CATTON PARISH COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT 7.00P.M. ON MONDAY 10th APRIL 2017
AT THE PAVILION, CHURCH STREET, OLD CATTON

PRESENT: Mr J Arnott Mr P Crisp Mr D Elmer
Mrs L Fawke Mr B Honess Mr B Leggett
Mrs J Leggett Mr B Palmer Mr B Sabberton-Coe
Mr R Tovell Mr M Vincent Miss P Wilkin

Broadland District Councillor Mrs K Vincent
Broadland District Councillor Mr K Leggett
7 Residents

397. APOLOGIES FOR ABSENCE

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

398. 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.

399. MINUTES OF THE MEETING OF 13.03.2017

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

400. MATTERS ARISING AND ACTION PLAN

There were no matters arising from the minutes. An update was given with regard to points 91, 99 and 109 of the action plan.

401. The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. The Clerk also gave an update on the TRODS and the Parish Partnership bids for 2017/2018.

402. PUBLIC DISCUSSION

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

Norfolk County Councillor J Leggett gave a report, a copy of which is attached to the official minutes. She also gave an update on the anti-social behaviour being experienced by the pond in Parkside Drive. She reminded all those present that the next SNAP meeting would be taking place on 11th April.

Broadland District Councillor K Leggett gave an update recycling credits and anti-social behaviour being experienced by the pond in Parkside Drive.

Old Catton Netball Club gave a brief report with regard to the netball lines on tennis courts not being the correct size for league games. The office to investigate this and produce a report for the next Council meeting.

A local resident stated the drain as per point 2 of the action plan is still blocked. The Clerk to speak with Chris Mayes at NCC Highways directly.

The meeting resumed.

403. FINANCE

403.1. It was AGREED that the list of payments and receipts, with vouchers 637 to 671 in the year ending 31.03.2017 with expenditure of £9,171.98 and income of £62,455.00 be approved. A comparison of income and expenditure and bank reconciliation was noted.

403.2. The three minor adjustments to the 2017/2018 budget were considered and APPROVED.

- 403.3. It was AGREED that the list of payments and receipts, with vouchers 1 to 18 in the year ending 31.03.2018 with expenditure of £15,111.11 and income of £0.00 be approved. A comparison of income and expenditure and bank reconciliation was noted.
The Clerk to produce a breakdown of CIL expenditure in all future dated accounts.
The Clerk explained the usage of office stationery and equipment by Catton Park. It was AGREED to charge a fee of £20.00 per month to cover these costs.
A vote of thanks was given to the Clerk for all her hard work in producing the accounts over the year.
- 403.4. It was considered and APPROVED to install Microsoft Publisher on all three computers for £80.00 per annum.
- 403.5. The Clerk's report regarding support for the Parish Council in 2017/2018 was considered and the recommendation to subscribe to Norfolk Parish Training & Support at a cost of £500.00 per annum was AGREED. Councillor J Leggett voted against this decision.
- 403.6. The Parish Council considered and APPROVED Auditing Solutions Ltd as the Internal Auditor for the ensuing year following the Clerk's recommendation that they meet the council's internal audit criteria.
- 403.7. It was considered and AGREED that Councillors Crisp and Mrs Fawke meet with the Clerk to discuss the grant applications for 2017/2018 and bring a proposal back to the Parish Council for consideration.

404. PLANNING

- 404.1. **20170352**-Single storey side extension-70 The Warren, Old Catton, NR6 7NN.
NO OBJECTION
20170390-First floor side extension, single storey front extension and roof alteration, two storey rear extension and single storey rear extension-6 Greyfriars Close, Old Catton, NR6 7DX.
NO OBJECTION
20170406-Remove and replace two bay windows on south elevation (Listed Building)-Holiday House, 3 Church Street, Old Catton, NR6 7DJ.
NO OBJECTION
20170445-Replacement 1930's drawing room windows and doors (Listed Building)-73 Spixworth Road, Old Catton, NR6 7NQ.
NO OBJECTION
20170371-Detached dwelling-Plot 3 (reserved matters application following outline approval 20141955) – Land at St. Faiths Road, Old Catton.
RECOMMEND REFUSAL
- 404.2. The Clerk stated that following correspondence from Broadland District Council with regard to the planning application for Repton House to be called in to committee she had informed Broadland that a representative of the Parish Council would speak at the meeting as it was felt that following the planning officer's report not all of the parish councils concerns had been addressed. It was AGREED that the Clerk makes arrangements for the Council to be represented.
- 404.3. Correspondence was received with regard to a planning application at Anglia Square that could impact the view from Catton Park. Councillors agreed that the council had no jurisdiction on the matter and therefore the correspondence was noted.

405. PROPERTY AND RESPONSIBILITIES

- 405.1. It was noted that the War Memorial was in good order.
- 405.2. It was noted that the bus shelters were in good order.
- 405.3. It was noted that the Churchyard was in good order. It was AGREED that the Clerk's office fully investigates all options and considerations with regard to the possibility of installing a pedestrian gate in the fence on the Garrick Green side of the Churchyard and presents a report at the next council meeting.
- 405.4. It was noted that the Cemetery was in good order albeit some dead flowers on the ashes burial plots. The Groundsman to deal with this. A lengthy discussion took place with regard to burial charges. It was AGREED that no concession would be made for a parish councillor to pay residents burial rates if they did not live within the parish. The Clerk's office to produce a set of rules with regard to allocation of burial rates for the next council meeting.
The Clerk stated that she had received correspondence from Anglian Water with regard to some works on a hedge owned by the Council upon further investigation it was highlighted that this piece of hedge was now owned by an individual and the Clerk passed this on accordingly.
- 405.5. It was noted that Lavaré Park was in good order. Councillor Arnott gave an update on the wildflower meadow. Councillor Miss Wilkin gave an update on the Football Club. It was noted that some

antisocial behaviour was taking place. It was AGREED to notify the Police and ask them to patrol the area more frequently. Feedback was received from Wicksteed with regard to the surfacing in the play area and it was agreed to monitor the situation. Three quotes for a permanent sign were considered it was AGREED to go ahead and purchase quote 3 which costs £30.00 plus VAT. This is to come from S106 money.

405.6. It was noted that Church Street Recreation Ground was in good order. The Clerk that the Cricket club had held their Cricket Force Day on 8th April and was well supported by the Bowls Club. The main gates had been re-painted and the Bowls Hut had been re-stained. The Clerk gave an update on the proposed fencing for the sight screens and stated that a full report would be put before the council at the next meeting.

The council considered three quotations for the re-decoration of the inside of the Pavilion and AGREED to accept quote one at a cost of £1,930.00.

406. POLICIES AND PROCEDURES

406.1. It was considered and AGREED to send Miss L Morgan on the Managing Civil Cemeteries and Churchyards course on Friday 16th June at a cost of £44.00.

406.2. The invitation to the Norfolk SLCC 2017 Conference at Carrow Road on Friday 7th July 2017 at a cost of £49.50 per person was received. If any councillor would like to attend they are to inform the Clerk by 12th June.

406.3. It was considered and AGREED to send the Clerk on the SLCC Leadership in Action two day seminar on 7th and 8th June at a cost of £310.00. The Clerk to provide the council with a detailed report of the event on her return.

406.4. It was considered and AGREED to send the Deputy Clerk on the following courses with Norfolk Parishes and Training Support: -

- Writing professional agendas and minutes - £32.00
- How to write policies and procedures - £32.00
- Understanding the council's finances - £32.00
- The New Clerk's Year - £48.00

406.5. The recommendation put forward by the Clerk to put together a training session on the council's finances was considered and AGREED.

407. STREET LIGHTS, HEDGES, PATHS, VERGES AND HIGHWAYS

407.1. The following matters were reported as needing attention: -

- On the left hand side of Spixworth Road from Lodge Lane to The Paddocks the drains are needing attention.
- The road surface at the junction of St Faiths Road and Fifers Lane is needing attention.
- The drains from Garrick Green to Repton Avenue on St. Faiths Road are all dropping.

407.2. An update regarding SAM 2 was given and the latest report is attached to the official minutes.

407.3. Councillors considered installing a notice board in Repton Avenue and near the junction of White Woman Lane/Spixworth Road. It was AGREED that the Clerk's office seeks quotes for one notice board for Spixworth Road area and brings back to the council at its next meeting.

407.4. Correspondence from NCC regarding Highways Maintenance was received and noted.

407.5. The Clerk stated that she had received resident complaints with regard to anti-social behaviour by the pond in Parkside Drive and Park Close. She stated that she has informed the Police who have said they will patrol the areas in question and speak with the residents. The Clerk's office to respond to the complainants accordingly.

408. CORRESPONDENCE

408.1. National Association of Local Councils re. Parish Precepts. Noted.

408.2. White Woman Lane School re. Proposed federation of the Governing Bodies. AGREED that the Clerk's office responds positively on behalf of the Council.

408.3. Briefing note from Councillor J Leggett re. Broadband. Noted.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.55pm.

Chairman, 8th May 2017