

# Old Catton Parish Council

The Pavilion, Church Street, Old Catton, NR6 7DS

Clerk of the Council: Ms Sarah Vincent

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1<sup>st</sup> February 2019

## **NOTICE OF MEETING AND SUMMONS TO ATTEND**

The **Ordinary** Meeting of Old Catton Parish Council will be held at the Recreation Ground, Church Street, Old Catton on **Monday 11<sup>th</sup> February 2019 at 7.00pm**

### **Agenda**

1. To receive and approve apologies for absence.
2. To receive any declarations of interest in items on the Agenda and to consider any requests for dispensation.
3. To approve the Minutes of the Ordinary Council Meeting, held on 14<sup>th</sup> January 2019 (copy herewith).
4. To report on matters arising from the minutes not covered by the Agenda.
5. To adjourn the meeting for public discussion and to receive the Police, County Councillor's and District Councillor's reports.
6. To receive Clerk's report (copy herewith).
7. **Finance**
  - 7.1 To note bank account balances as at 31<sup>st</sup> January 2019 and approve payment schedule (copy herewith).
  - 7.2 To note Scrutineer's Report for third quarter up to 31<sup>st</sup> December 2018 (copy herewith).
  - 7.3 To consider gifting ride-on mower to Catton Park Trust Ltd.
  - 7.4 To note quote for replacement and additional gym equipment at Recreation Ground and confirm location (copy herewith).
  - 7.5 To consider and approve Parish Council Objectives for 2019/20 (copy herewith).
  - 7.6 To consider and approve Grants Working Group recommendations for grant allocation.
8. **Planning**
  - 8.1 Planning Applications (copy available on Broadland District Council website – <https://secure.broadland.gov.uk/Northgate/PlanningExplorer/GeneralSearch.aspx>)  
**20182094** – Two Storey Side Extension & Single Storey Front/Side Extension – 23 Woodham Leas, Old Catton, NR6 7EF.
  - 8.2 To note any other planning matters.
9. **Human Resources**
  - 9.1 To confirm revision of the following Council employment policies and that no amendments have been made:-
    - Bullying and Harassment Policy.
    - Disability Discrimination Policy (copy available on website).
    - Equal Opportunities Policy (copy available on website).
    - Lone Worker Policy.

- Pension Policy.
  - Social Media Policy (copy available on website).
  - Staff Recruitment Policy (copy available on website).
  - Training Statement of Intent (copy available on website).
- 9.2 To consider adoption of Safeguarding Children, Young People and Vulnerable Adults Policy (copy herewith).
- 9.3 To confirm that Mrs Gail Howes has successfully completed a period of probation in her position as Administration Officer.

#### **10. Policies and Procedures**

- 10.1 To confirm revision of the following Council policies and procedures and that no amendments have been made (copy available on website):-
- Code of Conduct.
  - Scheme of Delegation.
  - Protocol for Recording of Council Meetings.
  - Protocol for Pre-Meetings.
  - Protocol for Public Participation.
  - Complaints Procedure.
  - Records Management and Retention Policy.
  - Street Naming Policy.
- 10.2 To consider and approve date for Annual Parish Council Meeting of Monday 13<sup>th</sup> May 2019 and date for Annual Parish Meeting of Thursday 16<sup>th</sup> May 2019.
- 10.3 To confirm that Old Catton Parish Council has the necessary criteria in place and prepare to apply for Quality Award under the Local Council Award Scheme (copy herewith).

#### **11. Property and Responsibilities**

- 11.1 To consider Old Catton Cricket Clubs request to place additional storage shed/scoring hut at Recreation Ground (copy herewith).
- 11.2 To receive any written or verbal reports from members meeting with organisations or significant issues from their areas of responsibility.

#### **12. Correspondence**

- 12.1 To note open letter from Chairman of Norfolk Association of Local Councils (NALC) (copy herewith).
- 12.2 To note email from Andrew Proctor Leader of Norfolk County Council regarding Early Childhood and Family Service (copy herewith).
13. It is recommended 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.
14. To consider staff salaries for 2019/20 (copy herewith).
15. To note date of next meeting as Monday 11<sup>th</sup> March 2019 at 7pm at the Pavilion, Recreation Ground, Church Street, Old Catton.

Ms Sarah Vincent  
Clerk of the Council