

OLD CATTON PARISH COUNCIL  
MINUTES OF THE ANNUAL COUNCIL MEETING  
HELD AT 6.30PM ON MONDAY 9<sup>TH</sup> MAY 2022  
AT THE PAVILION, CHURCH STREET, OLD CATTON

**Present:** Mr B Sabberton-Coe (Chairman)      Mr G Tingle (Vice Chairman)      Mrs A Chandler  
Mr T Cooke      Mr G Crouch      Mr B Leggett  
Mr M Vincent      Ms P Wilkin

Ms S Vincent (Clerk)  
Broadland District Councillor K Leggett  
Norfolk County and Broadland District Councillor K Vincent  
x15 Residents

**1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

It was AGREED that Councillor B Sabberton-Coe be appointed Chairman of the Parish Council for the ensuing year. He signed the Declaration of Acceptance of Office.

**2. TO ELECT A VICE-CHAIRMAN FOR THE ENSUING YEAR**

It was AGREED that Councillor G Tingle be appointed as Vice-Chairman of the Parish Council for the ensuing year.

**3. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor B Honess due to holiday commitments, Councillor D King due to work commitments and Councillors Y Gower, J Amis and R Potter due to personal commitments.

**4. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

There were no declarations of interest.

**5. MINUTES OF THE MEETING OF 11.04.2022**

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

**6. MATTERS ARISING**

Item 136: Clerk provided update on the village pond.

Public Speaking Item: Dog Poo Bins on St Faiths Road: Clerk stated that this continued to be discussed with Broadland District Council; collections are currently being monitored, however Clerk has highlighted that as there are no dog bins on this stretch there is nothing to monitor.

## 7. PUBLIC DISCUSSION

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

Police report giving crime statistics for March 2022 were circulated and noted, a copy of which are attached to the official minutes.

Norfolk County and Broadland District Councillor Karen Vincent reported:

- Nutrient Neutrality: Letter has been issued from Natural England concerning nutrient pollution in protected habitats within Norfolk. The letter requires planning authorities to ensure that new development does not cause adverse impacts. To ensure there is no impact Broadland District Council are experiencing delays in granting planning permission for developments comprising of overnight accommodation within the affected catchments. More information is available on the website: <https://www.southnorfolkandbroadland.gov.uk/planning-applications/apply/2>
- District Councillors are required to attend extra-ordinary meeting of District Council on 12<sup>th</sup> May which clashes with the Parish Council extra-ordinary meeting on the same day. Councillor K Vincent gave her apologies for being unable to attend Parish Council extra-ordinary meeting.
- Norfolk County Council have launched a £7.7m package of hardship support. This includes supporting families in hardship (whether in receipt of free school meals or not), supporting those aged 65 years and over, supporting those with housing related concerns. More information is available on the website: <https://www.norfolk.gov.uk/news/2022/05/norfolk-cost-of-living-support-scheme-launched>
- Councillor Karen Vincent reminded Members that, through her County Member's Highway Fund, she may be able to provide funding towards small highways schemes, footpaths etc.
- Highways:
  - St Faiths Rd/Fifers Lane Junction: works were completed last week and Councillor Karen Vincent attended a meeting with the Highways technicians. Minor safety audit has been carried out and any teething problems will be addressed (eg bollard is not on central island). A 6mth maintenance check will be carried out with the developer.
  - Billing Close: drainage issues following heavy rainfall has been highlighted. Gullies appear to be working well under normal rainfall. Highways continue to monitor.
  - White Woman Lane: patching work, particularly at the traffic lights junction with Spixworth Road will be carried out in next few months.
  - In response to resident's question regarding increase of traffic on Oak Lane/George Hill due to housing increase at Buxton Road and proposed Beeston development, Councillor Karen Vincent outlined the provision for the East-West Link Road and outlined the Repton Avenue detailed traffic vehicle assessment which resulted in the new junction at St Faiths Road/Fifers Lane. Upgrading of the White Woman Lane traffic lights will also be part of this.

Ken Leggett reported:

- Recycling: Thank you to residents who continue to support Catton Park by using the glass and paper recycling. There continues to be delays in receiving the funds from Norfolk County Council but Councillor K Leggett continues to chase this. Net funds to be received from glass collection are: January £300.40, February £291.16, March £170.35 which will hopefully all be paid in May.
- Jubilee Celebrations: Broadland District Council will be hosting an event at Blickling on Saturday 4<sup>th</sup> June with big screens to watch the Palace celebrations. Tickets were limited to x500 which have all sold out however Broadland District Council are hopeful to issue more. Broadland District Council will also be hosting a Trail of wicker corgis to be located at various places around Norfolk. Broadland District Council will also be hosting a Treasure Trail.
- Grant: Members grant of £500 available to contribute towards community groups/societies projects.
- Community at Heart Lottery: Only cost £1 per ticket with around £46,000 raised last month. Broadland residents have supported x65 local charities since the Lottery began.
- Tots to Teens: hosting some events during May half term – more details are available via the website: <https://www.southnorfolkandbroadland.gov.uk/t2t>
- Councillor K Leggett gave his apologies for not attending the Extra-Ordinary meeting on 12<sup>th</sup> May due to the clash with Broadland District Council Extra-Ordinary meeting.

Councillor B Sabberton-Coe thanked Councillors Karen Vincent and Ken Leggett for their hard work for the Parish.

Representative of the Deer Park Action Group raised a number of questions. Representative requested that Extra-Ordinary meeting to be held on Thursday 12<sup>th</sup> May be postponed. Councillor B Sabberton-Coe stated that due to legislative requirements it was not possible to postpone the meeting. Representative requested further information regarding the meeting. Councillor B Sabberton-Coe stated that it was not possible to provide further details but that all would be clear at the meeting and invited the representative to attend. Representative handed a notice to the Chairman and Clerk requesting that it be sent to the developer from the Parish Council (representative read the notice for the benefit of those attending). Councillor M Vincent outlined that the Parish Council had no right to tell the developer what to do with his land. The developer has the legal right to do as he wishes with his land and has the right to submit planning application if he so chooses. Representative felt that it the Parish Council's position on the Deer Park was not formally recorded in the minutes of the previous meeting. Councillor B Sabberton-Coe stated that the Parish Council does not support any development of the Deer Park. Representative requested that educational building at Catton Park be reverted back to Hayman Lodge, as the Action Group felt that in light of the Buxton's family choice to sell the land to a developer it was inappropriate to continue using the name Buxton Lodge. Councillor B Sabberton-Coe stated that Mr A Buxton had always been very supportive of Old Catton and was instrumental in the creation of Catton Park as a public recreational space. Councillor Karen Vincent stated that she was strongly against any development and requested that the

Parish Council consider changing the time of the meeting to allow the District Councillors to attend. Unfortunately the Parish Councillors were unable to make an earlier time so this was not possible. The Representative finished by stating that the Action Group is trying to help the Parish Council and support the Parish Council to preserve the Deer Park. Representative asked that the Council allow the Action Group to help wherever possible.

The meeting resumed.

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

## 9. FINANCE

- 9.1. Bank balances as at 30<sup>th</sup> April 2022 were noted. Monthly bank account reconciliations were noted. List of payments and receipts with vouchers 001 to 051 on payments schedule up to 9<sup>th</sup> May 2022 with expenditure of £27,062.07 and income of £134,409.57 were APPROVED. It was noted that first Precept payment had been received.
- 9.2. Bank signatories were confirmed as Councillors B Sabberton-Coe, B Honess and Y Gowers. It was AGREED that Councillor B Leggett be added to the mandate.
- 9.3. Scrutineer's Report for the period January-March 2022 was noted.
- 9.4. Internal Control Statement for the year ending 31<sup>st</sup> March 2022 was received and AGREED.
- 9.5. List of regular payments made by direct debit or BACs in accordance with the Financial Regulations was received and AGREED.
- 9.6. Annex A of Investment Strategy giving investments in place as at 31<sup>st</sup> March 2022 was received and noted.
- 9.7. It was AGREED that Auditing Solutions be appointed as the Council's Internal Auditor for the 2022/23 Financial Year.
- 9.8. Internal Auditing Solutions Final Report for the period 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022 was received and AGREED.
- 9.9. Section 1 of the Annual Return (Annual Governance Statement) 2021/22 was AGREED.
- 9.10. Section 2 of the Annual Return (Account Statement) 2021/22 was AGREED.

## 10. PLANNING

- 10.1. **20220433** – 224 St Faiths Road, Old Catton, NR6 7AH – Three bay oak framed cart lodge/garage.  
**RECOMMEND REFUSAL**
- 10.2. There were no planning applications to consider and no other planning matters.

## 11. PROPERTY AND RESPONSIBILITIES

- 11.1. The introduction of Parish Council Surgeries and location was discussed. It was AGREED that the matter be brought back to future Council meeting when all Members had an opportunity to consider.
- 11.2. Minutes of Airport Consultative Committee Meeting held on 13<sup>th</sup> April 2022 were noted.

- 11.3.** Councillor P Wilkin reminded Members that the Old Catton Junior Football Club were hosting their presentation weekend on 13<sup>th</sup> and 14<sup>th</sup> May at Lavaré Park. Members were encouraged to attend. It was noted that the Tigers team had recently won the Kappa Trophy.
- 11.4.** There were no further written or verbal reports from Members with organisations or significant issues from their areas of responsibility.

**12. NEXT MEETING**

Date of Parish Council Meeting was noted as Monday 13<sup>th</sup> June 2022 at 6.30pm at the Pavilion, Recreation Ground, Church Street.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.10pm.

Chairman, 13<sup>th</sup> June 2022