

OLD CATTON PARISH COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT 6.30PM ON MONDAY 13TH FEBRUARY 2023
AT THE PAVILION, CHURCH STREET, OLD CATTON

Present: Mr B Sabberton-Coe (Chairman) Mr G Tingle (Vice-Chairman) Mr J Amis
Mrs A Chandler Mr T Cooke Mr G Crouch
Ms Y Gowers Mr B Honess Mr B Leggett
Mr M Vincent Miss P Wilkin

Ms S Vincent (Clerk)
Broadland District Councillor K Leggett
Norfolk County and Broadland District Councillor K Vincent
x2 Residents

80. APOLOGIES FOR ABSENCE

Apologies were received from Councillors R Potter and D King due to personal commitments.

81. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

There were no declarations of interest.

82. MINUTES OF THE ORDINARY MEETING OF 09.01.22

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

83. MATTERS ARISING

There were no matters arising.

84. PUBLIC DISCUSSION

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

Broadland District Councillor K Leggett reported:

- Recycling: Councillor K Leggett reported that funds had been raised for Catton Park of approximately £1,900 up to November 2023. Tonnage collection for December and January was around 7tons; approximately £475.00 net; this gives a total to date of approximately £2,375.00. Councillor K Leggett reported that the glass recycling bins at Morrisons had been emptied however the paper bin was full again and awaiting emptying.
- Council Tax: Councillor K Leggett reported that Broadland and South Norfolk are the only District Council not to increase Council Tax in 2022/23 financial year. Proposal not to increase Council Tax again in 2023/24 will go to full Council. District Council aims to improve services without raising costs and provide value for money.
- Grants: Grants to support community groups and projects are available from District Council.
- Surgeries: Councillor K Leggett together with Councillors K Vincent and R Potter continue holding Surgeries at Morrisons on the second Saturday of every month.

- Combined District Council: all staff have now moved in the new premises at Broadland Business Park. This has produced a 40% reduction in office space and an 80% carbon reduction which in turn has reduced costs of over £1/2million. District Council announced a Net Zero target of 2030; the new building is a step in the right direction towards this target.
- Members Grant: Councillor K Leggett reminded that District Councillors have a Members Grant of £500 available to support local groups and society projects. Councillor K Leggett will be supporting Girl Guides this year.
- Broadland Country Park: Councillor K Leggett highlighted the Broadland Country Park near Felthorpe as a wonderful place to visit. 140 acres of park with x2 different walks of different lengths to enjoy the space.
- Town & Parish Council Forum: Took place on 13th February 2023. Councillor K Leggett highlighted Team who deal with Match Funding as another possible fundraising avenue. George Denton being the point of contact for this Team.
- Coronation: District Council are currently working on a grant to support Coronation events.
- Flooding: District Council are looking at what needs to be considered in this area. More information will follow in due course.

Norfolk County and Broadland District Councillor K Vincent reported:

- 2023/24 Budgets:
 - Broadland District Council: full Council will consider on 23rd February 2023 at 7pm. No increase of Council Tax will be proposed.
 - Norfolk County Council: full Council will consider on 21st February 2023 at 10am. Sizable funding gap to close – total increase of 4.98% (to include 1.99% adult social care) to be considered.
 - Both meetings available to view online via the relevant websites.
- Broadland District Council:
 - Grit Bins: Ascertained that the District Council map showing grit bin locations was not up to date for Old Catton. This has now been revised. Councillor K Vincent is keen to work with Council to identify areas requiring grit bins. As there is no available budget from Parish Council to fund these Councillor K Vincent may use her Highways Members Fund. Locations identified include The Paddocks, Sewell Meadow and Billing Close.
 - Dog Poo Bins: Sewell Meadow – Councillor K Vincent is checking the planning consent for this development to see if provision of bins is required; Taylor Wimpey would then be responsible for installation. Repton Avenue – the identified overflowing bin will now be emptied more regularly (twice weekly).
 - Pathway at The Paddocks: unadopted land identified at The Paddocks. Tree on the land is causing damage to neighbouring wall. Highlighted various plots of unadopted around the Parish – The Paddocks, Woodland Drive, Lancaster Close. Councillor K Vincent keen to work with Council to identify any other plots of land within the Parish.
- Highways:
 - Safety Railing, White Woman Lane School: For information only as this is outside Old Catton Parish – safety railings on grass verge outside the School have been considered and agreed by Sprowston Town Council (STC). STC are now looking for funding.
 - Fifers Land/St Faiths Road Roundabout: Councillor K Vincent attended helpful site meeting with Highways to discuss the safety audit and consider resolving current issues (also present

were Councillor T Cooke and residents from No.210 and No.212 St Faiths Road). Agreed actions are: 1) Dime the roundabout to reduce traffic speed; 2) Improve visibility of signage approaching the roundabout and cut back hedging; 3) Illuminate signage. The works will include installing dotted line road marking to identify the traffic flow and assist vehicles to avoid hitting the bollard, installing 'slow' road marking on approach to roundabout from Fifers Lane and cleaning of red reflectors and replacement of white reflectors with red ones.

Police crime statistics for December 2022, together with explanation were noted. Clerk highlighted that next Safer Neighbourhood Action Panel (SNAP) meeting would be held in-person at the Pavilion, Recreation Ground, Old Catton on 29th March 2023 at 7pm. This is the first in-person SNAP meeting since before Covid. Clerk also highlighted Engagement Officer PC Vicky Bailey is hosting a monthly Surgery at Sprowston Library starting on 21st February, 10am-11.30am (details are on the Parish Council website).

Resident commented that laurel hedge on St Faiths Road/Fifers Lane junction needed cutback; disabled resident had been seen having "only just enough room" to safely use the footpath. Councillor K Vincent said that she would look into this. Resident highlighted facebook post regarding dog fouling near White Woman Lane School and that Parish Council had been tagged but had not responded. Clerk stated that Parish Council policy is not to respond on facebook. Clerk stated she is reminded of a similar issue of deliberate dog fouling taking place a few years ago and the Police had been involved; Clerk confirmed she had raised the issue with the Beat Manager. Resident commented that signs regarding dog fouling were also near Old Catton Junior School; Clerk stated no issues had been reported to the Council. Resident asked if Parish Council would consider sponsorship of dog bins for contribution towards costs, particularly in Catton Park; Clerk stated that the Council would not wish to promote and advertise businesses on dog bins around the Parish.

Another resident commented that, as a result of the Highways meeting referred to by Councillor K Vincent, Highways were also going to take action about the verge/land outside his property; the footpath would be reangled as it is currently too steep and dangerous in icy/wet weather and the grass verge would be replaced with a semi-hard surface (this will be done "sometime in the summer").

The meeting resumed.

- 85.** The Clerk's verbal monthly report was received and noted. It was noted that, due to street works on St Faiths Road/Fifers Lane junction, the SAM2 had not yet been put in place on Fifers Lane (traffic direction towards the new roundabout). Temporary traffic lights had now been removed and SAM2 would be installed shortly.

86. FINANCE

- 86.1.** Bank balances as at 31st January 2023 were noted. Monthly bank account reconciliations were noted. Clerk gave details of matured savings bonds and new accounts that had been opened. List of payments and receipts with vouchers 465 to 514 on payments schedule up to 13th February 2023 with expenditure of £39,457.33 and income of £29,551.03 (including allotments annual fee received on behalf of the Parish Charities) were APPROVED. It was noted that

Scrutineer's Reports for the period July – December 2022 had been carried out by Councillor G Crouch. Unfortunately the Clerk had omitted to include these on the Agenda; reports would be brought to next full Council meeting in March.

- 86.2.** Interim Internal Auditor's Report was received. Recommendations contained therein were noted and AGREED.
- 86.3.** Quote for essential repairs to tennis courts was considered and AGREED. Quote from Simons Landscaping for £5,510.00 (+VAT) was AGREED. It was noted that despite best endeavours it had not been possible to obtain further quotes.
- 86.4.** CIL Working Group report and recommendation for appointment of quantity surveyor and project manager for community buildings redesign was considered and APPROVED. REAL Consulting were appointed at a fee of £26,175.00 (+VAT). Additional fee for Contract Administration of £4,200.00 (+VAT) was AGREED.
- 86.5.** Quote for replacement streetlight on Church Street at a cost of £1,795.00 (+VAT) was AGREED. The cost of removal and replacement has been approved as covered by the Parish Council insurance company, however excess of £250.00 will be payable.

87. PLANNING

- 87.1.** **20230019** – 65 Oak Lane, Old Catton, NR6 7DD – Side extension, removal of chimney and associated works.
NO OBJECTION.
20230062 – 181 West Acre Drive, Old Catton, NR6 7HX – Single storey rear extension.
NO OBJECTION.
20230035 – The White House, 66 Spixworth Road, Old Catton, NR6 7NG – Erection of a raised summerhouse to include wood burner.
NO OBJECTION.
20230151 – 9 Overstone Court, Old Catton, NR6 7EN – Erection of part-single and part 2-storey rear extension with rooflights following demolition of conservatory.
NO OBJECTION.
20230105 – 5 Louis Close, Old Catton, NR6 7BG– removal of side garage & lean to on rear of building. Two storey side extension & single storey rear extension.
NO OBJECTION. It was noted that work had already commenced on clearing the garden and outbuildings despite application stating no work had commenced. It was also noted that the plans were not to scale. Application also includes render to the property; whilst it was accepted this would tidy-up the brickwork the Parish Council did not feel this was in keeping with the street scene.
- 87.2.** There were no further planning matters.

88. PROPERTY AND RESPONSIBILITIES

- 88.1.** Airport Consultative Committee Meeting Minutes of 11th January 2023 were noted. It was AGREED that Councillor G Crouch would draft a complaint letter regarding the condition of airport arrivals for the Clerk to send on the Council's behalf.
- 88.2.** Broadland Tree Warden AGM report was noted. It was considered and AGREED to send donation of £50.00 to the volunteer Tree Wardens.
- 88.3.** Winter Warm Room report was noted. It was AGREED that Warm Room should continue twice monthly beyond 31st March 2023 at the Pavilion, being run solely by volunteers and not

Council staff. It was AGREED if volunteers were not able to carry out all tasks for the Warm Room, ie setting up/packing away, rotas, etc, the Warm Room would cease at the end of March 2023.

- 88.4.** It was noted that Annual Allotments meeting would be held on Thursday 16th February 2023 at 7pm, at the Church Hall, Blacksmiths Way.
- 88.5.** It was noted that Councillor G Tingle had nominated Old Catton Parish Council for an Armed Forces Covenant Employer Recognition Scheme Silver Award. Judging would take place in April 2023.
- 88.6.** It was noted that the Old Catton Junior Football Club's Manager's Meeting would be held on 20th February at 7.30pm at the Pavilion, Recreation Ground.

89. POLICIES AND PROCEDURES

89.1. It was confirmed that the following Council Policies and Procedures have been revised and that no amendments had taken place:-

- Financial Risk Assessment.
- Members Code of Conduct.
- Scheme of Delegation.
- Records Management & Retention Policy.
- Protocol for Meetings.
- Protocol for Public Participation.
- Protocol for Recording of Council Meetings.
- Tree Management Policy.
- Grant Award Policy.

89.2. It was confirmed that the following Council Policies and Procedures had been revised and approved:-

- Risk Management Scheme.
- Community Engagement Strategy.
- Complaints Procedure.

90. NEXT MEETING

Date of Parish Council Meeting was noted as Monday 13th March 2023 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, 13th March 2023