

OLD CATTON PARISH COUNCIL
MINUTES OF THE ANNUAL COUNCIL MEETING
HELD AT 6.30PM ON MONDAY 9TH JUNE 2025
AT THE PAVILION, CHURCH STREET, OLD CATTON

Present: Mr B Sabberton-Coe (Chairman) Mr T Cooke (Vice Chairman) Mr J Arnott
Mr M Callam Mr G Crouch Mr B Leggett
Mr G Tingle Mr M Vincent Miss P Wilkin
Mr M Winhall

Ms S Vincent (Clerk)
Broadland District Councillor K Leggett
Norfolk County and Broadland District Council K Vincent
x1 Resident

15. APOLOGIES FOR ABSENCE

There were no apologies for absence.

16. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

There were no declarations of interest.

17. MINUTES OF THE MEETING OF 12.05.2025

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

18. MATTERS ARISING

There were no matters arising.

19. PUBLIC DISCUSSION

The meeting was adjourned for public discussion and reports from the County and District Councillor.

Representative from the Police were not in attendance and no reports has been received.

Norfolk County and Broadland District Councillor Karen Vincent reported:

- Norfolk County Council: Annual General Meeting was held on 20th May 2025. Councillor Tom FitzPatrick was appointment Chairman and Councillor Robert Savage was appointed Vice-Chairman. Leader of the Council is still Councillor Kay Mason Billig.
- Highways: 6,200 miles of networks are managed by Highways. Over the last financial year 44,000 street and road works permits were issued of which 7,000 were for emergency works. Over the last financial year Highways have rejected 4,500 permits as being unacceptable and have issued fines totalling £340,000 which include works that have overrun, late start, working without a permit, incorrect registration of works, breach of conditions of permit. Quarterly co-ordination meetings are held with the utilities companies to manage the situation and encourage the companies to share

planned works. Highways would not co-ordinate works to be carried out at the same time by different utilities companies – if this occurred it would mean one was scheduled works and the other was emergency works. Councillor K Vincent was asked if non-working traffic signals were included as finable. Councillor K Vincent was also asked if the funds received from fines was channelled back into Highways projects or used elsewhere. Councillor K Vincent said she would report back to a later meeting with the answers to both questions.

- Ofsted Report – Lodge Lane Infant School: Inspection carried out in May 2025, the first inspection since Covid. School has been judged as “Good” this acknowledges the school community has a strong sense of belonging and a good atmosphere.
- Local Government Review: Option to be submitted to Cabinet will be given pre-scrutiny review by Corporate & Select Committee before submitted for full Council decision in September. Councillor K Vincent will share more information once available.
- Beeston Park: Councillor K Vincent to attend a talk by David Wilson Homes to Sprowston Town Council regarding development.

Broadland District Councillor Ken Leggett reported:

- Devolution: Councillor K Leggett’s understanding is that Mayoral elections for Norfolk/Suffolk will take place in 2026. Final Government submission regarding number of Unitary Authorities in the area will take place in September.
- Recycling: Councillor K Leggett has handed over the management of the recycling bins (co-ordinating collection, receipt of NCC funds, etc) to the Parish Council. Councillor K Leggett informed that the glass bins at Morrisons were nearly full – Clerk confirmed this had been reported to the contractor. Councillor B Sabberton-Coe thanked Councillor K Leggett for all his hard work and efforts over the years with the recycling bins to raise funds for Catton Park.
- Buttercup Meadow: Councillor K Leggett had now retired as tenant of Buttercup Meadow. New tenant for Buttercup Meadow had been appointed – Lizzie Matthews (nfd).

A resident complimented the Council on the excellent condition of Old Catton Cemetery. However, resident feels that the wooden benches at the Cemetery are in a poor condition and urged the Parish Council to carry out remedial action to rectify this. Clerk explained that the memorial benches remained the responsibility of the family who are responsible for all maintenance of the bench. The Parish Council do not carry out maintenance of the benches but will remove the item, in the interest of health and safety, should it become unusable. Clerk confirmed that the families responsible had been contacted regarding the benches.

The meeting resumed.

20. The Clerk’s monthly report was received and noted, a copy of which is attached to the official minutes. Delays with fencing installation at Lavaré Park and replacement of bollard at the allotments were highlighted.

21. FINANCE

- 21.1.** Bank balances as at 31st May 2025 were noted. Clerk confirmed that funds would need to be moved from savings accounts as current account balances were low due to high CIL expenditure. Monthly bank account reconciliations were noted. List of payments with vouchers 060 to 158 on payments schedule up to 9th June 2025 with expenditure of £124,027.51 and receipts with vouchers 022 to 036 with income of £1,883.52 were APPROVED. Lengthy discussion followed regarding redevelopment Clubhouse at Lavaré Park and Pavilion at Recreation Ground and invoicing received in connection with. Councillor G Tingle highlighted the rules for appointing principal contractors. Councillors agreed that reaching RIBA Stage 4 for both sites is necessary to establish total cost of build against which billing for architectural services is being charged. It was AGREED that Councillors G Tingle, M Winhall and T Cooke would be given delegated authority to meet with the contractors to discuss the project further. It was AGREED that Vouchers 138 and 139 are not approved at this time.
- 21.2.** Scrutineers Report for the period October-December 2024 was noted and AGREED.
- 21.3.** Scrutineers Report for the period January-March 2025 was noted and AGREED.
- 21.4.** Interim Report from Internal Auditor for the year ending 31st March 2025 was noted and AGREED. Recommended amendments were to Section 2 of Annual Governance Statement were AGREED. Completion of Page 3 of the Annual Governance Statement by the Internal Auditor was noted.
- 21.5.** Internal Control Statement for the year ending 31st March 2025 was received and AGREED.
- 21.6.** Amendment of Section 2 of Annual Governance Statement was AGREED.

22. PLANNING

- 22.1.** 2025/0720 – 62 The Paddocks, Old Catton, NR6 7HD – single storey extension and conversion of garage – AMENDED APPLICATION.
NO OBJECTION
2025/1489 – 8 Swansgate, Old Catton NR6 7HT – side/rear single storey conservatory extension.
NO OBJECTION
- 22.2.** Update regarding condition of plot at junction of Spixworth Road/Lodge Lane previously discussed at Council meetings on 9th April and 12th May was request by Members. Clerk stated that storage containers had been reported to LPA Enforcement who were considering whether the containers were in breach of Conditions. Planning application is still within timeframe. Clerk to obtain update from Enforcement. Clerk to obtain landlord details and send correspondence regarding maintenance of site.
- 22.3.** There were no other planning matters.

23. POLICIES AND PROCEDURES

- 23.1.** Councillor G Tingle raised reference to livestock in the Allotments Risk Assessment Policy and queried the legality of this under the Allotments Act 1908. Amendment proposed under ‘slips trips and falls’ of “their” rather than “the” was AGREED. It was AGREED Clerk would confirm livestock clause in terms and conditions and policy would be considered at next meeting.

23.2. The Council's Civility & Respect Pledge was reaffirmed.

24. PROPERTY AND RESPONSIBILITIES

24.1. Minutes of the Airport Consultative Committee Meeting held on 23rd April 2025 were noted.

24.2. Councillor B Leggett gave verbal report on condition of lychgate gates at the Cemetery. It was AGREED that replacement gates should be bespoke and similar design to existing gates. Councillor B Leggett to further investigate –information to be brought to future Council meeting for approval.

24.3. There were no further written or verbal reports from Members with organisations or significant issues from their areas of responsibility.

25. CORRESPONDENCE

25.1. Resident correspondence regarding collection of mud outside their property after heavy rain on Hall Drive was considered. It was AGREED further investigation to establish source of mud was required before any action is considered. Resident requested to take photographs of water/mud flow in conjunction with Ground Staff investigation.

25.2. Clerk highlighted social media content regarding burial of deceased dog at Catton Park. Clerk confirmed individual had been contacted and that no consent from the Parish Council had been given. Individual had been told all burials and scattering of ashes were not permitted at Catton Park. Clerk noted that many comments on the social media post had advised that burial this was not permitted and that the individual should contact the Council.

26. NEXT MEETING

Date of Parish Council Meeting was noted as Monday 14th July 2025 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 8pm.

Chairman, 14th July 2024