

OLD CATTON PARISH COUNCIL  
MINUTES OF THE ANNUAL COUNCIL MEETING  
HELD AT 6.30PM ON MONDAY 14<sup>TH</sup> JULY 2025  
AT THE PAVILION, CHURCH STREET, OLD CATTON

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

Ms S Vincent (Clerk)  
Broadland District Councillor K Leggett  
x2 Resident

**27. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M Callam and G Tingle due to prior commitments.

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

Item 10.2: Councillor M Winhall  
There were no further declarations of interest.

**29. TO RECEIVE APPLICATIONS FOR THE CO-OPTION OF COUNCILLOR FOR THE VACANCY ARISING FROM THE ELECTION PROCESS AND ELECT A MEMBER**

Application for co-option was received and considered from Mrs K Tanner. Members unanimously voted in favour of Mrs K Tanner. Election of Mrs K Tanner as Member of the Parish Council was AGREED. Declaration of Office and Register of Members Pecuniary Interests were completed and signed.

**30. MINUTES OF THE MEETING OF 09.06.2025**

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

**31. MATTERS ARISING**

Item 22.2: Plot on Spixworth Road/Lodge Lane junction. Clerk gave an update: boundary hedge that was blocking visual splay of the traffic lights has been trimmed by Highways; plot owner has been written to – no response has been received; storage containers have been reported to Planning Enforcement who stated they would investigate - no update has been received despite numerous requests. There were no matters arising.

**32. PUBLIC DISCUSSION**

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

Broadland District Councillor Ken Leggett reported:

- Devolution: Councillor K Leggett commented that big changes were ahead with the LGO and Devolution. Broadland magazine contains an interesting article about the changes. Councillor K Leggett continues to support a x2 council devolution.
- Friends of Catton Park Event: Councillor K Leggett highlighted the Friends of Catton Park event being held on 19<sup>th</sup> July 2025 at Catton Park – Sheringham Shantymen. Tickets available online via Ticketsource or via the Council Office.
- Beeston Park development: Councillor K Leggett commented that Reserved Matters planning application had been submitted for Phase1 of development of land to the north of Morrisons. Clerk commented that Parish Council had not been notified of planning application; Councillor K Leggett stated he would keep the Clerk informed.

The meeting resumed.

- 33.** The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. Brief discussion regarding closure of car parks at Recreation Ground and Catton Park took place; reports have been received that travellers are currently on outskirts of Thetford but that intentions are to return to Norwich for the holiday period and that it will be potentially x40 caravans; further discussion to be had during Item 8.5 of Agenda.

#### **34. FINANCE**

- 34.1.** Bank balances as at 30<sup>th</sup> June 2025 were noted. List of payments with vouchers 159 to 251 and vouchers 138 and 139 (not previously approved) on payments schedule up to 14<sup>th</sup> July 2025 with expenditure of £130,431.44 and receipts with vouchers 037 to 052 with income of £4,324.06 were APPROVED. Further discussion followed regarding redevelopment Clubhouse at Lavaré Park and Pavilion at Recreation Ground and invoicing received in connection with.
- 34.2.** First quarterly report for the period 1<sup>st</sup> April – 30<sup>th</sup> June 2025 was noted.
- 34.3.** Quote for replacement bearings for roundabout and shackles on basket swing in U9s playground from HAGS for £1,112.92 was considered and AGREED. Clerk to investigate alternative installation options given the large installation fee HAGS would charge.
- 34.4.** Report regarding proposed spending of \$106 funding was AGREED. Funds would be used for the building of new changing rooms/toilets at the Recreation Ground. It was AGREED that the purchase new play equipment for the U9s playground be considered if there are sufficient funds available.
- 34.5.** Expenditure for emergency measures to be installed at Recreation Ground, Catton Park, Deer Park and Lavaré Park following nearby traveller activity in Sprowston was considered. An initial budget of £10,000 was AGREED. Quotes for specific measures will be APPROVED via email and ratified at the September Council meeting. It was AGREED that the car parks at Recreation Ground and Catton Park would remain closed until measures are put in place. This decision will be reviewed bi-monthly.
- 34.6.** It was AGREED that further quotes for replacement lychgate at the Cemetery be brought to later Council meeting.

### **35. PLANNING**

- 35.1.**     **2025/1432** – 86 Norman Drive, Old Catton NR6 7HW – Remove boundary wall and conifer hedge and erect replacement fence.

**RECOMMEND REFUSAL.** It is noticed that the leylandii has already been removed. Parish Council feel that the fencing panels, including kickboards, will be too high. Council also requests clarity of any covenant attached to the property regarding boundary fencing.

**2025/1738** – 21 Carterford Drive, Old Catton NR3 4DW – 1.Single storey rear extension, 2.Convert existing garage to utility room.

**NO OBJECTION**

**2025/1772** – 13 Carterford Drive, Old Catton NR3 4DW – Dormer window to the side elevation.

**NO OBJECTION**

**2025/1785** – Gordon Signs & Interior Display Ltd, St Faiths Road, Old Catton NR6 7BW – External and internal alterations to existing commercial unit and associated advertisements.

**NO OBJECTION**

**2023/3088** – Old Catton Recreation Ground, Church Street, Old Catton NR6 7DS – Erection of three single storey local community buildings and associated works – AMENDED APPLICATION.

**NO OBJECTION**

**2025/1892** – 3 Burma Road, Old Catton NR6 7AA – Single storey extension and second storey rear extension. Conversion of front garden to hard standing for parking and widening entrance to the property. Removal of storage rooms on western side of property to convert into access to garden.

**NO OBJECTION**

- 35.2.**     **2025/1797** – Catton House, 4 Park Close, Old Catton NR6 7DL – Details of Condition 3 of 20201647 – External Materials

**NO OBJECTION**

### **36. POLICIES AND PROCEDURES**

- 36.1.**     Allotment Risk Assessment Policy was AGREED.
- 36.2.**     Draft loan agreement with Old Catton Junior Football Club was considered. It was AGREED that additional clause requested by Club would not be included in the Agreement; terms would remain that all funds must be repaid with the required x2 year period.

### **37. PROPERTY AND RESPONSIBILITIES**

- 37.1.**     Village Hall Management Association annual report for the financial year ending 31<sup>st</sup> March 2025 were noted.
- 37.2.**     Update of the revision of the Neighbourhood Plan was received. It was AGREED that, due to Government funding (through Locality) being withdrawn, there are insufficient Parish Council funds available to fund this project. It was AGREED that the revision of the Plan would be postponed at this time and that review of this position would be carried out in x12 months' time.

- 37.3.** Asset Owners Agreement between Old Catton Parish Council and UK Power Networks to agree contraction of works to current street light contractor, Cozens, was AGREED.
- 37.4.** It was AGREED that Old Catton Parish Council would take on the management of the glass recycling and paper bins, located at Maids Head PH, Woodman PH, Morrisons and The Old Rectory, Crostwick, on behalf of Catton Park.
- 37.5.** Correspondence from Old Catton Cricket Club (OCCC) regarding cricket square health assessment and instances of ball behaving dangerously was considered. Clerk stated that arrangements had been made for wicket assessment to be carried out (not by same assessor as proposed by OCCC) on 15<sup>th</sup> July. As written report would take x7 days to be received, it was AGREED that if verbal assessment confirmed the wicket safe for play, OCCC could use the wicket for their next match (scheduled for 19<sup>th</sup> July). If verbal assessment was that the wicket was unsafe next scheduled match was cancelled. . Discussion regarding the final preparation of wicket prior to a match took place; it was confirmed that whilst ground staff carried out general maintenance and repair of the wicket, final pre-match cut and rolling was carried out by OCCC member. It was acknowledged that the timing of these actions could affect play. It was AGREED that rolling on the day of play was required for all future matches.
- 37.6.** There were no further written or verbal reports from Members with organisations or significant issues from their areas of responsibility.

### **38. CORRESPONDENCE**

- 38.1.** Correspondence from Norfolk County Council regarding replacement traffic signals at Spixworth Road/White Woman Lane/Lodge Lane junction starting on 2<sup>nd</sup> August was noted. Member commented that the current phasing of the lights appeared slow.

### **39. NEXT MEETING**

It was noted that there no Council meeting is held during August. Date of Parish Council Meeting was noted as Monday 8<sup>th</sup> September 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 8.15pm.

Chairman, 8<sup>th</sup> September 2025