

Old Catton Parish Council

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

Clerk of the Council: Ms Sarah Vincent

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6 May 2026

NOTICE OF MEETING AND SUMMONS TO ATTEND

The **Annual** Meeting of Old Catton Parish Council will be held at Buxton Lodge, Catton Park, Old Catton on **Tuesday 12 May 2026 at 6.30pm**

Agenda

1. To elect a Chairman for the ensuing year and for the new Chairman to sign the Declaration of Acceptance of Office.
2. To elect a Vice Chairman for the ensuing year.
3. To receive and approve apologies for absence.
4. To receive any declarations of interest in items on the Agenda and to consider any requests for dispensation.
5. To approve the Minutes of the Ordinary Council Meeting, held on 21 April 2026 (copy herewith).
6. To report on matters arising from the Minutes not covered by the Agenda.
7. To adjourn the meeting for public discussion and to receive the Police, County Councillor's and District Councillor's reports.
8. To receive Clerk's report (copy herewith).

9. **FINANCE**
 - 9.1. To receive and agree bank balances as at 30 April 2026 and approve payment schedule (copy herewith).
 - 9.2. To confirm bank signatories.
 - 9.3. To receive and agree list of regular payments made by direct debit or bacs in accordance with the Financial Regulations (copy herewith).
 - 9.4. To agree and appoint Internal Auditing Solutions as the Council's Internal Auditor for the 2026/27 financial year.
 - 9.5. To consider and agree Section 1 of the Annual Return (Annual Governance Statement) 2025/26 (copy herewith).
 - 9.6. To consider and agree Section 2 of the Annual Return (Annual Governance Statement) 2025/26 (copy herewith).

10. **POLICIES AND PROCEDURES**
 - 10.1. To resolve that the Council will, if required, use the powers under S137 of the Local Government Act 1972 Section 137 for the ensuing financial year.
 - 10.2. To note calendar of Council Meetings for 2026/27 (copy herewith).

11. PLANNING

Planning Applications (copy available on Broadland District Council website:

<https://info.southnorfolkandbroadland.gov.uk/online-applications/>

- 11.1.** **2026/0992** – Land Between Saint Faiths Road And Buxton Road Old Catton – Details of condition 22 of 2025/0416 - Civic SUDS Plans
2026/0993 – Land Between Saint Faiths Road And Buxton Road Old Catton – Details of condition 33 of 2025/0416 - Landscape Plans (various)
2026/1057 – Land Between Saint Faiths Road And Buxton Road Old Catton – Details for condition 17 - Monitoring Programme for level of traffic generation, of permission 2025/0416
- 11.2.** To note any other planning matters.

12. POLICIES AND PROCEDURES

- 12.1.** To adopt the following revised Council policies and procedures (copies available via link):
- Standing Orders - [Model-Standing-Orders 2026.pdf](#)
 - Asset Register up to 31.03.26 - [Asset Register 31.03.2026.pdf](#)
 - Internal Control Statement up to 31.03.26 - [Internal Control Statement to 31.03.26.pdf](#)
- 12.2.** To confirm revision of the following Council policies and procedures and that no amendments have been made (copies available via link):
- Financial Regulations - [Financial Regulations 2026.pdf](#)

13. PROPERTY AND RESPONSIBILITIES

- 13.1.** To receive any written or verbal reports from Members meeting with organisations or significant issues from their areas of responsibility.
- 14.** 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.
- 15.** To receive written report regarding Phase 1 building works (copy herewith – Members only).
- 16.** To note date of Annual Parish Meeting as **Thursday 28 May 2026** at 7pm at the Church Hall, Blacksmiths Way.
- 17.** To note date of next Parish Council Meeting as **Tuesday 9 June 2026** at 6.30pm at Buxton Lodge, Catton Park.

Ms Sarah Vincent
Clerk of the Council