

**OLD CATTON PARISH COUNCIL**  
**MINUTES OF THE ORDINARY COUNCIL MEETING**  
**HELD AT 7.30 P.M. ON MONDAY 14<sup>th</sup> OCTOBER 2013**  
**AT THE PAVILION, CHURCH STREET RECREATION GROUND**

**PRESENT:** Mr J Arnott                      Ms W Atkinson                      Mr C Green  
Mr B Leggett                      Mr B Sabberton-Coe                      Mr D Thompson  
Mr G Tingle                      Mr M Vincent                      Mrs J Williams

Mrs J Leggett, Norfolk County Councillor  
Mr K Leggett, Broadland District Councillor  
PCSO J Moore  
7 residents

**79. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors Mrs Chandler, Honess, Palmer and Miss Wilkin due to holiday commitments.

**80. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**

Interests were declared as follows –

Mr B Sabberton-Coe and Mr G Tingle as Trustees of the Catton Park Trust.

Mr B Leggett as Secretary of the Village Hall Management Committee.

**81. MINUTES OF THE MEETING OF 02.09.2013**

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

**82. MATTERS ARISING**

82.1 Correspondence from the Conservation department at Broadland District Council regarding the eroding 9ft wall in Church Street was received and noted.

**83. PUBLIC DISCUSSION**

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

PCSO Moore reported on the crime report, a copy of which is attached to the official minutes. All residents are being urged to check their security of sheds, garages and outbuildings and to keep bicycles and heating oil secure. Parking outside schools is still a high priority for the police force.

The download on the smiley SID is not working at present and had been sent away for repair. It is hopeful that it will be back in operation by the end of November. Councillor Arnott requested that when it is back in operation is speed checks can be made in St. Faiths Road and Fifers Lane.

A resident reported on the noise issues a few householders in Woodland Drive are facing now that the new play equipment has been installed at the Church Street Recreation Ground.

A resident stated that the slurry footpath which was installed in the Warren has completely covered the fire hydrant outside number 53. NCC has been contacted about this and markings have been made for work to be done but nothing has been done yet. The Clerk to contact Chris Mayes at NCC.

A resident stated that the parking at Lavaré Park the previous two weekends when football training/games are taking place is very dangerous. The Clerk to liaise with the Chairman of the Football Club.

A resident spoke about trees overhanging signs on Church Street. The Clerk to chase this up with the owner occupiers.

Councillor Ken Leggett urged Councillors to attend the Parish Forums that are taking place at Broadland District Council regarding the changes to Council Tax. He also expressed his appreciation at the support Catton Park and Old Catton Parish Council are showing towards the Park Run.

Councillor Judy Leggett reported on her latest newsletter, a copy of which is attached to the official minutes.

The meeting resumed.

#### **84. FINANCE**

##### **84.1. Payments and receipts**

It was AGREED that the list of payments and receipts, with vouchers 275 to 340 in the financial year ending 31.3.2014 with expenditure of £20,315.05 and income of £80,795.36, be approved. The comparison of income and expenditure with the budget and bank reconciliation was noted.

84.2 The Training Programme for 2013/14 was considered and APPROVED.

84.3 The external auditor's report for accounts ending 31<sup>st</sup> March 2013 was noted.

84.4 It was AGREED to purchase a Quadra plane for use at the Recreation Ground for the sum of £3,880.00 plus VAT. It was also AGREED that the quotation of £979.73 for a door lock and office hatch to be installed be approved.

84.5 The programme of payments for LED Street Lighting was APPROVED.

84.5 It was AGREED that a working group consisting of Councillors Mrs Chandler, Miss Wilkin, Miss Williams and the Clerk meet to draft the 2014/15 budget in readiness for council approval.

#### **85. PLANNING**

##### **85.1 Planning Applications**

**20131273**-First Floor Side Extension-41 Priors Drive, Old Catton, NR6 7LJ.

NO OBJECTION in principle however there are concerns regarding the close proximity of the extension to the neighbouring property.

**20131217**-Single Storey Rear Extension-85 Moore Avenue, Sprowston, NR6 7LF.

NO OBJECTION

**20131354**-Single Storey First Floor Extension to Rear and Side of Dwelling-2 Louis Close, Old Catton, NR6 7BG.

NO OBJECTION

**20131252**-Two Storey Rear Extension-73 Moore Avenue, Sprowston, NR6 7LF.

NO OBJECTION

85.2 The correspondence from Old Catton Cricket Club regarding proposed development of recreational facilities off St. Faiths Road within the Beyond Green application was considered. It was AGREED to reply to the Cricket Club stating that the Parish Council has no control over the Beyond Green plans but will be happy to help the Cricket Club with their proposals when the time comes.

85.3 Other planning matters

There were none.

**86. CHURCH STREET RECREATION GROUND**

86.1 Correspondence regarding use of floodlights and donation of play equipment was considered. It was AGREED to decline the request/offer.

86.2 The Clerk reported that following the complaints made from residents from Woodland Drive regarding the Titan play equipment she had arranged a meeting between the residents and herself and the Chairman. It was felt that all possible avenues had been investigated and the only option available was to remove the piece of equipment. It was therefore AGREED to offer the piece of equipment to the neighbouring parishes of Spixworth, Sprowston and Thorpe St. Andrew. The first parish to get back to the Clerk and are willing to pay the costs for the relocation are welcome to the equipment.

86.3 Correspondence from a neighbouring property to the Recreation Ground was considered. It was AGREED to allow vehicle access onto the Recreation Ground for tree surgeons to deal with some tree work at the rear of their property. The Clerk to assess that the ground is dry enough before the work can be done.

**87. LAVARÉ PARK**

87.1. Negotiations with the Junior Football Club

The Clerk reported that the Football Club are still waiting to hear from the Football Foundation regarding the grant towards the fencing. The draft lease is being prepared by the Council's solicitor.

87.2 Development of piece of land acquired

It was AGREED that Councillors Arnott, Honess, Leggett, Tingle, Vincent and the Clerk have a site meeting to decide a plan of action for the site.

87.3 Any other matters requiring attention

There were none.

**88. CEMETERY AND CHURCHYARD**

88.1 It was noted that the Churchyard and Cemetery were both in good order. The Clerk stated that there is now only one adult plot left and it was therefore AGREED to extend the current area for future burials.

**89. WAR MEMORIAL**

89.1 Mrs Williams stated that in general the War Memorial was in good order.

**90. BUS SHELTERS**

90.1 It was noted that the Bus Shelters were all in good order.

**91. VILLAGE HALL**

91.1 Mr Leggett stated that the new floor is looking good. The fence between the hall and Catton Park is in disrepair and is therefore being replaced. The hall now has a new cleaner.

**92. CATTON PARK**

92.1 Mr Tingle stated that Catton Park Trust is looking for an administrative assistant to work approximately 5 hours per month to produce agendas and minutes and maintain records. The Trust is also looking for a volunteer to take bookings for Hayman Lodge and show prospective hirers around. The Trust now has two new Trustees. The Catton Park Run is also being well received.

**93. HIGHWAYS**

93.1 It was AGREED to contact Norfolk County Council to see if any traffic calming measures can be put in place in St. Faiths Road.

- 93.2 Correspondence from Norfolk County Council regarding the majority of potholes revolving around man-hole covers was received. It was AGREED to find out how long it takes for service providers take to repair the pot holes and if the standard is the same as Highways.

**94. FREEDOM OF INFORMATION**

- 94.1 The Freedom of Information Publication Scheme was considered and APPROVED.
- 94.2 The following policies associated with the Publication Scheme were considered and APPROVED with minor amendment:
- Members' Allowances;
  - Public Participation;
  - Equal Opportunities;
  - Disability Discrimination;
  - Health and Safety;
  - Recruitment;
  - Request for access to information;
  - Complaints;
  - Community Engagement;
  - Data Protection;
  - Records Management Strategy;
  - Computer and Information Security.

**95. CORRESPONDENCE**

- 95.1 Broadland District Council re. Parish Forums. Any councillor wishing to attend to inform the Clerk.
- 95.2 Broadland District Council re. Council Tax Benefit Changes. Noted.
- 95.3 Norfolk County Council re. Budget Consultation. Any councillor wishing to make comments to send them to the Clerk by 10<sup>th</sup> December 2013.
- 95.4 Broadland District Council re. Housing Needs Survey Report. Noted.
- 95.5 Norfolk ALC and SLCC re. Autumn Seminar. This is now fully subscribed.
- 95.6 Broadland District Council re. Sprowston Neighbourhood Plan. Any councillor wishing to make comments to send them to the Clerk by 6<sup>th</sup> November 2013.
- 95.7 Broadland District Council re. Is your community ready for winter workshop on 15<sup>th</sup> November 2013. Any councillor wishing to attend to inform the Clerk.
- 95.8 Norfolk County Council re. Winter Services. RESOLVED to ask for further grit bins at George Hill, Garrick Green School and the top of The Warren.
- 95.9 GNDP re. Playing Pitch Strategy. Noted.
- 95.10 GNDP re. Joint Core Strategy. Noted.

96. The 2014 meeting dates were APPROVED.

**97. MATTERS FOR FUTURE MEETINGS**

Any matters for future meetings to be given to the Clerk.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 9.05pm.

Chairman, 11<sup>th</sup> November 2013