

OLD CATTON PARISH COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT 7.00PM ON MONDAY 13th JUNE 2016
AT THE PAVILION, CHURCH STREET, OLD CATTON

PRESENT: Mr J Arnott Mrs A Chandler Mr P Crisp (Chairman)
Mrs L Fawke Mr B Honess Mr B Leggett
Mr B Palmer Mr R Tovell Mr M Vincent

Norfolk County Councillor Mrs J Leggett
Broadland District Councillor Mr K Leggett
Mr S Vincent – Neighbourhood Plan
3 Residents

243. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Sabberton-Coe due to holiday commitments, Councillor Mrs Williams due to illness and Councillor Miss Wilkin due to a family bereavement. District Councillor Vincent also sent her apologies.

244. DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Interests were declared as follows –
Councillor B Leggett and Councillor B Palmer - Village Hall Management Committee.
Councillor B Honess – Planning Application 20160951.
Councillor M Vincent – Neighbourhood Plan.

245. MINUTES OF THE MEETING OF 09.05.2016

It was AGREED that the minutes, which had been circulated with the agenda, be confirmed as a true record and signed by the Chairman subject to the omission of one sentence under District Councillor Vincent's report.

246. MATTERS ARISING

- 246.1 233.7-Councillor M Vincent stated that the Beeston Park Programme Board Meeting has been postponed to 27th June.
236.9-Councillor B Honess asked if a site meeting had been arranged. The Clerk stated that she was still waiting to hear back from Chris Mayes.
247. The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. There were no matters arising.

248. TO CONSIDER COMMITTEES AND OUTSIDE BODIES FOR 2016/2017

It was AGREED, in the absence of those at the meeting, all Councillors be given time to consider their involvement and final decision be brought to the next Council meeting.

249. PUBLIC DISCUSSION

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

As the Police were not present the Clerk distributed a crime report for June, a copy of which is attached to the official minutes.

Norfolk County Councillor J Leggett gave a report, a copy of which is attached to the official minutes. She also gave an update on matters relating to the County Council and Highways.

Broadland District Councillor K Leggett gave an update on the development at Dixons Fold. He was pleased to see that the Parish Council were seeking volunteers from the parish with regard to a community emergency plan and has put his name forward as a volunteer. He also stated that it is hoped that Broadland will adopt the Growth Triangle Action Plan on 28th June.

Mr S Vincent gave a brief update on the position of the Neighbourhood Plan for Old Catton. He stated that the plan had passed examination with very few changes and all policies made it through the process. The plan will now go to referendum on 21st July where residents can vote for the plan to be adopted. Shaun and Karen were thanked and congratulated for all their efforts, advice and time spent on producing the plan on behalf of the parish.

A local resident expressed their concerns with regard to overgrown hedges and pathways.

The meeting resumed

250. FINANCE

250.1. Payments and receipts

It was AGREED that the list of payments and receipts, with vouchers 102 to 147 in the year ending 31.03.2017 with expenditure of £38,645.47 and income of £6,883.17 be approved. A comparison of income and expenditure with an up to date bank reconciliation were noted.

250.2. The Annual Governance Statement for 2015/2016 was considered and APPROVED.

250.3. The Annual Return for the year ending 31st March 2016 was considered and APPROVED.

250.4. The Internal Auditors Report for 2015/2016 was considered. The four recommendations contained in the action plan were discussed and RESOLVED to action at the earliest opportunity.

250.5. It was considered and APPROVED to pay for the Clerk to become a member of the Institute of Local Council Management at a cost of £50.00 per annum.

250.6. The renewal of membership to Parish Online (Getmapping Plc) for an annual fee of £98.00 plus VAT was considered and RESOLVED not to renew membership at the current time.

251. PLANNING

251.1 **20160712**-Change of use of land to public events area including temporary car parking-Hayman Lodge, Oak Lane, Old Catton, NR6 7DB.

NO COMMENT

20160874-Two storey rear extension-8 Wrenningham Road, Old Catton, NR6 7ED.

NO OBJECTION

20160887-Two storey rear extension with roof lights and alteration to front dormer window-24 Colkett Drive, Old Catton, NR6 7ND.

NO OBJECTION

20160963-Single storey rear extension & detached single storey office/store to rear-Homestead House Care Home, 281 St. Faiths Road, Old Catton, NR6 7BQ.

NO OBJECTION

20160951-Proposed alteration and extension-9 Parkside Drive, Old Catton, NR6 7DP.

NO OBJECTION

251.2. Correspondence from the Greater Norwich Local Plan Project regarding commencement of the 'Call for Sites' process was received and noted.

251.3. A notice of a Broadland Neighbourhood Planning Network Meeting to be held on 14th June at Broadland District Council at 7pm was received and noted.

251.4. Correspondence from NCC regarding Hall School was received and noted.

251.5. Correspondence from BDC regarding the Growth Triangle Area Action Plan was received and noted.

251.6. Correspondence from NCC regarding Norfolk Minerals Site Specific Allocations DPD was received and noted.

252. NEIGHBOURHOOD PLAN

252.1. Mr S Vincent gave an update under public discussion.

253. POLICIES AND PROCEDURES

253.1. The Old Catton Parish Council Fire Safety Policy was considered and APPROVED.

253.2. The Old Catton Parish Council Health and Safety Policy and Procedures were considered and APPROVED. It was noted that the Clerk should seek a copy of Old Catton Junior Football Clubs Health and Safety and Fire Safety policies and procedures.

253.3. The Old Catton Parish Council Objectives for the long-term development of the parish were considered and APPROVED with minor amendments.

253.4. The Parish Council RESOLVED that from 13th June 2016, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI

965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

254. PROPERTY AND RESPONSIBILITIES

- 254.1. Councillor Arnott stated that the War Memorial was in good order. He also stated that the proposal to install handrails was ongoing and he would update the Council accordingly.
- 254.2. It was noted that the Bus Shelters were all in good order. The Clerk read out a complaint from a local resident regarding school parking in Lodge Lane which in turn creates problems at the bus stop. It was AGREED that the Police be informed of this matter and a letter be sent to NCC Highways asking if any road restrictions could be put in place.
- 254.3. It was noted that the Village Hall was in good order and that the floor had recently been re-done.
- 254.4. It was noted that the Churchyard was in good order.
- 254.5. As Councillors Sabberton-Coe and Miss Wilkin were not present it was AGREED to defer discussion of the Cemetery to the next meeting. However, it was noted that the Groundsman be asked to cut the grass on the roundabout and the graves that are overgrown.
- 254.6. Councillor Arnott and the Clerk explained that the play area at Lavaré Park has been experiencing substantial vandalism and damage of late and drastic action needs to be taken. It was AGREED that the Police be informed of the situation and a letter be sent to every household in Austin Way seeking their views and opinions on the matter, in particular their views on the installation of a high fence being installed around the play area. In the meantime, the office to seek quotations for fencing. The Clerk stated that she has now received the electrical installation certificate from Old Catton Junior Football Club.
- 254.7. The Clerk stated that the works to the cleaning of the tennis courts at Church Street Recreation Ground will take place in August. The Clerk reported that works to deal with the Cherry Tree and the 4 trees requiring urgent action would cost £790.00 inclusive of VAT which was AGREED. A second quote to create a tree hazard risk assessment report for all trees was obtained and AGREED at £660.00 with Target Trees. The Clerk reported that the Groundsman will be taking 2 weeks paternity leave in the coming weeks and that his workload will be covered by the Recreation Ground Supervisors. The subject of taps in the public toilets was discussed and it was AGREED to get the taps changed to push taps to stop people leaving the taps on and flooding the floors. The Clerk informed councillors that the newly installed fence on the Recreation Ground boundary has been installed although the resident in question was not satisfied with the work. It was unanimously AGREED that no further action would be taken by the Parish Council.
- 254.9 The Clerk confirmed that the new website for Catton Park was almost complete and would hopefully go live by the end of June. Councillor Honess gave an update on the Swing in the Park event and asked for some volunteers before the event and on the day.

255. STREET LIGHTS, HEDGES, PATHS, VERGES AND HIGHWAYS

- 255.1 Councillor Fawke stated that she had sent an email to the Clerk with regard to some overgrown verges on Spixworth Road. The Clerk stated that she has informed NCC Highways. The Clerk stated that she had received correspondence from NCC regarding a consultation to change a pedestrian crossing at the junction of Chartwell Road/St. Clements Hill/Spixworth Road. It was AGREED that the Parish Council had no objections to the proposals but would like to add that there be no right turn out of Oak Lane onto the Ring Road.
- 255.2. The renovation of the Cat on the Barrel in Church Street was considered and AGREED to take no further action for another year.
- 255.3. Councillor Leggett gave an update on the un-adopted land at Lancaster Close. He stated that he was in the process of getting it cleared and would update the council accordingly.
- 255.4. An update regarding the installation of SAM2 was given. It was AGREED to purchase two 6mm padlocks for the signs and that Councillors Crisp and Honess would volunteer to erect the signs.

256. CORRESPONDENCE

- 256.1 Centenary Fields re. Protecting valuable green space across the Country. Noted.
- 256.2. Information Sheet re. Better Broadband for Norfolk. Noted.
- 256.3. BDC re. Update from Overview and Scrutiny Committee. Noted.
- 256.4. NALC re. Invitation to Devolution Briefing. Noted.
- 256.5. 44th Norwich Scout Group re. Thank You. Noted.

256.6. Old Catton Twinning Association re. Thank You. Noted.

257. MATTERS FOR FUTURE MEETINGS

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

258. Councillor Arnott gave a report regarding the Norwich Airport Consultative Committee, a copy of which is attached to the official minutes.

259. Councillor Crisp gave an update on the Youth Engagement Project. He stated that it was going well with more teenagers attending the teen café every week. It is an ongoing project that will hopefully thrive week on week.

260. It was resolved 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.

261. The report from the Clerk regarding staff salaries was considered and APPROVED.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 9.35pm.

Chairman, 11th July 2016