

**OLD CATTON PARISH COUNCIL**  
**MINUTES OF THE ORDINARY COUNCIL MEETING**  
**HELD AT 7.00P.M. ON MONDAY 12<sup>TH</sup> FEBRUARY 2018**  
**AT THE PAVILION, CHURCH STREET, OLD CATTON**

**PRESENT:** Mrs A Chandler                      Mr D Elmer                      Mrs L Fawke  
Mr B Honess                              Mr A Jackson-Dennis        Mr B Leggett  
Mrs J Leggett                             Mr B Palmer                     Mr B Sabberton-Coe  
Mr R Tovell                                Mr M Vincent                    Miss P Wilkin

Norfolk County and Broadland District Councillor Mrs K Vincent  
Broadland District Councillor Mr K Leggett  
7 Residents

**144. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor Mr D King due to an unexpected work commitment.

**145. DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

Interests were declared as follows –

Councillors B Leggett, B Palmer and B Sabberton-Coe – Village Hall Management Committee.

Councillor J Leggett – Item 7.11 and Item 9.1 of the Agenda.

Councillor B Sabberton-Coe – Vice President of Old Catton Cricket Club. Councillor Sabberton-Coe apologised that he had not made this declaration at the last Council meeting. There were no matters arising from the late declaration.

**146. MINUTES OF THE MEETING OF 08.01.2018**

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

**147. MATTERS ARISING**

There were no matters arising.

**148. PUBLIC DISCUSSION**

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

Written reports from the Police for January and February were circulated. Safer Neighbourhood Action Panel minutes were circulated separately. As the Police were not present no further updates were received.

Broadland District Councillor Ken Leggett thanked the residents of Old Catton for continuing to support recycling in Old Catton. He stated that the amount for December recycling was approximately £245.00 and the tonnage for January was just under 6tons. He confirmed that the next Broadland District Council Planning meeting is on 27<sup>th</sup> February.

Norfolk County and Broadland District Councillor Karen Vincent stated that Norfolk County Council had met on 12<sup>th</sup> February to finalise their budget. There is to be a 5.99% increase in the Norfolk County Council share of the Council Tax; the breakdown of this is 2.99% for general charges and 3% ringfenced for adult social care. This equates to £74.79 per annum on a Band D property. Broadland District Council will be meeting on 22<sup>nd</sup> February to agree the budget. She reminded all present that the Local Plan Consultation was still open, until 15<sup>th</sup> March, and encouraged all to comment on the Plan. Local Roadshow to view the Plan were at the Diamond Centre on 19<sup>th</sup> February and at Spixworth Village Hall on 23<sup>rd</sup> February. She also stated that there a Transport for Norwich Survey currently running until 15<sup>th</sup> March and encouraged all to complete the online survey if possible. She highlighted the possibility of planning application for the Anglia Square development, specifically the 25-floor tower, being submitted this year. Councillor Karen Vincent is aware that grant funding for the

development had been secured. Support from the Parish Council regarding this development and the impact on the Norwich skyline and in particular the Repton vista from Catton Park would be appreciated.

A representative from ATV Bowls Club raised the Club's concern regarding the increase in fees for 2018. The increase per play would effectively mean that the Club would be charged an increase of 100%. He explained the background to the Club's membership and past fees paid and the annual membership fee charged. ATV Bowls request that the Council reconsider the fees.

A resident expressed her concerns regarding inappropriate parking causing an obstruction in the roads and particularly cul de sacs around Old Catton. She was concerned that these roads would become "commuter parking zones" and asked the Council to consider restricted parking as a short/long term solution. The resident had expressly wished to discuss the matter with Councillor Karen Vincent and arrangements were made for this at a convenient time. Councillor Judy Leggett expressed that she would be available to discuss any matters with the resident in addition to Councillor Karen Vincent should it be necessary.

Two residents expressed concern regarding the hedges on Oak Lane; being overgrown and causing an obstruction to vehicles. The residents were also concerned with the volume of leaf debris on paths around the village particularly Church Street. The Chairman highlighted that any future issues such as these can be reported anytime to the Clerk's office for action. The resident asked how they may become involved in the Community Speed Watch and was guided to speak to the Clerk's office.

A resident expressed an interest in becoming a Parish Councillor. The Chairman thanked the resident for his interest and asked him to speak to the Clerk's office to obtain all relevant information prior to the May 2019 elections.

The meeting resumed.

149. The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. Councillor Sabberton-Coe requested that the Great British Spring Clean be placed on the Agenda for March Council meeting.

150. **FINANCE**

150.1. Payments and receipts

It was AGREED that the list of payments and receipts, with vouchers 519 to 579 on the payment schedule up to 13.02.2018 with expenditure of £21,733.96 and income of £5,382.93 be APPROVED with the exception of voucher 557 which showed an inconsistent figure in relation to the outstanding cheques schedule. Clerk to clarify this and confirm at the next meeting. A comparison of income and expenditure with an up to date bank reconciliation were noted. Councillors requested that the pages be numbered for ease.

150.2. Councillor D Elmer briefed the Council that due to accounting inaccuracies the reserves figure at the end of FY 2017/18 will not to be the figure agreed during budget setting at previous meeting. Final figure would now be in the region of £134,000. The result of this is that there are insufficient funds for earmarked reserves and 2018 planned projects. Steps are being brought into place to ensure that this does not occur again. It was AGREED that Clerk would seek advice from profession body regarding the "revoking" of earmarked reserves. It was AGREED that this matter would be discuss further at the next meeting.

150.3 Recommendations from Interim Internal Audit Report were considered and AGREED.

150.4 Clerk's membership of the SLCC at £208.00 was AGREED.

150.5 Subscription to Scribe Accounts from 1<sup>st</sup> April 2018 at a cost of £385.00 was AGREED.

150.6 Renewal of Kaspersky anti-virus at a cost of £35.99 was AGREED.

150.7 Renewal of Fields in Trust annual membership was not AGREED.

150.8 Quotation for resetting fencing in U9s play area at a cost of £450.00 +VAT was AGREED. Council requested if this could be claimed through insurance. It was AGREED the Clerk's office would investigate this.

150.9 Expenditure on a new noticeboard was AGREED. It was also AGREED a second quote from a local supplier would be obtained and this would be discussed at the next meeting.

- 150.10 It was AGREED to purchase x2 sheets of standard specification polycarbonate for the bus shelter at a cost of £91.34 +VAT.
- 150.11 The Lighting Defect Report, with the removal of x4 columns (Col.17, Col.4, Col 16 and Col.22), at a cost of £993.73 +VAT was AGREED.
- 150.12 It was AGREED that ATV Bowls be charged the same annual fee of £675.00 as the other bowling clubs using the facilities. It was also AGREED that ATV Bowls could pay in instalments if this was preferable.

**151. POLICIES AND PROCEDURES**

- 151.1. The adoption of the Internal Control Statement was considered and APPROVED. Councillor A Chandler was appointed to carry out the independent check for financial year 2017/18.
- 151.2 It was confirmed that the following Council Policies and procedures had been revised and the minor amendments were APPROVED: -
- Financial Risk Assessment
  - Co-Option Policy
  - Community Engagement Policy
  - Anti-Fraud, Corruption and Theft Policy
  - Social Media Policy
  - Request for Access to Information under the Freedom of Information Act 2000
- 151.3 It was confirmed that the following Council Policies and Procedures had been revised and that no amendments had taken place: -
- Complaints Procedure
  - Scheme of Delegation
  - Equal Opportunities Policy
  - Members Code of Conduct
  - Environmental Policy
  - Grant Award Policy
  - Grave Digging Policy & Procedures
  - Street Naming Policy
  - Protocol for Pre-Meetings
  - Protocol for Public Participation
  - Protocol for Recording at Council Meetings

**152. PLANNING**

- 152.1 **20172224**-Extention to Garage – 18 Colkett Drive, Old Catton, NR6 7ND  
NO OBJECTION  
**20180003**-Single Storey Front Extension – 38 Garrick Green, Old Catton, NR6 7AN  
NO OBJECTION.  
**20180074**-Single Storey Front and Rear Extension – 17 The Paddocks, Old Catton, NR6 7HF  
NO OBJECTION  
**20180061**- First Floor Extension, Single Storey Rear Extension, Alterations to Windows and Doors, Porch Outside New Front Door – 10 Taylors Lane, Old Catton, NR6 7BE  
NO OBJECTION.  
**20180076**-Variation of Condition 2 of Planning Permission 20142005 – Approved Plans – 72 Norman Drive, Old Catton, NR6 7HW  
NO OBJECTION.  
**20180135**-Four Bay Cart Lodge in Front Garden – 23A Colkett Drive, Old Catton, NR6 7ND.  
NO OBJECTION.
- 152.2. Correspondence regarding TPO No.18 St Faiths Road was noted.
- 152.3 Correspondence regarding the Holiday House enforcement matters was noted. It was AGREED that the Clerk would investigate the original planning application with regard to replacing the original beech hedge.
- 152.4 Planning application and correspondence for removal of x2 cypress trees at the Holiday House was noted.

**153. PROPERTY AND RESPONSIBILITIES**

- 153.1. Councillor P Wilkin gave an update on Old Catton Junior Football Club; they will remove the fridge from the garage when the rollers have been removed to give them clear path; there has been an increase in verge parking around Lavare which the Club believe is away players rather than club

members and provided there is no obstruction there is nothing that can be done about it, improvements to the pitches and the car park have been carried out; the Club asked whether Broadland District Council were considering signs warning cyclists of oncoming traffic from the car park – it was explained that temporary signage from the Club was needed to warn cyclists and the Clerk's office would chase Highways regarding the reinstatement of the lining on the cycle path; the Family weekend is on 9<sup>th</sup>/10<sup>th</sup> June and Presentations are on 11<sup>th</sup>/12<sup>th</sup> May – all Councillors are welcome to attend.

- 153.2 Councillor P Wilkin stated that a meeting between herself, the Clerk's office, and the Stonemason regarding cremation headstones had taken place. The Clerk is to prepare a report for the next meeting outlining suggestions.
- 153.3 Councillor A Chandler stated that John Aldridge was retiring from the Allotment Association. This would mean that Councillor A Chandler would be responsible for the collection of rents. Councillor A Chandler requested that payees be directed to the Clerk's office to make the annual payments as a more efficient and secure means of collecting the money. It was AGREED that Councillor A Chandler would provide all payees with correct paperwork to make payments at the Pavilion and the Clerk's office would co-ordinate collection.
- 153.4 The invitation to the Old Catton Cricket Club 150<sup>th</sup> Anniversary dinner was noted. Councillor P Wilkin and Councillor B Palmer said they would attend.

**154. STREET LIGHTS, HEDGES, PATHS, VERGES AND HIGHWAYS**

- 154.1. Councillor B Palmer stated that the grass verges were in a poor state due to the wet weather and cars parking on them. It was noted that as there were no parking restrictions little action could be taken but the Clerk would issue a polite notice to residents requesting they park considerately.
- 154.2 Large pothole near the junction of St Faiths Road/Fifers Lane was noted and will be reported to Highways.
- 154.3 Correspondence from CPRE was noted.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.55pm.

Chairman, 12<sup>th</sup> March 2018