

OLD CATTON PARISH COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT 7.00P.M. ON MONDAY 11TH FEBRUARY 2019
AT THE PAVILION, CHURCH STREET, OLD CATTON

PRESENT: Mrs J Leggett (Chairman) Mr B Sabberton-Coe (Vice-Chairman) Mrs L Fawke
Mr B Honess Mr D King Mr B Leggett
Mr B Palmer Mr R Tovell Mr M Vincent
Miss P Wilkin

Ms S Vincent (Clerk)
Norfolk County & Broadland District Councillor Mrs K Vincent
Broadland District Councillor Mr K Leggett
3 Residents

123. APOLOGIES FOR ABSENCE

Apologies were received from Councillor A Chandler due to medical reasons. No apologies for absence were received from Councillor A Jackson-Dennis and D Elmer.

124. DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Interests were declared as follows –
Councillor B Sabberton-Coe – Cricket Club
Councillor M Vincent - Staffing

125. MINUTES OF THE MEETING OF 14.01.2018

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

126. MATTERS ARISING

Councillor B Sabberton-Coe asked for clarification if the cost of the new mower included VAT. There were no further matters arising.

127. PUBLIC DISCUSSION

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

Norfolk County and Broadland District Councillor Karen Vincent reported:

- St Faiths Road: Fly tipping had been reported from the water station near the Cemetery towards the NDR. Unfortunately the new bollard on St Faiths Road to prevent vehicles driving on the cycleway near the NDR had been stolen - this would soon be replaced. Councillor K Vincent has raised this area as an anti-social area with the Safer Neighbourhood Action Panel.
- Lodge Lane: Bus cage at bus stop will be painted this month. Delays have been due to emergency gas works being carried out.
- Lodge Lane/Wrenningham Road: A resident has requested if a street light could be installed at this location.
- Norfolk County Council budget for 2019/20 was set on 11th February. Council tax will increase by 2.99%.
- Councillor B Honess asked for an update on the Chartwell Road/Spixworth Road junction issue. This remains ongoing with Highways and is down to the Maintenance Team to correct the problem. It was AGREED that Councillor K Vincent would continue to move forward with

this; the Parish Council would support if required, however Councillor J Leggett will write to the Chair of the EDT Committee.

Broadland District Councillor Ken Leggett reported:

- 2019/20 budget will go to full Council for approval on 21st February.
- Broadland District Council are offering individuals the chance to apply for Sports Champion Grants which provide funds of up to £125 per applicant. Deadline for grant applications is 25th February 2019.
- Councillor K Leggett had received positive feedback regarding the flagpole at Catton Park.
- Residents of Oak Lane had highlighted that the pavement on the south side of Oak Lane was in a very poor condition. The Clerk reported that this had previously been reported to Highways and was on a works list to be carried out. The Clerk would check with Highways when this work was expected to be carried out.
- Councillor K Leggett reported that there were no figures for recycling at this time, however 1.5tons of paper recycling had been collected at the most recent collection.

A resident reported that he had had further discussion with Broadland District Council Planning Department regarding the Repton Avenue development and the recent Planning Committee Meeting. The resident expressed disappointment that only x4 of the x11 committee members voted. The resident had clarified that under Condition 18 of the original planning consent the developer is required to carry out the approved works to the junction of St Faiths Road/Fifers Lane prior to first occupation..

A resident complained that traffic lights and roadworks had taken place for x3 days at the junction of St Faiths Road/Fifers Lane without prior warning. The works had been “rushed” and the asphalt had not set properly; therefore resurfacing works would need to be carried out again. It was understood that proposed works would start soon (April) to lay a gas pipeline from Fifers Lane, along St Faiths Road, along Lodge Lane to Spixworth Road. The resident expressed frustration that the utility companies failed to carry out “joined up works” to limit disruption. The resident asked if it was possible to join these gas works with the junction redevelopment works. Councillor K Vincent stated that the developer could not be enforced to do this at the same time as required utility works. Councillor K Vincent stated that a Construction Traffic Plan had still not been provided for the Repton Avenue development and as such it was possible that the gas works would be carried out before the junction redesign works.

Councillor J Leggett thanked those who had supported the Lee’d the Way Charity Run on behalf of Leeway at Catton Park on 20th January. Funds of £318 had been raised. A further charity event “Songs, Music and Mirth” Concert would be held on 9th March 2019 in Hellesdon.

The Police were not present at the meeting. Minutes of the Safer Neighbourhood Action Panel were circulated and noted. Councillor J Leggett stated that priorities were set as parking near schools, speeding along Spixworth Road particularly near Morrisons and the use of “Smiley Sid”.

The meeting resumed.

- 128.** The Clerk’s monthly report was received and noted, a copy of which is attached to the official minutes. Councillor R Tovell reported that the white line marking and clearing of pathway between Lovett Close and Brayfield Way was unacceptable. The Clerk would raise the matter with Highways. It was noted that the figures on the SAM2 report for Oak Lane were almost identical to those recorded at the same location in 2016. Additionally the Clerk informed Councillors of Election briefing at Broadland District Council on 27th February and Community-Led Workshop on 28th February. There were no further matters arising.

129. FINANCE

- 129.1 Bank balance as at 31st January 2019 was noted. It was noted that new savings account with Hampshire Trust Bank had now been opened. It was AGREED that the payments schedule with vouchers 421 to 467 up to 11th February 2019 be APPROVED.
- 129.2 Scrutineer's Report for the third quarter up to 31st December 2018 was noted.
- 129.3 It was AGREED to gift the ride-on mower (John Deere) to Catton Park Trust Ltd. Councillor B Sabberton-Coe, as Chairman of Catton Park Trust Ltd, thanked the Council for their generosity.
- 129.4 The proposed location of the new fitness equipment was AGREED. Quote for purchase of equipment was AGREED at £5,178.00 +VAT. Equipment will be purchased using S106 funds.
- 129.5 Parish Council Objectives for 2019/20 were AGREED.
- 129.6 The recommendations from the Grants Working Group for allocation of grant money was considered and APPROVED. A copy of which is attached to the official minutes. Full Council approval was AGREED for allocation of grant money to CAN and NARS using General Power of Competence. It was AGREED that funds from S106 would be used towards grant applications from Old Catton Cricket Club for facilities at Recreation Ground.

130. PLANNING

- 130.1 20182094 – Single Storey Side Extension & Single Storey Front/Side Extension – 23 Woodham Leas, Old Catton, NR6 7EF.
NO OBJECTION.
- 130.2 It was noted that Planning Committee would consider planning application 20180708 and comment ahead of the rearranged Broadland Planning Committee meeting (possibly on 6th March 2019).

131. HUMAN RESOURCES

- 131.1 It was confirmed that the following Employment Policies had been revised and that no amendments had taken place:-
- Bullying and Harassment Policy.
 - Disability Discrimination Policy.
 - Equal Opportunities Policy.
 - Lone Worker Policy.
 - Pension Policy.
 - Social Media Policy.
 - Staff Recruitment Policy.
 - Training Statement of Intent.
- 131.2 The adoption of the Safeguarding Children, Young People and Vulnerable Adults Policy was considered and APPROVED, subject to minor amendments.
- 131.3 Mrs Gail Howes was confirmed as Administration Officer to the Council.

132. POLICIES AND PROCEDURES

- 132.1 It was confirmed that the following Council Policies and Procedures had been revised and that no amendments had taken place:-
- Code of Conduct.
 - Scheme of Delegation.
 - Protocol for Recording of Council Meetings.
 - Protocol for Pre-Meetings.
 - Protocol for Public Participation.
 - Complaints Procedure.
 - Records Management and Retention Policy.
 - Street Naming Policy.
- 132.2 Date of Annual Parish Council Meeting of Monday 13th May 2019 at 7pm was AGREED. Date for Annual Parish Meeting of Thursday 16th May 2019 at 7pm was AGREED.

132.3 It was confirmed that Old Catton Parish Council has the necessary criteria in place and prepared to apply for Quality Award under the Local Council Award Scheme.

133. PROPERTY AND RESPONSIBILITIES

131.1 Proposal for location of storage shed/scoring hut for use by the Old Catton Cricket Club was considered and APPROVED.

131.2 Councillor P Wilkin reported that the Old Catton Junior Football Club had reported ongoing problems with moles at Lavare Park.

131.3 Councillor B Sabberton-Coe reported that, under the terms of the lease, an unscheduled inspection of the Pavilion at Lavare Park had been carried out by himself and the Clerk and that the Pavilion was in excellent condition.

131.4 Councillor B Honess commented that the path cut-back to the allotment hedge had been carried out and looked very good.

134. CORRESPONDENCE

134.1 Open letter from Chairman of Norfolk Association of Local Councils (NALC) was noted.

134.2 Email from Andrew Proctor, Leader of Norfolk County Council regarding Early Childhood and Family Service was noted.

135. It was RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representative of newspaper 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.

136. All staff salaries for 2019/20 were considered and AGREED.

137. DATE OF NEXT MEETING

Date of next meeting was noted as Monday 11th March 2019 at 7pm.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.20pm.

Chairman, 11th March 2019