

Old Catton Parish Council

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

Clerk of the Council: Ms Sarah Vincent

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4th February 2025

NOTICE OF MEETING AND SUMMONS TO ATTEND

The **Ordinary** Meeting of Old Catton Parish Council will be held at the Recreation Ground, Church Street, Old Catton on **Monday 10th February 2025 at 6.30pm**

Agenda

1. To receive and approve apologies for absence.
2. To receive any declarations of interest in items on the Agenda and to consider any requests for dispensation.
3. To approve the Minutes of the Ordinary Council Meeting, held on 13th January 2025 (copy herewith).
4. To report on matters arising from the Minutes not covered by the Agenda.
5. To adjourn the meeting for public discussion and to receive the Police, County Councillor's and District Councillor's reports.
6. To receive Clerk's report (copy herewith).
- 7. FINANCE**
 - 7.1. To receive and agree bank balances as at 31st January 2025 and approve payment schedule (copy herewith).
 - 7.2. To consider quotes for upgrade of lighting at Church Hall (copy herewith).
 - 7.3. To consider quotes for upgrade of ladies, gents and disabled toilets at Church Hall (copy herewith).
 - 7.4. To consider quotes for car park upgrade at Church Hall (copy herewith).
- 8. PLANNING**

Planning Applications (copy available on Broadland District Council website:
<https://info.southnorfolkandbroadland.gov.uk/online-applications/>)

 - 8.1. **2025/0184** – 17 Fifers Lane, Old Catton, NR6 7AE – Single storey rear extension to existing annex.
 - 8.2. **2025/0019** – 83 Lodge Farm Drive, Old Catton NR6 7LP – Two storey front extension
 - 8.3. To note any other planning matters.
- 9. PROPERTY AND RESPONSIBILITIES**
 - 9.1. To consider and appoint Councillors to the Neighbourhood Steering Committee.

- 9.2. To note Minutes of Airport Consultative Committee Meeting held on 22nd January 2025 (copy herewith).
- 9.3. To receive any written or verbal reports from Members meeting with organisations or significant issues from their areas of responsibility.

10. POLICIES AND PROCEDURES

10.1. To confirm revision of the following Council policies and procedures and that no amendments have been made (copies available on website unless otherwise stated).

- Financial Risk Assessment.
- Members Code of Conduct.
- Scheme of Delegation.
- Records Management & Retention Policy.
- Protocol for Pre-Meetings.
- Protocol for Public Participation.
- Tree Management (copy herewith).
- Risk Management Scheme (copy herewith).
- Complaints Procedure.

10.2. To confirm revision of the following HSE assessments and approve (copies herewith)

- Health & Safety Annual Assessment
- Fire Risk Assessment (Pavilion)
- Risk Assessment as follows:
 - The Pavilion
 - Anti-Social Behaviour
 - Work Related Violence
 - Use of Chainsaw
 - Use of Flammable Substances
 - Storage of Fuel
 - Use of Strimmers
 - Working Next to Roads
 - Use of Hand Tools
 - Use of Hedge Cutter
 - Use of Ladders
 - Use of Leaf Blower
 - Use of Ride-On Mowers
 - Use of Tractor
 - Outdoor Working

10.3. To adopt the following revised Council policies and procedures (copies herewith).

- Health and Safety.
- Zero Tolerance.
- Stress at Work.
- Community Engagement Strategy.

11. CORRESPONDENCE

11.1. To note correspondence regarding NALC structure and voting (copies herewith).

12. To note date of next Parish Council Meeting as Monday 10th March 2025 at 6.30pm at the Pavilion, Recreation Ground, Church Street.

Ms Sarah Vincent
Clerk of the Council