

# Old Catton Parish Council

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

Clerk of the Council: Ms Sarah Vincent

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4<sup>th</sup> March 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 10<sup>th</sup> March 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 10<sup>th</sup> February 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 28<sup>th</sup> February 2025 and approve payment schedule (copy herewith).
  - 7.2. To consider quote received for CCTV at Buxton Lodge, Catton Park (copy herewith).
  - 7.3. To consider quote for alarm system at Buxton Lodge, Catton Park (copy herewith).
  - 7.4. To approve annual subscription to Scribe Accounts and Scribe Cemetery from 1<sup>st</sup> May 2025 at a cost of £1,773.60 (+VAT) (copy herewith).
  - 7.5. To appoint person to carry out independent internal control check.
8. **PLANNING**

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

  - 8.1. **2025/0402** – 190 St Clements Hill, Old Catton NR3 4DN – Proposed two storey front extension and first floor extension to the rear.  
**2025/0496** – 1 Woodland Drive, Old Catton NR6 7AX – Removal of existing 2.5m high hedge to front of property, retaining existing low wall with fence behind and over, and replace with a close board fence and square lattice top fence 1.7m overall height.  
**2025/0525** – 24 Warran Close, Old Catton NR6 7NL – Removal/Variation of Condition (s73/S19)

**2025/0019** – 83 Lodge Farm Drive, Old Catton NR6 7LP – Two storey front extension (amended planning permission).

**8.2.** To note any other planning matters.

## **9. PROPERTY AND RESPONSIBILITIES**

**9.1.** To consider proposal from Old Catton Junior Football Club for fireworks fundraising event at Lavaré Park (copy herewith).

**9.2.** 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).

- Recording of Meetings.
- Street Naming.
- Co-option.
- Internal Control Statement.

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

- Environmental.
- Grant Award.

## **11. CORRESPONDENCE**

**11.1.** To note correspondence received from Alice Macdonald MP regarding the cemetery (copy herewith).

**12.** To note date of next Parish Council Meeting as Monday 14<sup>th</sup> April 2025 at 6.30pm at the Pavilion, Recreation Ground, Church Street.

Ms Sarah Vincent  
Clerk of the Council