

OLD CATTON PARISH COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT 6.30PM ON MONDAY 10TH FEBRUARY 2025
AT THE PAVILION, CHURCH STREET, OLD CATTON

Present: Mr B Sabberton-Coe (Chairman) Mr G Tingle (Vice Chairman) Mr J Arnott
Mr M Callam Mr T Cooke Mr G Crouch
Mr B Leggett Mr M Vincent Miss P Wilkin
Mr M Winhall

Ms S Vincent (Clerk)
Broadland District Councillor K Leggett
x3 Residents

99. APOLOGIES FOR ABSENCE

There were no apologies for absence.

100. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

There were no further declarations of interest.

101. MINUTES OF THE MEETING OF 13.01.2025

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

102. MATTERS ARISING

Item 90: Clerk confirmed that Council response had been sent to the resident and that Chairman had also spoken to the resident on the telephone. There were no other matters arising.

103. PUBLIC DISCUSSION

Broadland District Councillor Ken Leggett reported:

- Devolution: Will be discussed at next Council meeting on 20th February 2025. Councillor Ken Leggett expressed pleasure that Norfolk County Council and Suffolk County Council will be included in conversations with Government to progress the establishment of a Mayoral Combined County Authority. County Council elections scheduled for May 2025 have been cancelled. When questioned by Members, Councillor Ken Leggett's opinion that the time frame could be approximately x2 years.
- Recycling: Thank you to residents for continuing to support Catton Park by placing their glass and cardboards in the recycling bins located in the Parish. January tonnage collection was 9.46tons.

Two residents handed letter to Members regarding approved planning application 2024/2272. Council confirmed written response would be emailed to the residents. Both residents left the meeting at this point.

A resident raised concern regarding the Government Devolution proposal and the possibility of Norwich City Council becoming the authority responsible for the running of Old Catton. Resident asked what the Parish Council are doing to prevent this happening. Council confirmed there are no details of the devolution plan and how this may impact the Parish. At this time the Council are considering review of the Neighbourhood Plan and seeking expert advice on potential changes; there may be policies that can be included to protect the Parish from devolution. Resident was asked if he wished to consider joining the Steering Group – resident agreed Clerk could email him regarding this.

The meeting resumed.

104. The Clerk's monthly report was received and noted. Clerk highlighted the Public Consultation regarding Sewell Meadow construction traffic change of route was taking place on 15th/16th February – Members attendance is appreciated. A number of potholes on St Faiths Road had been reported to Highways. It was noted that it is x12 weeks since the car hit the bollard at the St Faiths/Fifers Lane junction; repair to the barrier had still not been carried out. Car park at Lavaré Park still requires moss treatment.

105. FINANCE

- 105.1.** Bank balances as at 31st January 2025 were noted. Monthly bank account reconciliations were noted. The Chairman confirmed bank balances matched all bank statements. List of payments and receipts with vouchers 486 to 552 on payments schedule up to 10th February 2025 with expenditure of £53,593.25 and income of £6,924.36 were APPROVED.
- 105.2.** Quotes to upgrade lighting at the Church Hall were considered. Quote B from Norwich Electrical of £2,440.00 (excluding VAT) as AGREED.
- 105.3.** Quotes for upgrade of ladies, gents and disabled toilets at the Church Hall were considered. It was proposed, given the cost of upgrade, that the Church be asked for a contribution towards the total cost. Quote A from Province Building Services of £33,714.36 was AGREED.
- 105.4.** Quotes for upgrade of car park at Church Hall were considered. It was proposed that, given the cost of upgrade, that the Church be asked for a contribution towards the total cost. Quote A from Simons Landscaping Ltd of £21,509.00 was AGREED.

106. PLANNING

- 106.1.** 2025/0184 – 17 Fifers Lane, Old Catton NR6 7AE– Single storey rear extension to existing annex.
NO OBJECTION.
2025/0019 – 83 Lodge Farm Drive, Old Catton NR6 7LP – Two storey front extension.
NO OBJECTION.
- 106.2.** There were no planning matters.

107. PROPERTY AND RESPONSIBILITIES

- 107.1.** It was AGREED that Councillors B Sabberton-Coe and T Cooke be on the Neighbourhood Plan Steering Committee.
- 107.2.** Minutes of the Airport Consultative Committee Meeting held on 22nd January 2025 were noted.
- 107.3.** There were no updates on property and responsibilities.

108. POLICIES AND PROCEDURES

108.1. It was confirmed that the following Council Policies and Procedures had been revised and that no amendments had taken place:-

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

108.2. It was confirmed that the following HSE Assessments had been revised and that no amendments had taken place: -

- 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

108.3. It was confirmed that the following Council Policies and Procedures were adopted: -

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

109. CORRESPONDENCE

109.1. Correspondence regarding NALC structure and voting was noted. It was AGREED that the Council vote in favour of both proposals.

110. NEXT MEETING

Date of Parish Council Meeting was noted as Monday 10th March 2025 at 6.30pm at the Pavilion, Recreation Ground, Church Street.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8pm.

Chairman, 10th March 2025

DRAFT