

OLD CATTON PARISH COUNCIL  
MINUTES OF THE ANNUAL COUNCIL MEETING  
HELD AT 6.30PM ON MONDAY 12<sup>TH</sup> MAY 2025  
AT THE PAVILION, CHURCH STREET, OLD CATTON

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

Ms S Vincent (Clerk)

**1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

It was AGREED that Councillor B Sabberton-Coe be appointed Chairman of the Parish Council for the ensuing year. He signed the Declaration of Acceptance of Office.

**2. TO ELECT A VICE-CHAIRMAN FOR THE ENSUING YEAR**

It was AGREED that Councillor T Cooke be appointed as Vice-Chairman of the Parish Council for the ensuing year.

**3. APOLOGIES FOR ABSENCE**

Apologies were received and agreed from Councillor M Callam and District Councillors K Leggett and K Vincent.

**4. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

Item 9.8: Councillor M Winhall

There were no further declarations of interest.

**5. MINUTES OF THE MEETING OF 14.04.2025**

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

**6. MATTERS ARISING**

Item 130.3: Councillor T Cooke had not had an opportunity to approach neighbours regarding this plot. It was AGREED that Clerk would write to enforcement regarding the storage containers.

**7. PUBLIC DISCUSSION**

The meeting was adjourned for public discussion and reports from the County and District Councillor.

Police, Norfolk County and Broadland District Councillors were not in attendance and no reports has been received. No members of the public were present.

The meeting resumed.

8. The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes.

## 9. FINANCE

- 9.1. Bank balances as at 30<sup>th</sup> April 2025 were noted. Monthly bank account reconciliations were noted. Bank statements were confirmed by the Chairman. List of payments and receipts with vouchers 001 to 059 on payments schedule up to 12<sup>th</sup> May 2025 with expenditure of £33,730.46 and income of £209,180.28 were APPROVED. It was noted that first Precept payment had been received.
- 9.2. Bank signatories were confirmed as Councillors B Sabberton-Coe, B Leggett and G Crouch.
- 9.3. List of regular payments made by direct debit or BACs in accordance with the Financial Regulations was received and AGREED.
- 9.4. It was AGREED that Auditing Solutions be appointed as the Council's Internal Auditor for the 2025/26 Financial Year.
- 9.5. Section 1 of the Annual Return (Annual Governance Statement) 2024/25 was AGREED.
- 9.6. Section 2 of the Annual Return (Account Statement) 2024/25 was amended and AGREED.
- 9.7. Neighbourhood Plan Steering Group report and recommendations were considered and AGREED. Appointment of Rachel Leggett & Associates for the review of the Neighbourhood Plan was AGREED. Application for District Council grant was AGREED. Old Catton Parish Council AGREED that, for contingency, funding for the review would be paid using Parish Council reserves should grant funding be unavailable.
- 9.8. Report regarding Public Works Loan (PWL) to provide funds towards redevelopment of Clubhouse at Lavaré Park and Pavilion at Recreation Ground was considered. It was AGREED that PWL loan would be considered. Clerk to arrange meeting with development consultants to ascertain how close both projects are to RIBA Stage 4 and tender and updated costings. Clerk to discuss further possibility of CIL loan with District Council.
- 9.9. Report regarding purchase of materials for repairs to U9s playground was considered and AGREED.

## 10. POLICIES AND PROCEDURES

- 10.1. It was RESOLVED that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.
- 10.2. The Committees and Outside Bodies for 2025/26 were considered and APPROVED, a copy of which is attached to the official minutes.
- 10.3. Calendar dates of Council meetings for 2024/25 were noted.
- 10.4. Terms of Reference for Neighbourhood Plan Steering Group were AGREED.

## 11. PLANNING

**11.1.** 2024/2124 – 278 St Faiths Road, Old Catton NR6 7AT – New dropped kerb to widen existing access – AMENDED APPLICATION.

**NO OBJECTION**

**11.2.** It was noted that tree had been recently removed from property on Church Street. Clerk to check planning application for tree works in conservation area had been approved by District Council.

**11.3.** There were no planning applications to consider and no other planning matters.

**12. PROPERTY AND RESPONSIBILITIES**

**12.1.** It was noted the pointing at the War Memorial was wearing in places – Councillor J Arnott will continue to monitor.

**12.2.** There were no further written or verbal reports from Members with organisations or significant issues from their areas of responsibility.

**13. ANNUAL PARISH MEETING**

Date of Annual Parish Meeting was noted as Thursday 22<sup>nd</sup> 2025 at 7pm at the Church Hall, Blacksmiths Way, Old Catton.

**14. NEXT MEETING**

Date of Parish Council Meeting was noted as Monday 9<sup>th</sup> June 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 8.15pm.

Chairman, 9<sup>th</sup> June 2024