

OLD CATTON PARISH COUNCIL  
MINUTES OF THE ORDINARY COUNCIL MEETING  
HELD AT 7PM ON TUESDAY 18 AUGUST 2026  
AT BUXTON LODGE, CATTON PARK, OLD CATTON

**Present:** Mr T Cooke (Chairman)      Mrs K Tanner (Vice-Chairman)      Mr J Arnott  
Mr G Crouch      Mr B Leggett      Mr B Sabberton-Coe  
Miss P Willkin      Mr M Winhall

Broadland District Councillor Ken Leggett  
Broadland District Councillor Karen Vincent  
Norfolk County Councillor Antony Little  
Ms S Vincent (Clerk)  
x47 Residents

**38. APOLOGIES FOR ABSENCE**

Apologies for absence were received and agreed from Councillor M Callam due to ill health.  
Councillor G Tingle was absent.

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

There were no declarations of interest.

**40. MINUTES OF THE ORDINARY MEETING OF 09.06.2026**

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

**41. MINUTES OF THE EXTRA-ORDINARY MEETING OF 12.06.2026**

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

**42. MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

**43. PUBLIC SPEAKING**

The meeting was adjourned for public speaking.

Broadland District Councillor Ken Leggett:

- Gave an update on Local Government Reorganisation; explaining the competing proposals for one, two and three unitary authorities and the continued uncertainty over the eventual structure and elections.
- Reminded residents that Broadland District Council provides assistance with matters including council tax, housing, debt and other difficulties.

- Promoted Broadland's walk trails, referring to 30 walks of varying length available through the website.
- Chairman asked why the planning application for the Beeston Park development had not been called in to Planning Committee as had been requested by Council and residents. Councillor K Leggett stated he was trying to establish what had happened but had not obtained an answer.

Norfolk County Councillor Antony Little:

- Gave thanks to residents for electing him. During the campaign he had spoken to a large percentage of residents and had kept records of issues raised with him, including highways, street signs and other issues.
- Reported that there is a perception amongst residents that the Parish Council is disconnected from what residents want and that its decision-making is insufficiently understood. Councillor A Little proposes the Council work collaboratively with him and residents, particularly over the school gate and facilities. Councillor A Little believes compromise can resolve the present disputes.

Broadland District Councillor Karen Vincent:

- Commented on communication and transparency and encouraged closer working between Parish Council, District and County Councillors and the community. Regarding the school gate, Councillor K Vincent acknowledged the Parish Council's concerns but suggested that joint discussions could explore possible mitigation measures.
- Referred to previous involvement with the Beeston Park planning application and opportunities for Parish Council engagement in the planning process.

Mr Kevin Brown, Chairman Old Catton Junior Football Club described the Club as one of, if not the largest, user groups in the parish with approximately 25 teams and upwards of 300 players. Mr K Brown highlighted the Club was moving forward towards a more business-like structure, including incorporating a limited company, increasing committee member numbers, allocating individual responsibilities and increasing the Club's knowledge and skills base. New season will start on 5 September subject to conditions of the pitches.

A number of resident questions were received regarding St Faiths Road and Spixworth Road vehicle speeding, the access arrangement between the Recreation Ground and Old Catton Junior School, the bowling green hire and usage, use of Recreation Ground car park, ad-hoc hire of Buxton Lodge for wedding reception venue, donation of bench to Parish, CCTV coverage at Recreation Ground, accountability of Parish Council's expenditure and public assets. It was agreed that these questions, together with additional questions submitted in writing would be answered via Q&A document published on the Parish Council website.

The meeting resumed.

#### **44. CLERK'S REPORT**

The Clerk's report was received and noted.

#### **45. FINANCE**

- 45.1.** Bank balances and reconciliations as at 30 June 2026 were noted. List of payments with vouchers 137 to 215 on payments schedule up to 14 July 2026 with expenditure of £197,121.70 and receipts with vouchers 037 to 045 with income of £5,599.38, previously approved via email, were ratified and AGREED.
- 45.2.** Bank balances and reconciliations as at 31 July 2026 were noted. List of payments with vouchers 216 to 280 on payments schedule up to 18 August 2026 with expenditure of £37,565.53 and receipts with vouchers 046 to 056 with income of £4,761.08 were AGREED.
- 45.3.** Scrutineer report for the period April – June 2026 was noted.
- 45.4.** Quarterly report for the period April – June 2026 was noted.
- 45.5.** New website proposal was considered. It was AGREED to obtain further quote for new website and return matter to earliest available meeting.
- 45.6.** Report regarding installation of security bollards was considered and AGREED. Quote from Rhino security for £3,875.99 (excluding VAT) was AGREED.
- 45.7.** Request from Village Hall Committee for funding towards leaking roof was deferred to next available meeting.
- 45.8.** CIL Working Group report regarding fee proposal for groundworks at Lavaré Park was considered and AGREED. Quote from REAL Consultants for £9,875.00 (excluding VAT) was AGREED.
- 45.9.** Request from Old Catton Medical Practice for funding towards defibrillator was considered. It was AGREED to establish level of funding Old Catton Medical Practice were seeking. Councillor K Vincent said she would investigate possible Broadland Members Grant Funding towards the request also.

#### **46. PLANNING**

- 46.1.** **2026/1624** – Land Between St Faiths Road and Buxton Road, Old Catton – reserved matters application for appearance, scale, landscaping and layout following outline planning permission 20161058 (as varied by 2024/1794), for Phase 1 (Parcel Ai). comprising 12 dwellings and associated works including landscaping and associated infrastructure.

##### **RECOMMEND REFUSAL**

**2026/1874** – Land Between St Faiths Road and Buxton Road, Old Catton – Details for condition 11 – Technical Note – GCN eDNA Survey 2026 of permission 2025/1919.

##### **RECOMMEND REFUSAL**

**2026/2042** – Land Between St Faiths Road and Buxton Road, Old Catton – Detail of condition 27 (fire hydrant details) of original planning application 2025/1919.

##### **RECOMMEND REFUSAL**

**2026/1949** – Land at St Faiths Road, Old Catton – Details reserved by condition 20 of 2025/1919 – Noise Monitoring Plan and Dust Management Plan.

##### **RECOMMEND REFUSAL**

**2026/1950** – Land Between St Faiths Road and Buxton Road, Old Catton – Details of condition 15 (Management Strategy for Bird Mitigation) of original planning application 2025/1919.

**2026/2199** – Land at St Faiths Road, Old Catton – Details of Condition 18 of 20141955 – (18) Certificate of Substantial Completion Section 278.

**NO OBJECTION**

**2026/1985** – Orchard House, 145A Spixworth Road, Old Catton NR6 7DU – Proposed conversion of existing garage to form annexe and erection of new garage and car port.

**NO OBJECTION**

- 46.2.** The Council raised planning application 2025/8358 (2023/0610), land adj to 243 Spixworth Road and concerns regarding the storage containers and that the matter remains ongoing. Enforcement update provided by Clerk. Planning application remains “pending consideration”.

**47. POLICIES AND PROCEDURES**

- 47.1.** The following amended Council policies and procedures were AGREED:

- Allotment Risk Assessment
- PIA 2026
- PIA Addendum 2026

- 47.2.** The following adopted Council policies and procedures were AGREED:

- Performance Appraisal Procedure
- Staff Code of Conduct

**48. PROPERTY AND RESPONSIBILITY**

- 48.1.** Councillor M Callum was confirmed as the Council Representative to Sprowston Youth Engagement Project.

- 48.2.** AGM Minutes of Airport Consultative Committee meeting held on 22 July 2026 were noted.

- 48.3.** Minutes of Airport Consultative Committee meeting held on 22 July 2026 were noted.

- 48.4.** Correspondence from NCC regarding proposal and location for village gateway funded from Local Member Fund of ex-Norfolk County Councillor Karen Vincent was considered. Street scene was changing due to Beeston Park development and proposed location may not be suitable. Council acknowledged there is an existing sign located near Austin Way and the proposed location of the new sign was close to this. Norfolk County Councillor A Little advised he was meeting with Highways and would raise the proposed sign with them.

- 48.5.** Street naming request from Broadland District Council in relation to Beeston Park development was considered. It was AGREED that the residents would be invited to propose street names in accordance with the Council’s Street Naming Policy (available on the Council’s website).

Parish Council Standing Orders were suspended at this time. The meeting continued.

- 48.6.** Councillor B Leggett complained that, in his opinion, the Churchyard was in a poor condition – grass and wildflower needed cutting back. Councillor B Leggett felt that the current condition was disrespectful and requested action be taken to rectify.

- 48.7.** Councillor J Arnott advised that he would provide Grit Bin Report for next meeting to ensure all parish bins were well stocked for inclement weather.
- 48.8.** Councillor P Wilkin highlighted a large shrub in the Cemetery that required remedial action. Councillor P Willkin highlighted leaning headstones in the Cemetery; headstones are the responsibility of the GoER holder, the Council carry out annual surveys of all headstones; any dangerous headstones are made temporarily safe and the GoER holder is notified. The Council are not responsible for the securing of headstones.

#### **49. CORRESPONDENCE**

- 49.1.** Clerk's report regarding correspondence, complaints and Freedom of Information/Environmental Information requests received and responses issued was noted.
  - 49.2.** It was AGREED that the Council would support the nomination of the Scout Hut, Lodge Lane as an Asset of Community Value.
- 50.** Date of next meeting was noted as Monday 14 September 2026 at 7pm at the Pavilion, Recreation Ground, Church Street.
- 51.** It is recommended that under the Public Bodies (Admission to Meeting) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers 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.
- 52.** Correspondence from District Councillor was considered. Working Group was formed to consider appropriate response for Council approval.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 9.15pm.

Chairman, 15 September 2026