

OLD CATTON PARISH COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT 6.30PM ON MONDAY 12 MAY 2026
AT BUXTON LODGE, CATTON PARK, 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
Miss P Wilkin

Ms S Vincent (Clerk)
Broadland District Councillor K Leggett
X2 Residents

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. ELECTION OF VICE-CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR

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

3. APOLOGIES FOR ABSENCE

Apologies for absence were received and agreed from Councillors M Callam, K Tanner and M Winhall.

4. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

There were no declarations of interest.

5. MINUTES OF THE ORDINARY MEETING OF 21.04.26

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

There were no further matters arising.

7. PUBLIC SPEAKING

The meeting was adjourned for public speaking.

Broadland District Councillor Ken Leggett reported:

- Broadland Members Grant: Councillor K Leggett has some unallocated funds from 2025/26 and new funding for this financial year. If there are any clubs/societies with a specific project in need of grant assistance please get in touch.

- Broadland Communities, Housing and Planning Policy Development Panel: Councillor K Leggett is a member. At meeting on 11 May the Panel considered and agreed the Housing Enforcement Policy and the Civil Penalties Policy which ensure procedure accountability under the Renters' Rights Act 2025. Panel also considered and agreed the Woman and Girl's Safety Charter which is a commitment and partnership to improve how women feel in public spaces.
- information will be available once District Council have met.

A resident commented on the recently distributed newsletter saying that some information was out of date, particularly the North Norwich elections. Resident suggested a footnote saying "all articles subject to change".

A resident referred to the Safer Neighbourhood Action Panel (SNAP) meeting and asked why there were no Old Catton Parish Council representatives attending the meetings and proposed that these meetings could be reported back to full Council. Clerk confirmed that x2 representatives of the Parish Council attend the meetings, Councillors J Arnott and B Leggett.

The meeting resumed.

8. The Clerk's report was received and noted.

9. FINANCE

- 9.1. Bank balances and reconciliation as at 30 April 2026 were noted. List of payments with vouchers 001 to 059 on payments schedule up to 12 May 2026 with expenditure of £74,527.34 and receipts with vouchers 001 to 020 with income of £371,320.06 were APPROVED. It was noted that the first precept instalment had been received.
- 9.2. Bank signatories were confirmed as Councillors B Sabberton-Coe, G Crouch and B Leggett.
- 9.3. List of regular payments made by direct debit or BACs in accordance with the Financial Regulations was received and AGREED.
- 9.4. Section 1 of the Annual Return (Annual Governance Statement) 2025/26 was AGREED.
- 9.5. Section 2 of the Annual Return (Account Statement) 2025/26 was AGREED. Date for 2027 Annual Parish Meeting to be advised at a later date.

10. POLICIES AND PROCEDURES

- 10.1. It was RESOLVED that the Council will, if required, use the powers under S137 of the Local Government Act 1972 Section 137 for the ensuing year.
- 10.2. Calendar dates of Council meetings 2026/27 were noted and AGREED.
- 10.3. It was confirmed the following Council policies and procedures were revised and adopted:
 - Standing Orders
 - Asset Register up to 31.03.2026

- Internal Control Statement

10.4. It was confirmed the following Council policies and procedures were reviewed and that no amendments have been made:

- Financial Regulations

11. PLANNING

11.1. **2026/0992** – Land between Saint Faiths Road and Buxton Road Old Catton – Details of condition 22 of 2025/0416 – Civic SUDS plan.

NO OBJECTION

2026/0993 – Land between Saint Faiths Road and Buxton Road Old Catton - Details of condition 33 of 2025/0416 – Landscape Plans (various)

NO OBJECTION

2026/1057 – Land between Saint Faiths Road and Buxton Road Old Catton – Details of condition 17 – Monitoring Programme for level of traffic generation, of permission 2025/0416

RECOMMEND REFUSAL

11.2. Other planning matters:

2026/0411 – Land between Saint Faiths Road and Buxton Road Old Catton – Details of condition 22 of 2025/0416 – Details of condition 14 of planning application 20161058 as updated by NMA application 2025/0416 - Construction Traffic Management Plan

NO OBJECTION

There were no further planning matters.

12. PROPERTY AND RESPONSIBILITIES

12.1. It was noted that Airport Consultative Committee meeting had taken place in April. Minutes of meeting would be included for next meeting.

12.2. Further to Item 139.4 of April Parish Council meeting minutes, Councillor J Arnott had received no response from TMO or Highways regarding the “abandoned” sandbags. It was AGREED that the Clerk would email Highways stating the Parish Council are unable to meet our delegated authority grass cutting agreement due to the sandbags.

13. 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.

14. Phase 1 report was received and AGREED.

15. NEXT MEETING

Date of Annual Parish Meeting was noted as **Thursday 28 May 2026** at 7pm at **Church Hall, Blacksmiths Way, NR6 7DT**

16. Date of Parish Council Meeting was noted as **Tuesday 9 June 2026** at 7pm at **Buxton Lodge Catton Park, NR6 7DB**

There being no further business the Chairman thanked everybody for attending and closed the meeting at 7.40pm.

Chairman, 9 June 2026

DRAFT