

OLD CATTON PARISH COUNCIL  
MINUTES OF THE ORDINARY COUNCIL MEETING  
HELD AT 7.00PM ON MONDAY 10<sup>TH</sup> AUGUST 2020  
BY REMOTE MEANS AND AT THE PAVILION, CHURCH STREET, OLD CATTON

**Present:** Mr B Sabberton-Coe (Chairman)      Mr R Tovell (Vice-Chairman)      Mr J Amis  
Mr G Crouch      Ms Y Gowers      Mr B Honess  
Mr B Palmer      Mr G Tingle      Mr M Vincent  
Miss P Wilkin

Ms S Vincent  
Norfolk County and Broadland District Councillor Mrs K Vincent  
Broadland District Councillor Mr K Leggett  
3 Residents

**6. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor A Chandler due to holiday commitments, Councillor D King due to work commitments and Councillor S Walker due to prior commitments.

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

Interests were declared as follows –  
Councillor G Crouch – Planning Application 20201230.

**8. MINUTES OF THE MEETING OF 09.03.2020**

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

**9. MATTERS ARISING**

There were no matters arising.

**10. MINUTES OF THE MEETING OF 24.03.2020**

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

**11. MATTERS ARISING**

There were no matters arising.

**12. MINUTES OF THE MEETING OF 31.07.2020**

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

**13. MATTERS ARISING**

It was confirmed that the Investment Strategy highlighted in the Internal Auditors report would be prepared in draft form and brought back to Council meeting for approval.

#### 14. PUBLIC DISCUSSION

The meeting was adjourned for public discussion and reports from the Police, County and District Councillors.

A report for June with crime statistics was circulated, a copy of which is attached to the official minutes. Councillors again highlighted that without further breakdown the statistics were of little use as they combined Old Catton and Sprowston West. It was AGREED that the Clerk would request further details from PC Graham Gill.

Norfolk County and Broadland District Councillor Karen Vincent reported:

- Covid-19: NCC: 7.2million pieces of PPE equipment has been delivered to nearly 900 organisations, 3,500 food boxes were delivered, over 40,000 calls and contacts checking have been made on the welfaring of vulnerable people. Over 7,000 of the Council staff working from home are using the Council software (Teams). The Council continues to support thousands of families and help communities live with covid-19 in various ways. In Old Catton there have been amazing achievements and the whole community has really come together. Councillor K Vincent gave thanks the Parish Council for their support – particularly the Clerk’s office - and to Catton Watch, people really did pull together locally to help so many people as the community really did pull together. All Norfolk County Council colleagues are working from home with exception of contact centre. Testament to the technology that has been put in place. Now looking at best practice to look to work in the future; the Corporate Select Committee (Councillor K Vincent is Chair) has been tasked to look at this – reflect on learning experiences of how Norfolk County Council operates and how to operate in the future. Next Committee meeting is in September, this is a standing agenda item, and Councillor K Vincent will provide update at future Council meetings.
- Government Grants offered to business and community groups to ensure they continue to trade. Lot of people have received grants but there is still funding available. Closing date for applications is 28<sup>th</sup> August. If aware of anyone who is in need of a grant please contact Councillor K Vincent.
- Broadland District Council Confidence Campaign. Hand sanitisers had been placed at business locations in Old Catton (Catton Chase, Dixons Fold and The Paddocks). The Clerk confirmed that signage had been received from Broadland District Council and delivered to the local businesses.
- Community at Heart Awards launch is later this week. Seeking nominations for the Awards.
- Covid-19 Heroes Awards – delighted to present award with Councillor K Leggett to the Clerk. More awards still to be presented to local heroes.
- Planning application 20201159 on the Agenda: Councillor K Vincent called this application was called in to Planning Committee, following being contacted by a number of residents. The application has now been refused.
- First Bus service – White Woman Lane. A number of complaints from residents had been received. Councillor K Vincent will coordinate with Clerk’s office to put case together to reinstate the service to White Woman Lane. First Bus still maintain that this is a temporary change to service.
- Highways:
  - Western Link Consultation deadline is 20<sup>th</sup> September. Respond via [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl).

- Lodge Lane - full resurface with road closure and diversion. Works start on 24<sup>th</sup> August to be completed by 4<sup>th</sup> September. Diversion via Church Street, St Faiths Road and Spixworth Road. Councillor K Vincent is concerned with Church Street being used as a diversion and has raised this with Highways. They have confirmed this will remain under review.
- Chartwell Road: Highways stated this is in hand and will be completed over the next week by the Parish Rangers.
- Councillor B Sabberton-Coe asked when the VAS will be replaced on St Faiths Road and who is responsible for the grass verges on St Faiths Road near the self-builds? Councillor K Vincent informed that discussions with Westcotec continued to take place for the replacement VAS to be installed. The Clerk informed that Highways will repair all the verges once all the self-builds had been completed.

Broadland District Councillor Ken Leggett reported:

- Broadland District Council have done a good job in leading the way in providing support to businesses and residents throughout covid-19; Council has been determined to help to keep local jobs and support local businesses recover and drive the local economy.
- Councillor K Leggett reiterated that if aware of any businesses in need of grant support to let himself or Councillor K Vincent know.
- Recycling: May contribution was £350.00 net, June £234.00 net, July total tonnage is 8.44 tons so many thanks to residents continuing to use the glass and paper banks.

The meeting resumed.

- 15.** The Clerk's monthly report was received and noted, a copy of which is attached to the official minutes. Councillor B Honess questioned why the toilets and MUGA at the Recreation Ground remained closed to the public. The Clerk explained that it was not possible to comply with Government guidance on opening toilets at present and so they remained closed. The closure of the MUGA was to ensure large groups did not use the facility and instead used the Recreation Grounds to ensure social distancing.

## **16. FINANCE**

- 16.1.** Bank balances as at 31<sup>st</sup> March 2020, previously resolved by email, was noted. List of payments and receipts with vouchers 588 to 641 on payments schedule up to 31<sup>st</sup> March with expenditure of £10,683.22 and income of £7,383.17, previously resolved by email, was APPROVED.
- 16.2.** Bank balances as at 30<sup>th</sup> April 2020, previously resolved by email, was noted. List of payments and receipts with vouchers 1 to 66 on payments schedule up to 30<sup>th</sup> April with expenditure of £27,115.75 and income of £4,742.02, previously resolved by email, was APPROVED.
- 16.3.** Bank balances as at 31<sup>st</sup> May 2020, previously resolved by email, was noted. List of payments and receipts with vouchers 67 to 109 on payments schedule up to 31<sup>st</sup> May with expenditure of £15,707.42 and income of £113,581.95, previously resolved by email, was APPROVED.
- 16.4.** Bank balances as at 30<sup>th</sup> June 2020, previously resolved by email, was noted. List of payments and receipts with vouchers 110 to 179 with expenditure of £30,513.30 and income of £7,599.89, previously resolved by email, was APPROVED.

- 16.5. Bank balances as at 31<sup>st</sup> July 2020 was noted. List of payments and receipts with vouchers 180 to 227 with expenditure of £17,288.63 and income of 4,504.34 was APPROVED.
- 16.6. First quarter financial report up to 30<sup>th</sup> June 2020 was noted.
- 16.7. List of regular payments made by direct debit or BACs in accordance with the Financial Regulations was noted.
- 16.8. It was AGREED to appoint Auditing Solutions as the Council Internal Auditors for 2020/21 Financial Year.

## 17. PLANNING

The following planning applications were previously resolved by email:

- 17.1. **20200366** – 30 Three Corner Drive, Old Catton NR6 7HA – Single Storey Extension to Dwelling  
**RECOMMEND REFUSAL.**
- 17.2. **20200895** – 89 Lodge Lane, Old Catton NR6 7HA – Two Storey Extension to Dwelling.  
**NO OBJECTION.**
- 17.3. **20201123** – 13 Moore Avenue, Sprowston, NR6 7LA – Loft Conversion, Rear Deck and Rear First Floor Extension.  
**NO OBJECTION.**
- 17.4. **20201159** – 111 The Paddocks, Old Catton, NR6 7HE – Sub-Division of Garden and Erection of Two Storey Detached Dwelling. Extension of Existing Fencing Along the Boundary to Front of the Plot.  
**RECOMMEND REFUSAL.**
- 17.5. **20201271** – 11 Edgefield Close, Old Catton, NR6 7HP – Proposed Front Porch and Side Extension.  
**NO OBJECTION.**
- 17.6. **20201230** – 20 Colkett Drive, Old Catton, NR6 7ND – Two Storey Side Extension and Single Storey Rear Extension to Detached Dwelling.  
**NO OBJECTION.**
- 17.7. **20201276** – 202 Spixworth Road, Old Catton, NR6 7EQ – Single Storey Front Extension with Flat Roof.  
**NO OBJECTION.**

The following planning applications were considered:

- 17.8. **20201403** – 48 Church Street, Old Catton, NR6 7EQ – Replacement of 8No. Defective Windows (Listed Building).  
**NO OBJECTION.**
- 17.9. **20201496** – 51 Catton Chase, Old Catton, NR6 7AS – Single Storey Rear Extension.  
**NO OBJECTION.**
- 17.10. There were no other planning matters.

## 18. PROPERTY AND RESPONSIBILITIES

- 18.1. Councillor G Crouch stated that he felt that the ACC was not consultative and would not answer questions or enter into discussions. This was not his understanding of a consultative committee and therefore wished to be removed as representative of Old

Catton Parish Council. It was AGREED that Clerk would request copy of Minutes of Meetings but that no Parish Council representative would attend at this time.

- 18.2.** Councillors P Wilkin and B Sabberton-Coe attended Grand Opening of the sprinkler system at Lavare Park hosted by Old Catton Junior Football Club. It was noted that a small, low shed had been installed to cover the water tanks. Club had informed Councillors attending that they intended re-seeding this area and providing a picnic area on match days. Councillor Sabberton-Coe also confirmed that inspection of the Pavilion had been carried out and that there were no issues to report.

**19. STREET LIGHTING, HEDGES, PATHS, VERGES AND HIGHWAYS**

- 19.1.** Clerk invited Councillors to consider project proposals as part of the Parish Partnership bid for 2021/22. Deadline for bids is December 2020.

- 20.** It was RESOLVED that under the Public Bodies (Admissions to Meetings) 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.

- 21.** Verbal report from Staffing Committee was noted and AGREED.

**22. DATE OF NEXT MEETING**

Date of next Ordinary Meeting was noted as Monday 14<sup>th</sup> September 2020 at 7pm.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.20pm.

Chairman, 14<sup>th</sup> September 2020