

**OLD CATTON PARISH COUNCIL,**  
**MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE**  
**HELD AT 7.30 P.M., ON THURSDAY 5<sup>th</sup> DECEMBER, 2002,**  
**AT THE PAVILION, CHURCH STREET**

**PRESENT:** Mrs G Masdin – Chairman  
Mr K Leggett Mrs P Mattocks Mrs A Riches  
Mr R Streeter Mr D Thompson Mr B Sabberton-Coe

The Chairman welcomed everybody to the meeting.

**34. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**35. MINUTES OF THE MEETING OF 7.11.2002**

The minutes had been confirmed and adopted at the Council meeting on 28th November and were signed by the Chairman.

**36. MATTERS ARISING FROM THE MINUTES**

Minute 31. Budget. It was AGREED that a list of on going work and projects should be prepared.

**37. CHEQUES, PAYMENTS AND RECEIPTS AND COMPARISON WITH BUDGET**

37.1. The attached list of vouchers numbered 392 to 457 was approved and the comparison with the budget noted. As part of internal audit procedures Mr R Streeter checked all the invoices against the cheques and initialled the vouchers. The bank reconciliations were noted.

37.2. War Memorial. A summary of the costs and income received for the War Memorial project was received. There was an overall shortfall of £2741.44 for which no provision had been made, apart from in the Contingency Fund. The reason was all the extra and unforeseen works that had been essential to complete the project. It was AGREED that additional donations from the public would be welcomed and mention made of this in the next Newsletter, The Parish News and the Old Catton website.

37.3. The online banking service had not yet been arranged.

**38. REPORT OF DISTRICT AUDIT**

The report of the District Auditor was received. The only comment was about the lack of risk assessments; it had already been agreed that these should be provided.

**39. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Revisions to Financial Regulations and Standing Orders were AGREED and would be recommended to the Council. Copies would be supplied to each member.

#### **40. VILLAGE HALL DRIVE**

The Secretary of the Management Committee had asked that the Council repair the potholes in the Drive as he was under the impression it was the Council's responsibility to do so. This was not the case, but it was thought that the Council had arranged repairs to the Drive in the past when highways works were being undertaken in the Village.

It was AGREED to write to the Village Hall Management Committee offering to try to persuade the traffic calming contractors to fill the potholes, but pointing out that the Council could not accept responsibility for undertaking the work or future maintenance of the drive.

#### **41. TRAFFIC CALMING**

Letters from Norfolk County Council and Mott MacDonald had been received confirming that the scheme had been secured and work would begin in the New Year, with work near the schools being arranged for the half term holiday, if possible. It was AGREED to ask that the work be organised with minimum disruption.

#### **42. BROADLAND DISTRICT COUNCIL, LOCAL PLAN REPLACEMENT**

A copy of the section proposed for Old Catton was considered and the following comments made for Broadland District Council's attention ( reference numbers are those in the Broadland District Council document) –

- 54.12. To note an error, the main site at the Recreation Ground should read on Church Street, and NOT Spixworth Road.
- 54.13. Allocation of 3.8. hectares of land at Spixworth Road for public open space, and
- 54.14. Deficiency in land for formal recreation uses, land above allocated to partially redress this. It was AGREED to support these two points and mention negotiations with the landowners to acquire some of the land.
- 54.4. (e) Although the bowling green at the Woodman public house was shown it had ceased to be used as a bowling green.
- 54.15. This referred to access to the public open space allocated above. It was AGREED that vehicular access from Dunwood Drive should be deleted, this should just be pedestrian access.

It was AGREED that the Planning and Property Committee should be asked to comment also.

#### **43. UNAUTHORISED MEMORIAL IN THE CEMETERY**

The oversized memorial had not been removed, or replaced, despite reminders to the mason and discussions with the representative of the bereaved family. The family's representative had asked if the Council might reconsider its decision that the memorial had to be removed.

It was AGREED to continue to insist that the rules were complied with.

It was AGREED to seek guidance from the Association of Burial Authorities about this situation and mason, and how to avoid future problems.

#### **44. CORRESPONDENCE**

The attached list was received and discussed.

#### **45. DATES OF MEETINGS FOR 2003**

Dates based on the present timings, with Finance and Policy Committee being held on the first Thursday, Planning and Property Committee on the second Thursday and Council on the last Thursday of the month were considered. When there were five Thursdays in a month this left a long gap between committee and council meetings. Various alternatives were considered and it was AGREED to find out if it would be possible to book the Village Hall for the fourth Thursday (rather than the last Thursday) for Council meetings. The Committee would consider this again at the January meeting.

The next meeting of the Committee would be on 2<sup>nd</sup> January, 2003.

The views of the Planning and Property Committee would be sought.

There being no further business the Chairman thanked everybody for attending, wished them well for the festive season, and closed the meeting at 9.30 p.m.

Chairman, 2.01.2003.