

OLD CATTON PARISH COUNCIL,
MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE
HELD ON THURSDAY 15TH FEBRUARY, 2004,
AT 7.30 P.M., AT THE PAVILION, CHURCH STREET

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

APOLOGIES: Miss P Wilkin

The Chairman welcomed everybody to the meeting.

179. DECLARATIONS OF INTEREST

Mr K Leggett declared his personal interest as Project Manager of the Catton Park Steering Group and tenant of Buttercup Meadow.

180. MINUTES OF THE MEETING OF 8.01.2004

The minutes, which had already been adopted by the Council, were signed by the Chairman.

181. CHEQUES, PAYMENTS AND RECEIPTS, COMPARISON WITH BUDGET AND BANK RECONCILIATION

181.1. The attached lists of vouchers numbered 510 to 559, with payments totalling £6,754.92 and receipts of £3,151.44, were approved and the comparison with the budget and the bank reconciliation and list of un-presented cheques for the current account noted.

It was noted that the computer had been replaced as a matter of urgency as the old machine had ceased to function. The funds in the 2003/4 budget for this anticipated expenditure had been used, along with a sum allowed for in 2004/5 for the monitor. The computer and monitor had cost £919.00 and, in addition, a service contract at £120.00 per year, for 4 years had been agreed. Another quotation had been sought, but not supplied, and a (favourable) comparison with internet prices made.

182. EXTERNAL AUDIT REPORT

The District Auditor had completed the external audit and given a Statement of Assurance.

183. CONSIDERATION OF A COMPLAINTS PROCEDURE

It was noted that there was no further recourse open to aggrieved residents, except when the complaint was one relating to the Code of Conduct, which was already described in the policy. It was AGREED to adopt the Complaints Procedure.

184. HIGHWAYS

184.1. Vehicle Activated Signs at Spixworth Road. There had been no further news about the signs or their positions.

184.2. Speeding. It was noted that the Police had been using radar traps in St Faiths Road recently.

185. CATTON PARK

Mr K Leggett reported that the Conservation Plan was available, along with a non technical summary. It was hoped to make the summary available electronically. It was AGREED that the documents would remain in the Council office and not be allowed to leave the building.

The entrance in Church Street had been redesignated by the Steering Group, with use only for emergency vehicles and the area shown hatched for potential parking had been deleted from the plan.

It was anticipated that the Heritage Lottery Fund would fund 90% of the cost of the work at the Park. It was hoped that the remaining 10% would be funded by the local authorities involved.

If the project progressed the Steering Group recommended the formation of a company limited by guarantee in order to apply for the grant from the Heritage Lottery Fund. This would then be registered for charitable status. The Trustees would probably be, initially, the local authorities that had committed to funding the project and Mr Buxton.

The possibility of the Council contributing a one off sum of, perhaps £100.00, to the 10% funding was discussed. This would give the Council the opportunity of nominating one of the Trustees. It was AGREED to agenda the idea as a proposal for the next Council meeting.

186. ENVIRONMENT DAY 4.06.2004

Mrs P Mattocks noted that the date was relatively close and she had looked into ways of doing something fairly simple for the day. Mrs Mattock's suggestion was to provide bird boxes on the Recreation Grounds and, perhaps, to encourage residents to buy boxes for their gardens. Members supported the idea. It was AGREED that it should be publicised in the newsletter and website. It was hoped to obtain the assistance of the Norwich Fringe Project as well as local bird experts. Mrs P Mattocks agreed to organise and implement the project.

187. VILLAGE HALL

The secretary of the Village Hall Management Committee had suggested providing the Council with a monthly report on Village Hall matters and this offer was accepted.

188. CORRESPONDENCE

188.1. The attached list was received and discussed.

188.2. Insurance cover. Mr D Thompson and or Mr S Dunn would review the insurance cover.

188.3. NCAPTC, Spring Seminar. It was AGREED that Mrs G Masdin, Mrs A Riches and the Clerk would attend. Members of the Planning and Property Committee would be given the opportunity also.

189. NEWSLETTER

It was AGREED to publish a newsletter in Spring and to include the following – Environment Day, the sponsored walk on Good Friday, the Musical Keys Fete, an update on Catton Park, a reminder about speed limits (with results of recent radar traps if possible), a request to keep village tidy by hedge cutting etcetera, the progress with the Parish Plan, and a mention of the forthcoming elections.

The question of promoting village organisations' events was discussed and it was noted that these were already covered in the Parish News but might be included in the newsletter if space permitted.

190. ANY OTHER BUSINESS

District Councillors' reports. It had been suggested at the last council meeting that the District Councillors should give a report on planning issues that affected the Village that had been discussed at Broadland District Council's planning committee. It was noted, however, that details of the Parish Council's recommendations to Broadland District Council were already circulated with the minutes (of which copies were available at meetings) and that any major or policy issues were already discussed fully in council meetings.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 9.35 p.m.

Chairman, 4.03.2004