

NOTICE OF TROWSE WITH NEWTON PARISH COUNCIL
OPEN SPACES AND PROPERTY COMMITTEE MEETING

You are hereby summoned to attend the Trowse with Newton Parish Council Meeting to take place at the Manor Rooms, The Street Trowse on: **Thursday 15th June 2023 at 7.15pm**

Members of the press and public are invited to attend, and any questions should be directed to trowsepc@outlook.com

Kate Leggett (Parish Clerk)

AGENDA

1. ATTENDANCE

To note those present and consider apologies for absence.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS To consider any dispensations previously submitted.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position.
- That of your family or close friends.
- That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest, you must say why the interest arises so that it may be included in the minutes.

3. ELECTION OF COMMITTEE CHAIRPERSON

4. MINUTES OF PREVIOUS MEETING

4.1 – To confirm the minutes of the meeting held on the 11th May 2023.

5. MATTERS ARISING

5.1 – To confirm any matters arising from the previous minutes.

6. PUBLIC FORUM

6.1 - To receive comments from members of the public, restricted to 2 minutes per person, on matters elsewhere in the agenda. Item to last no more than 10 minutes.

7. ALLOTMENTS.

7.1 – To discuss and APPROVE allotment management procedures for plots not conforming to tenancy agreements.

7.2 – **Cllrs Price and Haynes** to provide Allotment checks form.

7.3 - Update from clerk re the pest control on allotment sites.

7.4 - Block Hill tap.

8. HERITAGE INFORMATION PROJECT

8.1 – Clerk to update members on progress with this project.

9. CEMETERY.

9.1 – To discuss and APPROVE site maintenance programme and restructured plot allocation.

9.2 - Cemetery gate installation – To discuss and APPROVE contractor for the installation of the new cemetery gates.

10. COMMON.

10.1 – Clerk to provide update on playground repair and safety inspection.

10.2 - Bus shelter seating. Clerk to advise members on alternatives to current seating and associated costs.

10.3 – To discuss proposal of dog play area on the common.

11. HIGHWAYS & OPEN SPACES

11.1 – SAM camera – Cost of converting new Camera to Solar power. Clerk to advise members on the quote received for this.

11.3 - Discussion regarding village gateway sign and new village sign. Clerk to provide information following discussion with Vic Thomson.

12. FLOODING

None for this meeting.

13. POLICY AND PROCEDURES.

None for this meeting.

14. EVENTS

Nothing for this meeting.

15. TIME AND DATE OF NEXT MEETING Thursday 17th August 2023 @ 7.15pm in the Manor Rooms.

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL OPEN SPACES AND PROPERTY COMMITTEE MEETING

Held at The Manor Rooms, The Street, Trowse on: Thursday 11TH May 2023 at 7.15pm

Present: Cllr Price (Chair) Cllr Owen, Cllr Greenizan, and Cllr Haynes.
Clerk: Kate Leggett

099 (001) APOLOGIES

None for this meeting

100 (002) DECLARATIONS OF INTEREST AND DIPENSATION

None for this meeting.

101 (003) MINUTES OF THE PREVIOUS MEETING

Minutes for the meeting held on the 13th April 2023 were **agreed and signed.**

102 (004) MATTERS ARISING

None for this meeting.

103 (005) PUBLIC FORUM

A resident asked about the reinstatement of the hedge on the Dell allotments. It was thought that it was better to wait until the autumn now to plant any new trees as they will have a better chance in the damper months. Although we will be planting a new hedge it was thought that a fence still needs to be placed behind to prevent people climbing over. Chris Bowers had been to look at the site on the clerk's behalf and stated that it needed 6 panels and 7 posts. **This was approved to action with the caveat that it was under the £500 committee limit. Clerk to liaise with Mr Bowers about this.**

Mr Bowers also stated that the plot number posts have started to deteriorate and needed replacing. **Clerk to investigate replacement posts and costs.**

104 (006) ALLOTMENTS

6.1 – Clerk gave those present an update on the current waiting list.

6.2 – Cllr Haynes will email list of plots to the clerk on the dell that are not showing suitable signs of cultivation.

6.3 – Pest control. It was reported that there had been an increased number of rats again. **Clerk to contact Mr Smith**

6.4 -The crush asphalt for the Block Hill allotment driveway has been delivered. It was thought that we may have to hire a plate wacker to level the asphalt when in place so it doesn't come loose again. **Clerk to investigate the site and work out where it needs to be placed and if we could find help in placing.**

6.5 – Much discussion took place around the public access to Sparkes Wood from the allotments. Resolved to leave open for now and move this item to the next agenda.

6.6 - Replacement hedge on Dell Allotments. See item 5.

105 (007) HERITAGE AND INFORMATION PROJECT

7.1 – The clerk updated the members on the progress with the Trowse Historical Society. The clerk has produced a draft constitution and sent to the interested parties. A future meeting will decide on committee members etc.

106 (008) CEMETERY

8.1 – The new cemetery compost bin has been put in place. Our thanks go to Tony Brooks for sorting this out for us.

107 (009) COMMON

9.1 – Clerk to investigate if this work is now complete. No invoice has yet been received. Clerk to investigate. It was reported that the dips in front of the goal posts need filling in or the goal posts need moving. It was thought that Mr Burrell, who did the bus shelter roof, would be able to undertake this task.

Clerk to action.

9.2 – Bus shelter seating. **Clerk to investigate replacement seating for the bus shelter.** This item is ongoing. Cllr Haynes enquired about the book shelf for the bus shelter book swap. It was thought that Cllr Long has a suitable shelf.

108 (010) HIGHWAYS AND OPEN SPACES

10.1 – The new camera is now up and running on Whitlingham Lane, and our thanks go to Cllr Haynes and Mr Bowers for this. Clerk to review the instructions to be able to retrieve the data. Cllr Bowers stated that the battery needs to be changed about every six weeks.

10.2 – The clerk gave those present an update about the removal of trees from the May Gurney site. This is an ongoing issue and is being dealt with by South Norfolk DC.

10.3 – Discussions took place around the insurance for the attenuation tanks that are now under land owned by the PC. The clerk took those present through quote that have been received. These will be presented to full council due to being over the £500 committee limit.

109 (011) FLOODING

It was noted that the common is currently 1/3 under water. This is due to the recent very heavy storms. Floodsax information is to be placed on the next newsletter and Facebook pages.

110 (012) POLICIES AND PROCEDURES

Nothing for this meeting.

111 (013) Events

Coronation event. The clerk took those present through a debrief of the event. Overall, despite the weather the event has been very well received. The games were very popular and the structure of the day worked well. In terms of the bad weather, it was thought that if this was to be undertaken again, things like to Tombola needed to be undercover, we needed to serve tea and coffee and we needed more volunteers to help man the stalls to enable better breaks.

112 (014) AOB

Grass cutting for the new land on White Horse Lane and Mustard Way. The clerk advised of the quote received from Excite Solutions. **Resolved to recommend to full council that we have 2 cuts per month up until July when it will be reassessed.**

113 (015) DATE AND TIME OF NEXT MEETING

Next meeting will be held on 15th June @ 7.15pm in the Manor Rooms.

Meeting closed at 20.27

Decisions/ Actions	Delegated to
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Heritage project	On going
Dell fence	Clerk/Mr Bowers
Plot number posts	Clerk
Bus shelter seating	Clerk
Goal posts moved.	Clerk

DRAFT

Bus Shelter seating

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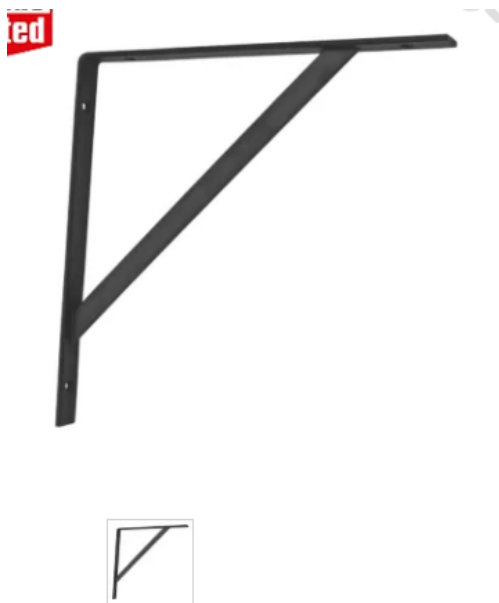
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Good afternoon Kate,

It is possible and the cost of the retrofit is £705.00 + VAT – the sign would need to be returned to us (carriage cost included in the price).

IMPORTANT INFORMATION REGARDING PORTABLE SOLAR SYSTEM

We suggest four weeks in one location before changing batteries and moving the device. Even if the unit is still operational, swap the battery to ensure regular charging cycle for both.

Best Regards,
Joanna



Joanna Pilarska

Sales Administrator

Westcotec Ltd (Employee Owned)

A: 34 Bertie Ward Way, Rash's Green Ind. Est, Dereham, Norfolk, NR19 1TE

T: [01362 853124](tel:01362853124)

M: 07902 767843

E: sales@westcotec.co.uk

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From: Kate Leggett <trowsepc@outlook.com>

Sent: Tuesday, May 30, 2023 12:44 PM

To: Sales Support <sales@westcotec.co.uk>

Subject: SAM camera solar charging

Dear Sir/Madam

We recently purchased a new SAM camera from yourselves and wondered if this can be retro fitted with a solar charging device. We currently have two batteries that have to be charged up at intervals and it would be beneficial to have solar charging if it was available. If this is possible, are you able to supply me with a quote/how we would go about installing etc?

Kind regards

Kate Leggett
Clerk to Trowse Parish Council

Trowse with Newton Parish Council, The Manor Rooms, The Street, Trowse, NR14 8ST. Telephone: 07899798853

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