

**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 14<sup>th</sup> September 2023 at 7.15pm**

Members of the press and public are invited to attend, and any questions should be directed to  
[trowsepc@outlook.com](mailto: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. MINUTES OF PREVIOUS MEETING**

3.1 – To confirm the minutes of the meeting held on the 17<sup>th</sup> Aug 2023.

**4. MATTERS ARISING**

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

**5. PUBLIC FORUM**

5.1 - 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.

**6. ALLOTMENTS.**

6.1 – Allotment inspections. To discuss and agree the procedure for inspections, their reporting and notices to be sent.

6.2 – Allotment tenancy renewals. To discuss and agree fees and any amendments to rules and regulations for 23/24 year.

6.3 – Creation of half plots. To discuss and agree the creation of more half plots.

6.4 – Ground prep for hedgerow trees. To discuss and agree what is to be done to facilitate the planting of trees along the new fence.

**7. CEMETERY.**

7.1 – Clerk to give an update about the progress made in the cemetery with regards to maintenance work.

7.2 - Update from clerk about Memorial inspections. Inspection reports have been received. Clerk to outline any works required. To discuss and agree any required works.

**8. COMMON.**

8.1 – Clerk to provide update on play equipment repair.

8.2 – Common fixtures repairs. Inspections of the benches have been undertaken. Clerk to advise of works required following report from Groundsman. To discuss and agree works. Clerk to circulate replacement costs.

**9. HIGHWAYS & OPEN SPACES**

9.1 – Graffiti on the bridge. To discuss and agree removal.

9.2 – Maintenance work of Churchyard trees. Clerk to advise members on report from tree surgeon (if received in time for the meeting).

9.3 – White Horse Lane development trees. To discuss and agree action regarding the newly planted trees on the development, some of which have died due to last years drought.

9.4 – Dog bins/waste collections on White Horse Lane development. Clerk to advise members of issues with waste collections. To discuss and agree action.

9.5 – Railings. Following a comment from a resident about the railings outside a property, which have been repainted, members to discuss and agree any action.

## **10. EVENTS**

10.1 – Summer Event. To discuss the possibility of an annual event in the village and what format that may take.

## **11. POLICY AND PROCEDURES.**

11.1 – Budget setting. To begin the process of budget setting for 24/25 financial year.

## **12. GROUNDSMAN'S TASK LIST**

12.1 – Committee to discuss and agree groundsman's priority tasks for the coming month.

## **13. TIME AND DATE OF NEXT MEETING**

Thursday 12<sup>th</sup> October 2023 @ 7.15pm in the Manor Rooms.