

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

Held at The Manor Rooms, The Street, Trowse on: **17th August July 2023 at 6.30pm**

Present: Cllr Owen (chair), Cllr Haynes, Cllr A Greenizan, Cllr Barnes, Cllr Long and Cllr Bowers
Clerk: Kate Leggett,

019 (001) APOLOGIES

Cllrs Price

020 (002) DECLARATIONS OF INTEREST AND DIPENSATION

Councillors who have allotment plots.

021 (003) MINUTES OF THE PREVIOUS MEETING

Minutes for the meeting held on the 15TH June 2023 were **agreed and signed**.

022 (004) MATTERS ARRISING FROM THE PREVIOUS MINUTES NOT ALREADY ON AGENDA

None for this meeting

023 (005) PUBLIC PARTICIPATION

Chris Bowers took the floor: The goal posts of on the common have now been repositioned and sockets installed. It was noted that the previous person asked to install the sockets hadn't actually done so. New nets had also be purchased and installed and thanks go to Mr Bowers and two village residents who helped with this activity.

Previous nets purchased were too small, but it was thought that some 5 aside goals could be purchased for smaller children to be able to enjoy a game. Clerk to add this to next agenda.

The newly planted trees on the common have all been weeded and grass around them cut. It was thought that some of the low hanging tree branch may have to be cut back as some of the new saplings are not getting enough light. This can be added to the Groundsman's task list for another month.

It has been noted that the contractor cutting the grass on the common is not doing a suitable job by strimming around the benches, bins and gateways. It was agreed that an inspection of the cut would be made before any payments made to the contractor in the future, bringing any issues to his attention as soon as possible.

It was thought that the old school climbing frame could be used to replace the bus shelter seating. Clerk to contact Cllr Vic Thomson to discuss this possibility.

It was also requested that perhaps Norfolk County Council could open the old school up for a few hours to allow residents a chance to have a look around it before it gets repurposed. Clerk to contact Cllr Vic Thomson about this.

It had been noted that some residents had taken it upon themselves to trim the weeds etc on the old school playground. It was thought that as it has now been cleared NCC could come and remove the detritus. Clerk to contact NCC.

The rubbish bin at the top of The Street/Kirby Rd has rotted at the bottom. Clerk to investigate costs of a replacement and action purchase if within the permitted spend limit.

Sign;

Date:

Mr Bowers has met with Matthew Colman about the restoration of the old village sign and Mr Colman has kindly offer his facilities for this repair/restoration. He will also help Mr Bowers assess if the sign can be repair sufficiently to be replaced in its original position.

The council thanked Mr Bowers for all his work and assistance in these matters.

024 (006) ALLOTMENTS

6.1 – The clerk gave those present an update on pest control from our contractor. It was also noted that a hedgehog has been spotted on plot 28.

6.2 – Allotment monthly inspection. A lengthy discussion was had among members about the most recent allotment inspections and management of vacant/unworked plots. **The clerk is to go through this month's inspection report with a councillor and send out the relevant notices to plot holders.**

It was also noted that one of the plot holders seems to be using their plot to park their car overnight. This is not permitted under the allotment rules and a letter is to be sent to the plot holder.

The path between plot 48 and 49 is thought to be a more permanent structure than just a gravel path. **Actioned to get groundsman to investigate this before decisions on its removal are made.**

A request for a skip has been made by Block Hill allotments. Groundsman to go and investigate if this should be a general or green waste skip. It was thought that if it was more a green waste requirement then a chipper could be hired to make compostable material.

025 (007) CEMETERY

7.1 – The clerk gave an update on works on the cemetery. The groundsman has made a lot of progress in tidying the site. The next item to tackle there would be the removal of the shed and this will be added to the task list for this month.

The clerk also gave a update on her progress with administration for the cemetery and ensuring that all the current plots are noted. She has compiled an up-to-date spreadsheet, cross referencing photos taken and previous burial records to ensure that we now have an accurate record.

7.2 – The Clerk informed those present that the memorial inspection has been delayed because the contractor has been delayed on a previous job due to poor weather. It is hoped that our inspection can be undertaken before the next Open Spaces meeting.

026 (008) COMMON

8.1 – The clerk gave members an update on the play equipment repair and the vandalism that occurred last month one of the climbing frames. It was thought that the children responsible are known to a councillor and member of the high school staff and she will take the lead on this when term restarts.

8.2 – Common fixture repairs. The clerk gave an update on some of the fixtures on the common that need repair. It had been noted that a couple of the benches were much in need of repair or replacement due to weathering. **Clerk to investigate costs for replacement composite seating and bring to next month's meeting.** It was thought that CIL funds could be used to purchase replacements.

027 (009) HIGHWAYS AND OPEN SPACES

Sign;

Date:

9.1 – The Clerk presented the quotes for the streetlight maintenance contract and a discussion took place. **Proposed to accept the quote from TT Jones Electrical Cllr Haynes, Seconded Cllr Long, all in favour. Clerk to inform the contractor.**

There followed a brief discussion about the Christmas lights with the switch on event being organised for the 1st December. **Clerk to contact Cozens to arrange the setting up and switching on details.**

9.2 – Tree works in the churchyard. The clerk informed the council of the quote she had received. She will also be seeking a second quote from another contractor. Due to the health and safety concerns around these trees it will be asked at full council that the clerk be given delegated authority to proceed immediately once a second quote is received.

028 (010) FLOODING

10.1 The Clerk informed those present of information she had received from the Environment agency about Flood Resilience Protection. Homeowners will be contacted directly by the EA and informed of the process. This is for information only and is not something that the PC has any jurisdiction over.

029 (011) POLICY AND PROCEDURE

11.1 – The clerk and Cllr Bowers took members through the Budget V Actual spreadsheet as circulated and general discussions took place on the topic. It was thought that this committee is on track with its current spending and another review would be undertaken for the next quarter in October, when more in depth discussions had and agreements made for the 24/25 budget, ahead of full council budget setting in December.

030 (012) GROUNDSMANS MONTHLY TASK LIST

Tasks set for the coming months:

- Look at BH allotments to assess skip needs.
- Inspection of common benches and bins.
- Place bookshelf in bus shelter.
- Cut back common trees near swing. (Clerk to check with SNDC if this requires planning permission).
- Removal of the old shed on cemetery, firstly checking for signs of habitation.
- Cemetery work as advised by the Clerk.
- Block Hill pathway clearance.
- Monitor detritus in the common ditch.
- Check for hogweed in the churchyard.
- Pathway investigation on The Dell.

018 (015) DATE AND TIME OF NEXT MEETING

Next meeting will be held on 14th September @ 7.15pm in the Manor Rooms.

Meeting closed at 9.02pm

Decisions	Actions
Contact Cllr Thomson about using the old climbing frame at the school for bus shelter seating.	Clerk
Contact Cllr Thomson about having an open day at the old school.	Clerk

Sign;

Date:

Allotment notices following inspections	Clerk
Pathway investigation on The Dell	Groundsman
Investigate cost of replacement benches for the Common	Clerk
Contact TT Jones about contract for street lighting.	Clerk
Christmas lights arrangement	Clerk

DRAFT

Sign;

Date: