

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

Held at The Manor Rooms, The Street, Trowse on: 12th October 2023 at 6.30pm

Present: Cllr Owen (chair), Cllr Price, Cllr Long, Cllr Haynes, and Cllr Bowers
Clerk: Kate Leggett,

050 (001) APOLOGIES

Cllr Barnes and Greenizan

051 (002) DECLARATIONS OF INTEREST AND DIPENSATION

Councillors who have allotment plots.

052 (003) MINUTES OF THE PREVIOUS MEETING

Minutes for the meeting held on the 26th September 2023 were **agreed and signed**.

053 (004) MATTERS ARISING

None for this meeting.

054 (005) PUBLIC FORUM

Cllr Bowers commented that the flowers in the tyre displays on the common will die and Christine has asked if they should be replaced. A sum of £50 was agreed for this, to be ratified as an agenda item at the next meeting.

Work is ongoing with the village sign. Chirs Bowers is working with Matthew Colman to make the repair and it is thought that if all goes well, the sign should be able to be placed back in its original position.

054 (006) ALLOTMENTS

6.1 - The clerk gave an update on the current allotment waiting list. Due to people vacating plots as we come around to renewal moth, there is currently no waiting list. However, we will have some vacant plots to maintain whilst tenants are found.

6.2 - To agree and approve the updated Allotment Management Plan following the changes laid out in the meeting of the 26th September. **Resolved to approve. All in favour.**

055 (007) CEMETERY

7.1 - The clerk gave an update on the memorial inspections. Letter will be sent out to owner of graves but finding these has been difficult. The Clerk is waiting for information from the church regarding grave ownership in the churchyard.

7.2 Old cemetery gates. Discussion about what to do with the old cemetery gates was had. Suggestions included:

- offering them to the Manor Rooms
- Seeing is Arminghall Estates could reutilise them
- Use them on the Dell Allotments.

Groundsman to be asked to measure the Dell allotment driveway to see if they would fit.

056 (008) COMMON

Sign;

Date:

8.1 Update on play equipment repair. The Clerk updated members on the repair to the common play equipment. It is becoming difficult to source contractors for work and as yet, none have replied to correspondence.

8.2 Replacement benches for the common. These will be ordered next week, and they are being delivered to Cllr Bower's address.

8.3 Grass cutting for 24/25. Discussions took place around this item. It was proposed that grass cutting would be taken in house for a year's trial. **Proposed Cllr Owen, seconded Cllr Haynes: All in favour.** This activity may result in changes to the Personnel committee budget for staffing.

8.4 - Gazebo placement on the Common. Clerk and groundsman to investigate suitable locations and final decision to be made at the next meeting.

8.5 - To retrospectively approve budget for wildflower seeds for the common. Approved £50.

057 (009) HIGHWAYS AND OPEN SPACES

9.1 - Trees on the churchyard. Clerk advised that she was still waiting from a quote to come in. It was hoped that this would be made available ahead of Monday's full council meeting.

9.2 - Trees on the White Horse Lane development. It had been reported by a resident at the meeting of the 14th September that some of the trees planted by Norfolk Homes on the new development died during last year's drought. It was thought that the council may like to take up the 40,00 trees offer from NCC. It was also thought that there should be a height limit on the trees to make sure they remain manageable in future years. **Clerk and groundsman to make investigations on site and see what trees would be suitable.**

9.3 - Streetlight update. The Clerk advised that TT Jones had been contacted due two streetlights being very bright outside residents' houses at night. Shields have been purchased and fitted to the assets in question.

9.4 - Village sign. Following on the from update received by Cllr Bowers a budget of £1000 was proposed. The was agreed and will be ratified at the November full council meeting due to it being over the £500 committee spending limit.

058 (010) EVENTS

10.1 - Discussions were held about the possibility of providing a summer event next year. Cllr Haynes led the talks stating that it was an Olympic year in 2024 and could/would the village be interested in a sports day event. The Clerk advised that a working group to head up this event should be formed to help with the planning and management. Cllrs Long and Haynes agrees to start this activity and members of the public would be invited to join. The working party should discuss and agree ideas and budgetary requirements and report to the Open Spaces Committee. Budgetary requirements would have to be signed off by Full Council.

059 (011) POLCIES AND PROCEDURES

11.1 - Discussions around the budgetary requirements of this committee took place. The Clerk asked members to consider plans or projects that may require funding. It was mentioned that changes to the groundsman's tasks to include grass cutting in the summer months would have a knock-on effect for the personnel committee budget and their figure would have to be reassessed. The Clerk encouraged Councillors to look through the Budget V Actual spreadsheet for the year to date to help inform them of current spending patterns.

Clerk to investigate the cost of a ride on mower rental for the groundsman.

060 (012) GROUNDSMAN'S TASK LIST

Sign;

Date:

12.1 - This month's tasks for the groundsman to include:

- Measuring of allotment driveway to see if the old cemetery gates can be repurposed there.
- Investigation of trees on WHL with the Clerk
- Clearing any vacant allotments.
- Other items as identified by the Clerk.

12.2 - Purchase of shelving unit for Council lock up. A budget of £100 was agreed for this. **Clerk and Groundsman to action.**

049 (005) DATE AND TIME OF NEXT MEETING

Thursday 16th November 2023 @ 7.15pm.

Meeting closed at 8.50pm

Decisions	Actions
Memorial inspections	Clerk
Trees for WHL Development	Clerk/Groundsman
Cost of rental mower	Clerk/Groundsman
Shelving Unit	Clerk/Groundsman

Sign;

Date: