

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

Held at The Manor Rooms, The Street, Trowse on: 16th November 2023 at 7.15pm

Present: Cllr Owen (chair), Cllr Price, Cllr Long, Cllr Barnes, and Cllr Bowers
Clerk: Kate Leggett, Groundsman: Tony Brooks

050 (001) APOLOGIES

Cllr Haynes 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 12th October 2023 were **agreed and signed**.

053 (004) MATTERS ARISING

None for this meeting.

054 (005) PUBLIC FORUM

It was mentioned that some of the Christmas lights are already on. **Clerk to contact supplier to get them turned off before the switch on event on 1st Dec.**

054 (006) ALLOTMENTS

6.1 - The clerk gave an update on the current allotment waiting list and tenancy renewal. The clerk had received an email from a tenant who has been served notice to quit, outlining all the work that they had undertaken and asking if the notice could be rescinded. **Resolved to allow the tenant to continue. Clerk to advise and send out new tenancy forms.**

An article is to be placed in the next edition of the newsletter advertising that we currently have vacant plots and no waiting list. **Clerk to action.**

6.2 – The Clerk gave an update regarding the replanting of the hedge on the Dell allotments. The hedge is now in, and thanks go to the groundsman and Christine Ender for their hard work.

6.3 – The Clerk updated members on the drain issue on the Dell allotments. A contractor was brought in to look at the problem and removed a large amount of soil and debris from the drain. However, no outlet was found. It is hoped that having thoroughly cleared it out, it won't cause problems again. The Clerk has purchased a gully clearing device for the groundsman should clearing be necessary in the future.

055 (007) CEMETERY

7.1 - The clerk gave an update on the memorial inspections and follow up letters. Unfortunately, all but one of the grave owners are not contactable and it is thought that costs to repair the faulty memorials will now fall to the council. **Clerk to contact local stone mason and get quote for the required work.**

056 (008) COMMON

8.1 Update on play equipment repair. The Clerk took members through the quote received. **Proposed to accept quote Cllr Barnes, seconded Cllr Price, all in favour. Clerk to action.**

Sign;

Date:

8.2 Replacement benches for the common. These will be delivered on the 21st. Clerk to find out if they are delivered assembled or if assembly is required.

8.3 - Gazebo placement on the Common. Clerk took members through the discussion process with the groundman to find a suitable location for the gazebo on the common. It was thought that directly behind the bus shelter will be as unintrusive as possible whilst enabling parents to see the whole play area. **Agreed. Clerk to action with groundman.**

057 (009) HIGHWAYS AND OPEN SPACES

9.1 - Trees on the churchyard. The Clerk advised members that the tree works would take place on the 5th/6th/7th/12th/13th/14th December.

9.2 – The Clerk informed members that she had received a response from the Heritage Officer at SNDC regarding the painting of railings in the village. The Officer explained that the PC nor SNDC had any remit over the painting of the railings unless they had been painted garishly and therefore falling foul of any conservation area regulations.

9.3 – To discuss and agree Ear Marked Reserves provision for Biodiversity Action Plan. A sum of £25,000 was agreed and this will form part of the budget for Open Spaces in the coming budget. The sum can be Ear Marked out of CIL funds that the PC has received this year. **Resolved to recommend to Finance Committee.**

060 (012) GROUNDSMAN'S TASK LIST

Due to the groundman having to leave the meeting, this item was brought forward by the Chair.

Delegated authority was given to the Clerk to liaise with the groundman about his tasks for the coming months.

058 (010) EVENTS

10.1 – Chair made the decision to move this item to the next agenda.

059 (011) POLICIES AND PROCEDURES

11.1 – Much discussion around the budgetary requirements of this committee took place. Resolved to agree budget of £62,149.06 for this committee budget. **Proposed Cllr Owen, Seconded Cllr Price, all in favour. Clerk to present this figure to the Finance Committee.**

049 (012) DATE AND TIME OF NEXT MEETING

Thursday 16th November 2023 @ 7.15pm.

Meeting closed at 9.05pm

Decisions	Actions
Memorial repairs	Clerk
Allotment tenancy forms	Clerk
Newsletter article re allotments	Clerk

Sign;

Date:

Gazebo placement	Clerk/Groundsman
Groundsman's tasks	Clerk/Groundsman

Sign;

Date: