

TROWSE with NEWTON PARISH COUNCIL

The Manor Rooms, The Street, Trowse, Norwich NR14 8ST

E-mail: trowsepc@yahoo.co.uk Tel: 07899798853

Minutes of the meeting of Trowse with Newton Parish Council

held on Monday, 24 June 2019 at 7.15pm

in the Manor Rooms, The Street, Trowse

Present:

Cllr J Smerdon – presiding

Cllr H Smith

Cllr M Haynes

Cllr P Greenizan

Gina Lopes – Clerk to Trowse with Newton Parish Council – in attendance

Alan Presslee, Philip Makepeace, Jack Pointer on behalf of Norfolk Homes

7 x public

2019/020) Apologies for absence

Apologies for absence were received and accepted as below:

Cllr J Peart	-	Holiday
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Cllr D Price - Holiday

Cllr H Bowers - Holiday

Cllr C Bowers - Holiday

Cllr A Greenizan - Holiday

Further apologies noted from SNC Cllr Neal

2019/021) Declarations of interest

Declarations of interest were received as below:

Cllr P Greenizan - Allotments (pecuniary)

Cllr H Smith	-	Allotments (pecuniary)
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Cllr M Haynes	-	Allotments (pecuniary)
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Cllr Haynes queried his interest on advice he had received

2019/022) Arminghall Trust site

Norfolk Homes' representatives presented a draft plan and discussion included the following points:-

- Norfolk Homes Ltd (NHL) is constructing phase 1 of the land off White Horse Lane;
- NHL now has legal control of the Trustees of the Arminghall Settlement land (known as Phase 2);
- Phases 1 and 2 (and school land) comprise the TROW1 allocation in the South Norfolk Local Plan;
- NHL is undertaking work to prepare for a full planning application on the Phase 2 land;
- Thought it opportune/timely to meet with the Parish Council, outlining our proposals (and leave copies of a preliminary layout plan) and seek its input/thoughts/questions ahead of completing and submitting the application;
- NHL has consulted with NCC Highways and SNC;
- Very happy to return to meet the Parish Council again, if considered useful.

Preliminary layout plan shows:

- 83 no. dwellings (23 of which affordable);
- Vehicular access via White Horse Lane (Phase 1) only;
- Public open space (main area conjoined with the land Hopkins Homes was required to provide as public open space);
- Provision for footpath/cycle routes north to Devon Way and Blacks Avenue/Hudson Avenue;
- Potential for 'circular walk' incorporating path through the southern boundary bund.
- The Chairman queried if there would be a presentation in relation to one of the road names being dedicated to one of the last police constables in Trowse

2019/023) Suspension of meeting for Public Participation

RESOLVED to suspend the meeting to invite members of the public to speak – see “Public Participation Notes” attached

2019/024a) Minutes of the meeting held 15 May 2019 –

RESOLVED to approve the minutes of the meeting held on 15 May 2019 as a true and accurate record of the meeting, the minutes were duly signed by the Chairman

2019/024b) Minutes of the Extraordinary meeting held 12 June 2019 –

RESOLVED to approve the minutes of the Extraordinary meeting held on 12 June 2019 as a true and accurate record of the meeting, the minutes were duly signed by the Chairman

2019/025) Councillors' Reports

a) Six Strategic Group Meeting –

Cllr Smith gave a brief meeting report which included the following:

- Bus service has no change or improvement until next year, very disappointing as now have to time everything to the hour. Do not like to use double deckers because of overhanging trees and will consider removing low branches.
- Arson attack had occurred in Poringland, very concerning and residents need to be vigilant about anything untoward
- Voiced her concerns regarding the bank account problems and Cllr David Hewer had offered to help which would also offer transparency
- High Ash Farm is an area people can go through without payment. Grant has ended and looking for sponsorship, SNC will consider if they can support.
- Meeting was very useful

b) Other reports –

Cllr Smerdon reported he has been asked to judge several classes at the School Fete and asked if any other Councillors wished to be involved. Cllr Smith agreed to attend if no-one else wanted to.

Cllr Smerdon advised the SAM machine was placed by the Common last year within the 20mph limit which is not enforceable. Will now put by the White Horse PH so will flash on entering the village – all in agreement.

The Clerk advised SAMs training was available in July at Dereham for Councillor volunteers and possible dates were discussed.

ACTION: CLERK/JS/PG

2019/026) County Councillor's Report

NCC Cllr Thomson presented a written report as below:

If you're planning on paying someone to dispose of your waste remember the [#ScrapFlytipping](https://www.norfolkrecycles.com/scrapflytipping) code.
<http://www.norfolkrecycles.com/scrapflytipping>



Did you see the War on Plastic TV program? We'd like to reassure everyone in Norfolk that plastic from their home recycling bins is sent to reprocessing plants in the UK.
[#waronwaste](#) [#plastic](#) [#recycling](#) [#bbc](#)

Residents and holiday makers across Norfolk are being urged to stay safe near the open water as part of national awareness.

Half of all accidental drownings happen to people who didn't intend to go into the water and are taking part in activities including running, walking, fishing and cycling near water.

In 2017:255 people accidentally drowned in the UK

About 85% of these fatalities were male

75 UK nationals, mainly tourists, drowned whilst abroad in 2017.

With nearly 200 miles of inland waterways and 90 miles of coastline, Norfolk Fire & Rescue Service's specialist water- rescue equipment is often called on at incidents across the county. Since the start of 2017, nine people have drowned in Norfolk. Three of those deaths occurred within the last year. The service has been called to rescue people from the water more than 40 times in the last 12 months. Norfolk's Chief Fire Officer Stuart Ruff said: "Our staff are highly training to carry out these difficult water rescues but prevention is always better than cure. There are simple steps people can take to keep themselves, families and pets safe near the open water." Statistics show men are more likely to drown than women and that alcohol is a factor in many cases. **We work closely with other agencies on educating the public and have recently launched a scheme working with the RNLI where we offer water throwline training to staff at waterside licensed premises across Norfolk.** Norfolk Fire & Rescue Service is also part of the county's multi-agency Drowning Prevention Group which aims to reduce the number of incidents on our waterways through education and training. **The group offers several tips to help people reduce their drowning risk:**

- If you are going for a walk or run near water stick to proper pathways and stay clear of the water's edge
- Make sure conditions are safe, avoid walking or running near water in the dark, slippery or in bad weather
- If you've had alcohol don't enter the water, avoid walking alone and avoid routes near water
- Never enter the water to try and help a person or animal - always call 999 and use any water rescue equipment if it is available
- If you are spending time near water - whether at home or abroad make sure you are familiar with local safety information and children are fully supervised.

Whitlingham Lane

In the short-term vans have been moved on. Looking to a long-term solution a temporary TRO is being put in place to control the parking along the Lane. This will also extend to controlling the Clearway from the Boatyard to the Flint Cottage.

Norfolk is to become a pioneer in transforming maternity and early years services after being selected for a new national programme.

Norfolk is one of five areas to take part in the new Early Years Transformation Academy (EYTA), led by The Early Intervention Foundation. The successful bid was led by Norfolk County Council, supported by Norfolk's Clinical Commissioning Groups. It means that organisations working across health and maternity services will work even more closely to strengthen how they work in partnership to improve children's lives.

By working with the EYTA, the maternity and early years services want to ensure that:

1. More children having a better birth as a result of good maternal and paternal health (mental and physical)
2. More children develop in line with their developmental milestones, especially those from our most disadvantaged communities
3. Fewer children aged 0-5 experience neglect or emotional harm
4. More families experience social mobility

"This is at the heart of our ambition to join up how services support families, including our new early childhood and family service - taking services to families, using evidence to target our work better and improving outcomes for children and families that need our support""By working with the EYTA we can develop this still further, working across early childhood, maternity and health services to get the very best for Norfolk's children."Norfolk was the only area in the east to be selected. "The Academy is ultimately about supporting local areas to apply the evidence to their early years systems and services. The early years are a crucial time for children's development, when evidence-based early intervention can make a big difference. But we know that finding time to consider the evidence, while also continuing to deliver services, can be difficult. The four major areas of learning and development focus on preparing for change, identifying vulnerable populations, system planning and measuring impact.

Funding for 2-year olds

Eligible families are entitled to 15 hours of funded early education and childcare per week, for 38 weeks of the year. Early education and childcare will offer your child an opportunity to learn through play and new experiences, alongside other children. These learning experiences will enable your child to build on what they already know and do with you at home.

- You do not have to use all the 15 funded hours each week
- Some early education and childcare providers can spread the funded hours across the year
- Not all providers are able to offer 15 funded hours
- You can choose to take your funded hours between more than one provider

To receive the funded entitlement, you must complete the following steps:

1. Check if you are eligible
2. Find a childcare provider
3. Your childcare provider will complete the parent/carer claim form with you

If you need help with the application and claim process, or need help to find a childcare provider, speak to your local [Children's Centre](#) staff, contact [Family Information](#) or speak to an early education and childcare provider. Further information on funded childcare can be found on the [Childcare Choices website](#). <https://www.norfolk.gov.uk/children-and-families/childcare-and-early-learning/free-childcare-and-learning/free-childcare-for-2-year-olds>

New SEND places in Norfolk

Ninety new specialist school places for children with autism are set to be created at Norfolk's mainstream schools, as Norfolk County Council's £120m investment in special educational needs gains pace. Norfolk's primary and secondary schools are being invited to submit bids to create ten new specialist resource bases within their schools to provide up to 170 new school places for children with special educational needs. The bidding process is part of Norfolk County Council's ambitious investment programme to transform education for children with special needs and disabilities in Norfolk by creating more than 500 additional school places. As well as the specialist bases, the Council's programme involves the development of up to four new special schools and provision of more outreach services. A key part of the strategy is to create more places for children with autistic spectrum disorder. This includes proposals for 20 extra secondary places in the east of the county, 10 new primary and 20 secondary places each in the west and south of the county and 10 additional new primary places in Breckland. These extra places for children with autism will be in addition to those created with the planned development of a new 90-place school for children with autism in the north of the county. Bids are also being sought from schools to create more than 50 new places for children with social, emotional and mental ill difficulties, including for those who have suffered early life trauma. These will also be in addition to the places that will be created at the Alderman Swindell site in Great Yarmouth, where work is currently underway to select a sponsor for the running of the school. Schools are also being invited to submit bids to create a new primary specialist unit for children with cognition and learning difficulties in the west and/or north of the county. Schools are being asked to submit their proposals by the end of July. Successful bids will be selected in spring 2020 and the new places could be up and running by September 2020 or January 2021, if planning approval and building work is required.

Carers are important

On Friday **14 June** Norfolk County Council is holding a [Carers Support Day](#) at the Forum Norwich to recognise and celebrate the huge contribution that carers play in people's lives and to promote the support that is available to them from across Norfolk. The event coincides with [Carers Week](#), a national campaign to raise awareness of caring, highlight the challenges unpaid carers face and recognise the contribution they make to families and communities throughout the UK. An estimated 100,000 people in Norfolk provide unpaid care. That's around one in nine people. Carers Week is about connecting carers to their communities and our event at the Forum will be hosting organisations, groups and networks from across Norfolk who can help with the difficulties, stresses and challenges of caring. For more information on Carers Support Day please visit [our page on the Carers Week website](#).



The Great British Cycling Festival wheels into Norfolk from June 27-30 with a full programme of events, including the prestigious HSBC UK National Road Championships.

The racing begins with the National Road Championships - Time Trials in west Norfolk on Thursday, June 27, starting from 10am at the Sandringham Estate. Riders will head out of King's Avenue and into Great Bircham, riding into Bircham Newton, Docking, back down the Sherborne Road and through Dersingham before re-entering the Sandringham Estate for the finish. Full route and road closure information at www.gbicyclingfestival.co.uk The HSBC UK - National

Road Championships - Road Races on Sunday, June 30 are a huge day for the county as it hosts Britain's top cyclists battling for the prestigious national champions' jerseys. Starting and finishing in Norwich city centre, for the first time in the history of the National Championships, both the men and women cyclists will be on the route at the same time! Spectators are encouraged to line the route and cheer as the racers head out of the city along the Salhouse Road and through Thorpe End before joining the Wroxham Road. They pedal through Wroxham, into North Walsham, and around Thorpe Market to Cromer, Sheringham, Blakeney and, for the men's race, on to Stiffkey, Wells, and Holkham. Then it's south through Wighton, Hindringham, Swanton Novers and Foulsham, skirting past Cawston and into Coltishall before re-entering Wroxham and retracing the route back into the city. After the elite men, amateur riders on the Challenge 100 set off on a 100-mile route that roughly follows the men's route. Rolling road closures will be in place; find full information at www.gbicyclingfestival.co.uk. There is a full programme of events during the four-day Great British Cycling Festival with not only the elite races but family-friendly, closed-road events too.

Western Link

Our public consultation on four shortlisted options for a Norwich Western Link ran between November 2018 and January 2019. Since then, a great deal of work has been carried out - and continues to be carried out - with the aim of identifying a preferred route. Analysing the 1,900 responses we received to the consultation is one of the elements that will inform this decision but there are a lot of other very important factors we need to consider too, including: the results from ecological surveys and environmental information; the routes' effectiveness at improving traffic issues in the area and meeting the other project objectives; and costs and the ratio of those costs to the benefits they are likely to create. As mentioned, we still have work to do so we don't have a preferred route yet. However, we're planning to provide a report for a preferred route to councillors in Norfolk County Council's Cabinet in July. The primary reason for this timing is so that we can take account of information from ecological surveys we've been carrying out and that have to happen at a certain time of year due to the seasonal nature of some species and their activity. We appreciate this is a decision that's important for many of you, for a wide variety of reasons, so I hope this update is useful to you. If you want to find out more about the Norwich Western Link and our work to date in the meantime, there's a lot of information on our website at www.norfolk.gov.uk/nwl.

Thickthorn junction improvement scheme

New consultation from 3rd June to 11th July

www.highwaysengland.co.uk/A47Thickthorn

Other A47 schemes locally:

A47 duelling Blowfield to North Burlingham

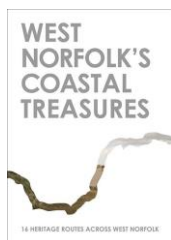
A47 North Tuddenham to Easton dualling

A47 Great Yarmouth junction (formerly A47/A12 junctions)

West Norfolk Coastal Path

View an [overview map of Norfolk Coast Path \(PDF download 1mb\)](#) or view Norfolk Coast Path on the [interactive map](#).

Get the book



Pick up a copy of the stunning Coastal Treasures book from the [National Trails website](#). It's free, so you only pay for postage. The book is also available at 21 locations along the routes, including tourist information centres, cafes and businesses.

Medieval Norwich £13.5 million plans to restore Norwich Castle to how it looked as a medieval palace are set to move forward.

Norfolk County Council's cabinet is set to give the go-ahead for a contractor to be selected to work on Norwich Castle, with work due to be complete by Easter 2021.

Cabinet member for communities and partnerships, Councillor Margaret Dewsbury, said: "This is another step forward for our ambitious plans to restore Norwich Castle's keep to its medieval heyday as a palace. "Once complete, it will be the most accessible grade one-listed medieval castle in Europe, boosting the county's economy, with 300,000 visitors per year."

Supported by £8.7 million of National Lottery Heritage Funding, the £13.5m "Norwich Castle: Gateway to Medieval England" project will:

- Recreate the 12th century Norman Royal Palace
- Create a British Museum gallery of the medieval period
- Introduce a dedicated early-years learning facility
- Provide a rooftop viewing platform

For further details on the project, see [Norwich Castle: Gateway to Medieval England](#).

84 bus update

Following on from the passenger consultation and feedback from all involved a revised timetable has been finalised. Attached is a copy of the passenger update which will be distributed on the bus very soon, which highlights the revisions made. The new timetable will change from July 8th. Links to Borderhoppa and Konect

<http://www.borderhoppa.org/dial-ride>

<https://www.konectbus.co.uk/timetables-fares/84#timetable>

Green technology: Carbon plans

Plans to boost green technology firms with European cash are set to be backed by Norfolk County Council. The council's cabinet is set to progress plans to invest £10.5 million investment from the European Union's low carbon innovation fund. Norfolk County Council will oversee the fund, which will be invested in around 48 green technology companies across Norfolk and the rest of East Anglia. It is expected to attract a further £22 million of private investment "Green technology is the future and this investment should help to develop this growing industry and provide financial returns that we can reinvest in the future." Once the initial fund ends in 2023, the county council will be able to reinvest the returns on the original grant. A report to cabinet says this will provide "a long-term source of funding for economic development over which Norfolk County Council will have influence".

NCC Digital Zone

Attendees at this year's Royal Norfolk Show can get hands-on with latest technology at Norfolk County Council's stand. The 'Digital Zone' (Stand 252 on Avenue 9 Second Drive) will showcase cutting edge devices of the future alongside those already available for the home and classroom, with plenty of activities to keep the kids busy. Andrew Proctor, Leader of Norfolk County Council said: "The Royal Norfolk Show is the perfect place to look forward to the way technology will shape our future. The improvements in broadband and mobile connectivity in Norfolk has allowed homes, schools and businesses to get connected." "Our Digital Zone will demonstrate how these improvements have allowed us to use technology to keep people independent for longer and enhance our children's education." **The Digital Zone will include three different areas: 'Digital Learning', 'Homes of the Future' and 'Get Connected'.** Digital Learning will have fun, interactive activities for the kids including VR headsets, Lego engineering sets and programmable robots. 'Home of the Future' will showcase the latest in assistive technology- gadgets that help elderly and disabled residents remain independent for longer including smart speakers, fall sensors and a Ring doorbell. 'Get Connected' will feature the Internet of Things with sensors that can detect if a farm gate has opened, if a bin has been filled or an area has flooded. Norfolk County Council's Digital Zone can be found at Stand 252 on Avenue 9, Second Drive on both days of the Royal Norfolk show. From 27 - 30 Jun, Great British Cycling Festival activities will be taking place across Norfolk. You can find more information here: gbcyclingfestival.co.uk

A summary of the key points is given below

Action for members

- Support the event, spectate and get involved along the way and in your districts.
- If you're interested in taking part in the Challenge 100 sportive you can enter [here](#)
- Signpost residents to the Great British Cycling Festival website if they have any queries

Festival Events

- Thurs 27th June - National Time Trials: taking part in the Royal Sandringham Estate
- Sat 29th - Sun 30th June - National Cross-Country Series: mountain biking races at Wychwood near Thickethorn, Norwich
- Sun 30th June

- The British domestic road racing will start in Norwich city centre. They'll follow a 100-mile route through Norfolk, and finish through the streets of Norwich, followed by podium ceremonies.
- Cyclists signed up to take part include Geraint Thomas, Hannah Barnes, Katie Archibald, Mark Cavendish, and Paralympian Dame Sarah Storey amongst others
- Amateur cyclists will be taking the same route the elite cyclists will be taking with the **British Cycling Challenge 100**. Sportive participants will be setting off after the men's race starts in Norwich.
- **Let's Ride** - a free community bike ride through the streets of Norwich on a closed road circuit of the city that is suitable for the whole family
- Festival atmosphere and activities taking place around the Event Village in Norwich city centre around Chapelfield Gardens and the Forum

The cycling routes

The full detailed cycling routes for the 100 mile races are shown [here](#)

The route starts and finishes in Norwich city centre and takes in Wroxham, North Walsham, Cromer, Sheringham, Blakeney, Stiffkey, Wells, Holkham, Hindringham, Swanton Novers, Foulsham, Reepham, and Horsford.

Local businesses

Local businesses along the route are invited to get involved by dressing their windows along the route. For information visit the website [here](#)

Information for residents - FAQs

There is a full list of resident FAQs available online [here](#)

This includes information about road closures, parking, event information, security and access arrangements.

Road Closures

All road closure information is available on the British Cycling Festival website and will be promoted on social media as the events get closer. The Police will be sharing Active Norfolk and Norfolk County Council posts with their own followers to raise awareness across the affected areas.

Road Closures will also be promoted in the EDP w/b 24th June

Residents should visit the website [here](#) for full details of any road closures in their areas. These may be subject to change, but the latest information will be updated online.

Media

National and local TV will be present filming the races and the events as they happen throughout the festival. This is a great opportunity to show Norfolk at its best!

Community Events

A series of free family cycle fun events run by Pushing Ahead have been held in the Norwich area to promote cycling throughout May and June

Norsecare are running some seated cycling activities in their care homes during the festivals

Scams

[Cold Calling Alert - Telephone cold calls claiming 'you have been mis sold solar panels'](#)

[Scam Alert - Scams targeting Apple App Store and iTunes gift cards](#)

[Scam Alert - Telephone cold calls claiming 'you have been named in a legal case'](#)

[Cold Calling Alert - Flyers being hand delivered offering Driveway work](#)

[Cold Calling Alert - Doorstep Cold Callers offering 'free roof health checks'](#)

[Scam Alert - Telephone cold calls claiming to be from BT](#)

[Rogue Trader Alert - Doorstep Cold Callers trying to sell items](#)

[Rogue Trader Alert - Doorstep Cold Callers offering 'Tree and Garden Work'](#)

[Food Alert - Tesco recall their 'Tesco Turkish Inspired Tomato Seasoning' after it was incorrectly packed with 'Tesco Thai Inspired Chilli and Coconut Seasoning' which contains milk which therefore is not declared on the label](#)

Look out for the following email scams which are circulating:

[Phishing email claiming to be from 'Netflix' claiming there is 'troubles with your current billing information'](#)

[Facebook page owners/managers warned about bogus 'Blue Tick' notifications](#)

Reporting scams

Reporting any scams you receive can help to build up intelligence on the scammers and how they target people. You can report scams to:

Citizens Advice Consumer Helpline 03454 04 05 06 or www.citizensadvice.org.uk/consumer
Action Fraud (UK's National Fraud Office) 0300 123 2040 or www.actionfraud.police.uk

Cllr Smerdon added TRO October at latest. Bus gate, clearway and bridleway to be included, there will be double yellow line arrangement and broken up at junction, he has another meeting next week. Access to boatyard should have been re-routed along main road but was not done and unlikely to be done. Will feedback asap. Expressed thanks to NCC Cllr Thomson and SNC Cllr Neal for all their work and for "getting everyone to the table" within a couple of days.

Cllr Greenizan asked if the village school is still on target, advised has not received any different info and will be children coming from other areas and working with Transport Manager. Need to consider options around bus gate, NCC will provide transport and car seats and children will be picked up from their houses.

2019/027) District Councillor's Report

SNC Cllr Spruce gave a brief verbal report which included the following:

- Attended on behalf of SNC Cllr Neal who has been very proactive on the Whitlingham Lane issues
- SNC are allocating Councillors to their own committees and moving forward following election
- John Fuller was awarded the OBE which is good for South Norfolk and "puts us on the map"
- High Ash Farm have sponsored walks where a small fee is paid and is a fantastic venue in which to walk
- Each District Councillor has £1,000 allocation they can donate throughout the year and welcome applications for anything in the community, perhaps for the allotments

2019/028) Planning matters

a) Applications received to date –

After consideration of the following applications it was

RESOLVED to recommend as below:-

2019/1217 - 3 Stone Cottages, Kirby Road - Replacement windows to front and rear – Approve subject to no neighbour objections

2019/1216 - White Horse Lodge White Horse Mews White Horse Lane - Proposed new porch and conversion of garage to accommodation ancillary to the main dwelling – Approve subject to no neighbour objections

2019/1218 - 1-2 Stone Cottages, Kirby Road - Replacement windows to front and rear of property– Approve subject to no neighbour objections

2019/1098 - St Andrews Church Hall, The Street - Works to trees in Conservation Area - Noted

2019/1111 - Trowse Common - Works to trees in Conservation Area - Noted

b) Decision notices received to date – Noted for information

2019/0914 Works to trees in Conservation Area - 9 Crown Point Villas Kirby Road - Refusal

c) Planning correspondence –

i) Environment Agency consultation: draft national flood and coastal erosion risk management strategy for England – Noted – The Chairman requested Councillors reply individually if they wished to respond

ii) Flood Management on the Broads: Stakeholder Survey Noted – The Chairman requested Councillors reply individually if they wished to respond

iii) Broads Local Plan Adoption – Noted for information

iv) TPO No. SN0525, 9 Crown Point Villas – Noted for information

v) Temp Traffic Restriction Orders — Noted for information

Stoke Road, Bixley, 8 July 2019

Whitlingham Lane, Trowse, 6 & 7 July 2019

2019/029) Finance Matters

a) End of year 31 March 2019 reports – for acceptance and approval

RESOLVED to accept and approve the end of year financial reports to 31 March 2019

b) Annual Internal audit report 2018/19 –

It was noted that the internal audit had been successfully completed and the control objectives were being achieved and no risks had been identified by the auditor

RESOLVED to accept and approve the Internal audit report for year end 2018/19

c) Completion of Annual Return 31 March 2019 –

i) Section 1 – Annual Governance Statement for Trowse with Newton Parish Council

The Governance Statement was considered and agreed

RESOLVED to complete and sign the Annual Governance Statement by the Chairman and the Clerk in the presence of the members

ii) Section 2 – Accounting Statements for Trowse with Newton Parish Council

Accounting Statements were presented by the Clerk/Responsible Finance Officer and considered by the members.

RESOLVED to accept and approve the accounting statements for Trowse with Newton Parish Council and this section was duly signed by the Chairman and the Clerk/Responsible Finance Officer in the presence of the members.

ACTION: CLERK

Cllr Smerdon raised concern regarding the bank account and wanted clarification how this situation occurred. Cllr Smith advised one of the previous signatories had not co-operated and had caused difficulty and delay in progressing the necessary changes. Cllr Smerdon asked for a timeline of events to be provided to members.

d) Management of bank account – written report from Cllr Hewer and update from the Clerk –

The Clerk advised she had reported the loss of existing signatories to Lloyds in November. Cllr Smith and Cllr Harrop had visited the bank to submit the new mandate in December and Cllr Smith had worked hard to progress same. However, this had been hampered by a previous signatory as stated by Cllr Smith. The Clerk confirmed she had completed a new mandate on her visit to the bank with Cllr Hewer and contacted two of the other previous signatories who were very obliging and she returned the completed mandate to the bank the same morning. She confirmed her understanding was the mandate was now in order and would be progressed within 2 weeks. The Clerk thanked Cllr Smith for her efforts and also expressed her thanks to Cllr Hewer for his support with this difficult matter.

Cllr Hewer introduced himself, confirming 20 years previous experience as a Councillor and Vice-President of NfllkALC. Advised it was not uncommon for him to assist other Councils with problems. He advised it is the responsibility of the Clerk to work on the Council's behalf and when Councillors get involved it "clogs up" the system. He presented his written report as below:-

**Trowse with Newton PC
Report from David Hewer**

At a meeting of the 6 Strategic Group on 10th June, 2019, Hazel Smith, a representative of Trowse with Newton PC, made reference to problems of accessing banking facilities with Lloyds Bank and the possible change to Barclays Bank.

Upon further questioning it transpired that the Treasurers Account had been locked out as there were no signatories of current councillors and a payment had had to be requested through South Norfolk Council. It further transpired that Hazel had experienced difficulties in trying to change accounts to Barclays Bank.

I questioned the role of the Clerk to the Council in her capacity as RFO and suggested that this should be dealt with solely by the Clerk. Following further discussion, I offered my services to the Council in trying to assist in sorting this situation and have the banking arrangements re-installed.

On Wednesday 12th June, I received communication from Hazel, that the Council authorised me to work with the Clerk in the re-establishment of the treasurers account.

Following discussion with the clerk, arrangements were made for the Clerk and myself to visit Lloyds Bank on Monday 17th for 09.00.

Within the following 2 hours with the Bank official, we went through all the documentation required for the appointment of 3 new signatories and the cancellation of ex-signatories.

The documentation for the new signatories was complete and there was a necessity for the Clerk to obtain the signatories of two previous, now, ex-councillors.

Following the meeting the Clerk obtained the required signatures and returned to the bank to deliver these.

With all the documents completed, the Account should be available within a week to 10 days.

I thank the Clerk for all her co-operation and support in ensuring this matter becomes fully resolved.

Following discussion with the Bank, I would advise that the Council provides guidance to the Clerk, and works co-operatively with her, in order that she can perform her duties in meeting objectives.

It is not advisable for Councillors to take on board the duties of the Clerk/RFO.

Cllr Hewer was thanked for his efforts and asked to continue his work with the Clerk and to review the current situation. Cllr Hewer confirmed he would carry on working with the Clerk, progress the necessary changes to the Santander account and consider the requested timeline of bank accounts.

e) Interim financial agreement with South Norfolk Council –

The Clerk advised Cllr Smerdon had made an arrangement with the Head of Finance at South Norfolk Council to facilitate payment of accounts as an interim arrangement. The necessary agreement had been signed and submitted and outstanding payments were being progressed.

RESOLVED to approve the interim financial agreement with South Norfolk Council

f) Cheque Payments

Payments list to a total of £2,676.60 was approved and signed by two signatories

ACTION: CLERK

2019/030) Allotments, Common, Cemetery & Churchyard

a) Churchyard code of practice –

Cllr Smith presented her amended document and risk assessments

RESOLVED to approve Churchyard code of practice and to be accepted subject to agreement from Revd Braby, (bonfires not to be permitted)

b) Allotment tenancy agreement –

Deferred to next meeting

c) Use of the Common 07/07/19 for private birthday party & bouncy castle –

Declined as the Common is only usually offered for community events

ACTION: CLERK

2019/031) Website provision, communication & GDPR

a) Website - To consider costs and management of website -

Deferred to next meeting – new quote from NflkALC to be sourced and the offer of use of the existing Trowse website was declined with thanks

b) Councillor emails, correspondence and information – Agreed to progress Councillor emails for all parish councillors

c) GDPR – The Clerk suggested a training session on GDPR for all councillors and a review of current systems, will contact DPO for advice

ACTION: CLERK

2019/032) Police and Highways

a) Meeting re: parking –

Cllr Smerdon & Cllr Smith gave a brief verbal report which included the following:-

- Parking consultation a few years ago and were offered permit parking but made it clear this was not going to work.
- It was agreed there could be bespoke parking, outline permission being progressed.
- Depending on displacement once Whitlingham Lane restrictions in place by October will be able to do a consultation day
- It will be tailor made for the village and is encouraged
- Once NCC have a plan in place they own the issue

Vans in Whitlingham Lane –

Cllr Smerdon & Cllr Smith gave a brief verbal report which included the following:-

- Introduction of experimental TRO in Whitlingham Lane, does not need to have a public consultation and can review whilst in progress
- There will be a parking restriction and double yellow lines, with breaks to allow for access but this may change
- Will be parking meters (SMART) no money needed and an App for phones will be used
- First hour will be free and then paid thereafter
- NCC will be enforcing “no overnight parking” 11pm to 7am ban
- No costs to the parish council, will be paid for by NCC as a solution for the parish

c) Invitation to Bid Letter Parish Partnership 2020-21 – Noted

2019/033) Correspondence received to-date

a) Fire Service Open Day- Trowse Fire Station - 25 August 2019 – Noted for information and discussed in Public Participation

b) Your Voice In Norfolk - 10th July 2019 - Noted for information

c) Six Strategic Group Meeting - 10 June 2019 draft minutes & future meeting dates – Noted for information and to query how many representatives can attend, Cllr Smith to be lead Councillor

ACTION: CLERK

2019/034) Exclusion of press & public

RESOLVED to exclude the press & public from the meeting under Public Bodies (Admission to meetings) Act 1960 s.1 given the sensitive nature of the business to be discussed

2019/035) Review, appraisal and Council objectives

RESOLVED Cllr Paul Greenizan and Cllr Heather Bowers will meet with the Clerk to consider objectives and have a “chat”

ACTION: CLERK/PG/HB

Meeting closed at 9.25pm

Public Participation Notes

The Chairman invited members of the public to speak and comments included the following:

Fire Service Open Day:

- Fire Officer provided an update on the planned Open Day to be held on 25 August 2019 and encouraged everyone to attend.
- Displays and events all day including Great British Bake off
- Fund raising for 4 charities: - Air Ambulance; Fire Fighters Chairty; MIND; Norfolk Fire Fighters Well-Being
- Fantastic prizes, over 50 to be given away on the day
- Would welcome any local groups that wish to be involved and many already are

Residents' comments:

- Reported an open top bus was parked at the top of Kirby Road near Julian Drive for most of the day, however, no-one knew why this was
- Allotment tenant asked what condition plots should be in when let as his had been in a poor state and had taken considerable time and money to address. The Chairman gave assurance the allotments are being considered and two councillors are working on this and will bring to the July Council meeting. They will issue a new agreement for October and skip provision will be provided in first week of November. The tenant agreed bonfires should not be permitted and recycling should be encouraged. The Chairman confirmed there are several allotment holders on the Council who have a "vested interest" and would be reviewing these matters.