

TROWSE with NEWTON PARISH COUNCIL
The Manor Rooms, The Street, Trowse, Norwich NR14 8ST
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**Minutes of the meeting of Trowse with Newton Parish Council
held on Monday, 22 July 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	Cllr D Price
Cllr A Greenizan	Cllr H Bowers	Cllr C Bowers	Cllr J Peart

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

SNC Cllr T Spruce
NCC Cllr V Thomson
4 x public

2019/036) Apologies for absence

None, all councillors present

2019/037) Declarations of interest

None received.

Councillors with allotment interests believed they were entitled to a dispensation. The Clerk advised an application for a dispensation should be an item on the agenda and prior notification given. The Clerk confirmed the onus was on the member to declare their interest she could only advise on the matter.

2019/038) Suspension of meeting for Public Participation

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

2019/039) Minutes of the meeting held 24 June 2019

RESOLVED to approve the minutes of the meeting held on 24 June 2019 as a true and accurate record of the meeting subject to the amendment below; the minutes were duly signed by the Chairman

Min 2019/030 (a) - ~~delete~~ “and to be accepted subject to agreement from Revd Braby, (bonfires not to be permitted)”

add “with the Clerk adjusting the document to state “bonfires were not to be permitted” and then having done so it can be forwarded to Revd Braby”

Cllr Smerdon requested external reports should be added as Appendices in future minutes.

2019/040) Councillors' Reports

a) School Fete – Cllr Smerdon reported the day went well and this was reiterated by Cllr Peart who also attended. Cllr Smerdon awarded the prize vouchers from the parish council

b) SLCC training conference – Cllr Peart and Cllr Smith reported the conference was very useful and encouraged other members to attend in future. Topics covered included: -

Cyber Security

Operation London Bridge (death of a dignitary) - The Clerk to contact SNC and NCC to enquire what the Councils have in place for this occasion. Suggestion to work on this with St Andrew's Church.

Anglia in Bloom – this makes people care about where they live

c) CLT workshop - Cllr Peart reported the workshop was informative and felt Neighbourhood Planning and CLT should be considered in future and for the new website.

d) Other verbal reports -

Cllr H Bowers advised she would meet with the Clerk to discuss objectives and asked Councillors to send her suggested objectives for the Council

Cllr Smerdon suggested an informal meeting in August to discuss future objectives.

He reported he had spoken to James Nicholls; hand over of the school site will be early and an area of land will be handed to the parish. Norfolk Homes are requesting a representative from the parish council meets with them and the Headteacher, Cllr Smerdon confirmed he would be the representative.

ACTION: CLERK/ALL CLLRS

2019/041) County Councillor's Report

NCC Cllr Thomson presented a written report – see Appendix A

2019/042) District Councillor's Report

SNC Cllr Spruce gave a brief verbal report - see Appendix

2019/043) Planning matters

a) Applications received to date -

After consideration of the following application it was

RESOLVED to recommend as below:-

FUL/2019/0018 - Land off White Horse Lane - Variation of condition 6 (contractors parking) of planning permission Y/7/2018/7011 - Approve

b) Decision notices received to date – Noted for information

2019/1098 - St Andrews Church Hall, The Street - Works to trees in Conservation Area - No objections

2019/1111 - Trowse Common - Works to trees in Conservation Area - No objections

2019/1217 - 3 Stone Cottages, Kirby Road - Replacement windows to front and rear - Approval with Conditions

2019/1218 - 1-2 Stone Cottages, Kirby Road - Replacement windows to front and rear of property -: Approval with Conditions

c) Planning correspondence –

i) TROs - White Horse Lane, 13 July 2019

- Kirby Road, 22/23 July 2019 – Noted for information

ii) Arminghall Trust site – Councillors were happy with the presentation and considered this would be ongoing with Norfolk Homes

iii) NCC TRO Pay & Display, Whitlingham Lane – No objections

ACTION: CLERK

2019/044) Finance matters

a) Management of bank account – Cllr Hewer was not in attendance to report.

The Clerk provided a summary of banking issues as below –

The Council resolved in May 2018 to remove signatories Colin Steward and Lyn Fabre from bank accounts. New signatories to be added were Sandra Cattee and James Smerdon. Two other remaining signatories were Kerry Prentice and C Ann Brown. The Councillors completed the required mandate and submitted to the bank direct.

November 2018 meeting, the Chairman and another Councillor had an altercation near the end of the meeting. There was a spate of resignations leaving only two councillors.

I immediately advised Lloyds bank that all existing signatories had resigned and obtained the mandate form to be used once new councillors were appointed. Historically I have never had any access to the bank accounts and this made any liaison with the banks very limited. I was asked to confirm the existing signatories and was then advised these were not the signatories listed; I confirmed the previous signatories and was advised these were correct. It seemed the previous mandate had failed.

I contacted SNC and NflkALC and LCPAS, all were advised of the situation, none offered assistance with the bank. I have continued to liaise with these bodies over the months at various times and at a later date I also advised the internal Auditor who expressed his concern both verbally and later in his report. I asked SNC in November to take emergency action and appoint the two district councillors onto the parish council to enable it to function and co-opt new councillors and this was done.

I had extensive conversation with SNC Cllr Trevor Lewis before and after his appointment to Trowse PC. I advised all the Councillors of the situation at December 2018 meeting, 3 new signatories were appointed, Hazel Smith, Jackie Harrop and Neil Roberts. I provided all bank accounts info and also the mandate supplied to me previously from Lloyds immediately at the end of the meeting and clarified the action to be taken including removal of existing signatories and Cllr Hazel Smith and Cllr Jackie Harrop attended the bank, Cllr Neil Roberts (3rd signatory) did not attend and did not progress his resolved signatory status.

Cllr Smith later informed me she had used a different mandate on advice from the Lloyds cashier and in agreement with Cllr Lewis who sent a letter to Lloyds in his capacity as "Chairman". I advised this was unwise as he was not the elected Chairman and the letter could not be evidenced with minutes and was likely to fail. I was advised a decision had been made by the Councillors to leave two of the existing signatories on the account instead of removing them as agreed.

Former Chairman, Kerry Prentice, was contacted numerous times by the bank, confirmed to me by Lloyds staff on different occasions, but did not respond. This prevented the new mandate from being completed. The 2 new signatories (Hazel Smith and Jackie Harrop) were showing on the account but could not be progressed without authorisation from Kerry Prentice.

Later Lloyds verbally confirmed the 2 signatories had been added and cheques were being cashed and all seemed to be resolved.

In April I received a letter asking for Kerry Prentice to present ID to the bank which I forwarded to her for urgent action.

Hazel Smith received the same letter about two weeks later and spoke to Kerry Prentice direct who advised she had been "too busy" to action but would do so.

In May Hazel Smith advised the bank account had been locked due to abnormal activity.

At Cllr Hazel Smith's proposal a new bank account application was made to Barclays with the intention of transferring the funds over. I advised the precept money and all funds were in the Lloyds account and this must be accessible and should be the priority. New signatories were resolved, Hazel Smith, James Smerdon and Heather Bowers, and a meeting was held at Barclays to set up the new accounts with all signatories and myself. The three councillors were added, however, although resolved I was not added to the account at this meeting and therefore still have no access to the new account.

Following the Barclays meeting, myself and Hazel Smith went to Lloyds and were there for about one and half hours, Hazel was on the phone to the mandate team but all seemed to come back to Kerry needing to contact the bank.

Councillors advised they wished to change one of the signatories from Heather Bowers to Morgan Haynes and needed the minutes to reflect this and to support a letter. I advised it was not possible to change the minutes and a further resolution would be required to change the signatories.

The Chairman James Smerdon approached South Norfolk Council to arrange for an interim financial agreement in order for SNC to pay the Council's bills. I advised this action would need to be approved at Council and it still did not address the current issues with the accounts. An Extraordinary meeting was called 12 June to approve SNC Financial agreement and to appoint Cllr David Hwer (Poringland Council) to assist with banking issues.

I spoke to Cllr Hwer shortly after the meeting arranged to meet him at Lloyds Bank, Aylsham Road. We met, completed a new mandate with the help of the Lloyds Manager. The new mandate appointed the three agreed signatories, James Smerdon, Hazel Smith, Morgan Haynes and also myself as Clerk and RFO to have authorisation. Whilst it was believed possible to progress the mandate without any existing signatories we were advised it would be better and quicker to obtain signatures. I immediately contacted Lyn Fabre and Colin Steward and both were helpful. I took the mandate to Trowse and they both signed and I returned to the bank that same morning.

Lloyds verbally confirmed to me the mandate had been actioned on 5 July 2019. A letter was received stating the mandate completed by Cllr Smerdon was unable to be progressed as it incomplete. Cllr Smerdon actioned and returned to Lloyds.

RESOLVED the Clerk and Cllr Hwer would provide a weekly update on banking progress during the summer break.

RESOLVED Cllr Smerdon and Cllr Smith would meet with Cllr Hwer and the Clerk during the summer break and if necessary an extraordinary meeting could be called.

RESOLVED the Clerk will contact SNC to request the second instalment of the precept is paid into the new Barclays account instead of the Lloyds account. The Clerk advised she had not received any paying in or cheque books for the new account or account number details. The three signatories advised they had received letters and cards from Barclays confirming details, agreed to be sent to the Clerk for her information,

b) Interim financial agreement with South Norfolk Council - The Clerk confirmed payments were being progressed as agreed by SNC. Councillors requested confirmation from SNC as to the total amount paid to-date.

Payments list to a total of £2,660.78 was signed by Members for submission to SNC

c) PKF Littlejohn Receipt of Documents – AGAR Part 3, 2019 – Noted for information

d) Request for support - High Ash Farm –

RESOLVED not to donate to High Ash Farm and suggest they place an appeal in the “Villager” magazine

e) K&M Lighting Maintenance Agreement renewal –

RESOLVED to approve annual renewal of the K&M Lighting Maintenance Agreement

ACTION: CLERK/JS/HS/DH

2019/045) Allotments, Common, Cemetery & Churchyard

a) Allotment tenancy agreement –

All Councillors stated they did not have an interest. Cllr Price and Cllr Peart confirmed they were not allotment tenants and did not have an interest.

Cllrs Price, Smerdon & Peart gave a brief update on their review of the tenancy agreement and there was a lengthy discussion.

RESOLVED to accept the revised Allotment tenancy agreement to be issued in October to all tenants with no change to current rents, Cllr Price to progress

b) Proposal to purchase the services of company to place marker posts and numbers on all allotments on the Dell and Block Hill –

Cllr Price advised the difficulty identifying plots that are not clearly numbered and general management of same when it was unclear and urged members to approve purchase of markers. Rejected quote from Pear Technology for digital mapping as felt it was unnecessary. (May revisit for cemetery)

RESOLVED to authorise Cllr Price to procure the services of a company to number and clearly mark plots for a total of £1,000 maximum

c) Proposal to purchase the services of company to clear out all plant waste in the common areas on both sites and to clear the unused and overgrown allotment sites and prepare the ground for new tenants –

Cllr Price considered it was the Council’s responsibility to provide new tenants with plots in a reasonable condition and this would require clearance work.

RESOLVED the Clerk will contact CGM to arrange a site meeting with Cllr Price at the allotment sites to investigate the cost of clearance and to report in September

c) Water pressure –

Cllr Haynes had spoken to Anglian Water operatives and been advised it was possible to increase the water pressure at the Dell site – for further consideration at a future meeting

d) Play equipment report –

Councillors felt this was an “excellent” report and concern was raised regarding the aerial runway.

RESOLVED the Clerk will contact Fenland Leisure and ask for a quote for necessary work identified within the Inspection report and in particular the aerial runway and to forward same to members for decision asap via email

ACTION: CLERK/DP

2019/046) Website provision, communication & GDPR

a) Website –

There was a brief discussion on options for a new website

RESOLVED to accept and approve the quote for website provision from NflkALC to a total cost of £35 per annum and Cllr C Bowers will be the lead Councillor on preparation of the website in liaison with the Clerk

Website to be on the September agenda for further discussion

b) Councillor emails, correspondence and information –

The Clerk asked for clarity following recent correspondence as to whether members wished to receive general bulletins and newsletters.

RESOLVED Councillors will continue to receive briefings and newsletters in addition to specific correspondence until the new website is in operation and Councillors email addresses to be published on the new website

c) GDPR requirements and training –

Cllr Smerdon had taken advice on GDPR from NflkALC and presented two documents for consideration.

RESOLVED to approve and accept Privacy Notice and Information and Data Protection Policy

RESOLVED not to renew LCPAS subscription when it is due.

d) Council mobile phones – Cllr Smerdon reported he had sourced cheaper mobile phone deals and felt the “spare” phone line should be cancelled. The other phone could be cancelled if the contract allowed although the Clerk confirmed this was currently to 2021.

RESOLVED the Clerk will contact Vodafone to cancel the unused phone line and to seek clarification on cancellation of the phone currently in use.

ACTION: CLERK/CB

2019/047) Police and Highways

a&b) Parking update & Vans in Whitlingham Lane update – Cllr Smerdon & Cllr Smith confirmed the experimental TRO was in place

c) Request from Trowse Primary School re bus gate/access – Correspondence was noted and felt it was not a parish council issue

2019/048) BT consultation of proposed removal of 18 public payphones across South Norfolk

Removal of Trowse phone box –

RESOLVED to buy the Trowse phone box and to consider possible uses at next meeting

ACTION: CLERK

2019/049) Correspondence received to-date

a) SNC Rough Sleeper Count – No reports of rough sleeping in Trowse were received

ACTION: CLERK

Meeting closed at 9.45pm

Public Participation Notes

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

- Resident queried progress on the banking issues and the Clerk provided a brief verbal update and offered to email the resident further information, a copy of the Clerk's banking summary was given to the resident
- Resident asked whether the internal auditor had raised concern regarding the banking problems – confirmed this has been raised in his review, however, the internal audit was completed successfully as the accounts procedures of receipts and payments were in good order
- Allotment tenant expressed concern on behalf of another tenant who had received a letter from the Council regarding his unkempt plot. The tenant felt the warning letters were unhelpful and had not achieved any action from tenants
- Resident advised allotment markers had been sourced previously by the Council but not actioned
- Resident advised he had spoken to Norfolk Homes and they had offered to assist in clearance of the Dell allotment site roadway – the Chairman confirmed he had already spoken to Norfolk Homes on this matter

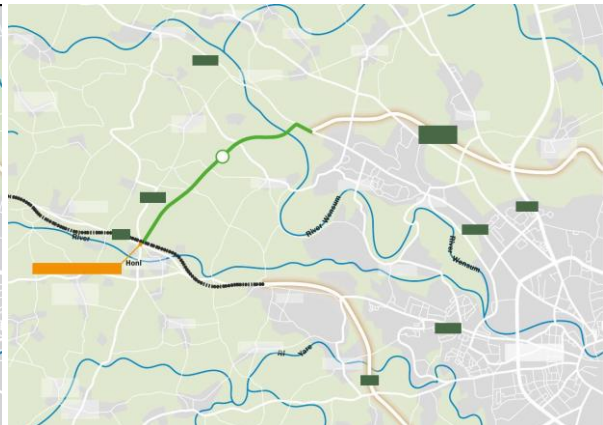
Appendix A

NCC cabinet has agreed to put Route C forward to the full council.

4 Options



Preferred option C



Option C would link from the roundabout at the western end of Broadland Northway and extend for around 350 metres along the A1067 Fakenham Road before turning in a south-westerly direction via a new junction. The road would cross the River Wensum on a viaduct and then continue at or near ground level for the remainder of its length. It would link to the A47 via a new junction at Wood Lane (B1535), which forms part of Highways England's plan to dual the A47 between North Tuddenham and Easton. Please see the attached map which shows the route.

Cabinet have recommended Option C as the preferred route as it balances all of the issues that the project needs to address, including limiting environmental impacts, having a high cost-to-benefit ratio, reducing congestion and rat-running on existing roads, minimising the impact on communities and properties, and receiving considerable support through our recent consultation.

We're committed to creating this road in an environmentally responsible way and are aiming to achieve 'biodiversity net gain' by, for example, creating new habitats and including features such as green bridges. And one of the Norwich Western Link's project objectives is to encourage people to shift the way they travel to use more sustainable forms of transport, such as walking, cycling and public transport. Taking traffic off the existing road network will help with this, but we'll also work to develop complementary transport measures that will support this ambition once the preferred route has been agreed.

This has also to work alongside the A47 dualling.

Green changes at County

Moving to green energy and other practical measures to reduce environmental impact are to be implemented by the County Council.

The Council's cabinet will hear how a green tariff will save 9,100 tonnes of CO₂ per year, at an annual cost of £16,000.

Councillor Andrew Jamieson, cabinet member for finance, said: "We are committed to reducing our impact on the planet and demonstrating how other organisations and individuals can do the same.

"That's why we are proposing a series of practical measures, which all add up to a significant contribution."

In addition to the green tariff, the council is proposing to:

- Replace single use paper cups at County Hall's coffee outlets with ceramic cups
- Ensure only recycled paper is used in the council's photocopiers, at no additional cost
- Investigate whether electric pool cars can be introduced, as part of the introduction of a new contract

Cabinet will consider the report when it meets at 10am on Monday, 15 July 2019. The meeting will be webcast live on [YouTube](#) and a recording available on the same channel afterwards.

Space-themed Summer Reading Challenge lifts off

The countdown has begun with children across Norfolk getting ready for this year's **Summer Reading Challenge with the library service.**

This year the theme is 'Space Chase', an out of this world adventure inspired by the 50th anniversary of the moon landings. Join super space family The Rockets for a thrilling mission to track down books which have been nabbed by mischievous aliens.

Children aged 4-11 are challenged to borrow and read at least six different books, earning rewards including stickers and a certificate and medal when the challenge is complete.

Research conducted by the Reading Agency has shown that the reading challenge can help combat the summer reading dip and can not only widen a child's reading range but also helps improve their confidence. It also helps children to return to school more motivated to learn and read.

Councillor Margaret Dewsbury, Cabinet Member for Communities, said: "During the summer holidays children may be less likely to pick up a book, so it's really important our libraries take part in this free national scheme. Last year, more than 11,500 children took on the challenge, and I hope even more take on this important Space Chase mission this year."

Children who sign up will receive a collector folder to get them started. As they read library books over the summer, they join The Rockets and track down the books - picking up some stinky stickers along the way!

Anyone can take part, and under 5s have their own special challenge and can collect stickers for sharing stories at home.

Sign up to Space Chase at your local library or mobile library from Saturday 13 July.

There are also plenty of free activities being held in libraries, including rocket making workshops, robot coding, and making space slime. For a full list of events, visit www.norfolk.gov.uk/libraries-local-history-and-archives/libraries/whats-on/summer-reading-challenge

And it's the last chance for volunteers aged between 13-25 to get involved with the challenge and help sign children up, choose great books to read, and suggest new titles. To sign up, visit www.norfolk.gov.uk/volunteering and navigate to 'Volunteer with Norfolk Libraries'.

Last year 699,076 children in the UK took part in the Summer Reading Challenge, with the theme of Mischief Makers.

The Reading Agency is a national charity working with people of all ages to tackle life's big challenges through the proven power of reading. Find out more about by visiting www.readingagency.org.uk

Hazardous waste

In September and October 2019 the County Council is again holding Hazardous Waste Disposal Days at seven of its Recycling Centres. Below are the dates for these. Please would it be possible for this information to be disseminated to members via the weekly bulletin and any other relevant communications?

They will take place during normal opening hours of 9am-5pm in September and 9am- 4pm in October and are as follows:

- 6, 7, 8 September 9am-5pm - Hempton
- 14 and 15 September 9am-5pm - Thetford
- 20, 21 and 22 September 9am-5pm - Mayton Wood
- 28 and 29 September 9am-5pm - Dereham
- 5 and 6 October 9am-4pm - Caister
- 11, 12 and 13 October 9am-4pm - Ketteringham
- 19 and 20 October 9am-4pm - King's Lynn

Members may note that there is an again an additional day at Hempton Recycling Centre this year to try and alleviate the pressure caused by traffic queues. As well as accepting unwanted hazardous household waste, we will also be collecting paint suitable for reuse at several of the locations which will be donated to a local cause.

PCC and Fire Service to hold joint Q &As

Norfolk's Police and Crime Commissioner (PCC) Lorne Green is hosting a special Q&A in Fakenham next week – where the people in charge of the county's fire service will join the PCC and Chief Constable in facing public questions.

The event, which is thought to be the first of its kind in the country, will offer the Norfolk public the opportunity to ask questions related to both fire and rescue and policing.

Joining PCC Lorne Green and Chief Constable Simon Bailey on the panel will be Margaret Dewsbury, Norfolk County Council's Cabinet Member for Communities, which includes Fire, and Chief Fire Officer Stuart Ruff.

"Everybody should have the opportunity to influence public services where they live and that's what events like this offer. It's essential to me that, as public servants, we learn from the views and concerns of our communities."

The joint police and fire Q&A will be held on Monday 22 July from 5.30pm at Fakenham Community Centre, Oak St, Fakenham, NR21 9SR.

Repairing our roads (see attached)

Over the last few years we have seen an increase in the number of potholes appearing around the county. This is something that is mirrored across the country and was largely to do with the extreme weather we experienced.

The attached information outlines how we manage, treat and prevent potholes in Norfolk.

Roadside verges

With the annual verge cutting programme getting underway today (Monday 13 May) the need to balance supporting nature, and keeping roads safe, is again the focus for Norfolk County Council.

More than 11,000 miles of roads are under the care of the County Council. Verges along most roads are cut twice between May and September each year.

We only cut verges for safety reasons, not appearance. Safety will always be a top priority on our roads and making sure verges are cut for visibility every year is a vital piece of the work we do to keep our roads safe.

We support 112 roadside nature reserves across the county. A real success story has been the Sulphur Clover Project, where we have worked with Norfolk Wildlife Trust and the Norfolk Farming and Wildlife Group (FWAG) to increase the number of sites this rare plant grows. For over 10 years sulphur clover seed has been harvested from roadside nature reserves, and with the help of landowners the seed has been given new homes on the clay soils of South Norfolk where the plant can grow well."

Up to around 1 metre of verge from the edge of the road is cut in most areas with wider areas around corners and junctions cut to make sure visibility is maintained. In urban areas roadside verges are usually cut five times a year, and areas maintained on the county council's behalf by other local councils may see more frequent cuts. Highways England maintain the A11 and A47.

Rare species such as crested cow-wheat, sulphur clover, and Breckland speedwell, are protected by roadside nature reserves. In Norfolk, there are also verges designated for toad migratory routes and rare fungi.

The grassland and hedgerows along our road networks also play a vital role as corridors for wildlife to move along and help connect our increasingly isolated 'islands' of good habitat where wildlife still thrives. Without any cutting many of the rarer plant species would not survive and so with sensitive management and careful planning the needs of both road safety and looking after wildlife can both be met.

"We are fortunate in Norfolk still to have many road verges rich not just in flowers but also in bees, butterflies and other pollinators bringing wider benefits to adjacent farmland."

Norfolk's newest road, the Broadland Northway, is proving a success. Barn owls have been seen on the platform of one of the owl boxes, and bats are using the green bridge carrying Marriott's Way over the dual carriageway and have also been recorded in one of the new bat houses. The wildlife ponds are thriving, and wildflowers are blooming alongside the 6,700 trees and 181,000 shrubs planted along the 12-mile route.

Further information is available on:

<https://www.norfolk.gov.uk/roads-and-transport/roads/road-maintenance/trees-hedges-and-grass-verges>

One of our county Farms, 400 acres, produces wildlife seeds for wildlife verges, gardens and Bee lines

Scams

[Scam Alert - Emails claiming 'you still have an outstanding Council Tax Refund'](#)

[Cold Calling Alert - Further reports of Telephone and Doorstep Cold Callers enquiring about properties 'insulation'](#)

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

MINS 22.07.19

[Rogue Trader Alert - Doorstep Cold Callers selling household cleaning products](#)

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

[Cold Calling Alert - Doorstep Cold Caller enquiring about your energy supplier](#)

[Cold Calling Alert - Doorstep Cold Caller in the Norwich area enquiring about properties](#)

[Food Alert - Tesco recall one best before date of 'Galloway Medium Grated Cheddar 200g' as there may be a risk of listeria being present](#)

Appendix B

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

- Apologies from SNC Cllr Lisa Neal
- Biodiversity Award won by Kate Blinco and achieved removal of netting at Tesco to stop House Martins and because of this many builders have removed netting, also Necton removed to save Sand Martins; received 918,000 tweets!
- There is a lot of training available for Councillors including Chairman training and he would encourage members to attend
- Poringland Parish Council are in the final stages of their Neighbourhood Plan, it is fantastic but time consuming. Suggest considering a joint Neighbourhood Plan. Once adopted more CIL money is received, the Plan cannot stop building but can consider locations, etc