

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, 25 February 2019 at 7.15pm
in the Manor Rooms, The Street, Trowse**

Present:

Cllr N Roberts – presiding
Cllr R Herring Cllr J Harrop Cllr C Riseborough
Cllr F Sarson Cllr H Smith Cllr T Lewis
Gina Lopes – Clerk to Trowse with Newton Parish Council – in attendance
11 x public

2018/111) Election of Chairman

On the motion of Cllr Herring, seconded by Cllr Riseborough, it was
RESOLVED to elect Cllr Roberts as Chairman for the meeting.

2018/112) Apologies for absence

Apologies were received and accepted from Cllr J Peart.

2018/113) Declarations of interest

Declarations of interest were received as below:

Cllr Sarson – BA/2018/0036/FUL – Whitlingham Broad Camp Site
Cllr Lewis - 2019/0299 - 33, 34 and Half Acre White Horse Lane

2018/114) Suspension of meeting for Public Participation

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

2018/115) Minutes of the meeting held 28 January 2019

RESOLVED to approve the minutes of the meeting held on 28 January 2019 as a
true and accurate record of the meeting, the minutes were duly signed by the
Chairman

2018/116) Councillors' Reports

a) Norfolk County Councillor – No report at this time

b) South Norfolk Councillor – No report at this time

c) Parish Councillors

Cllr Harrop – Attended Councillor induction training session and Elections training
and found both very useful and interesting. Will circulate all slides and notes to all
members for information.

Cllr Riseborough – Requested elections information be posted on the parish
noticeboards.

Cllr Lewis – confirmed he supplied an article on Elections for the Villager

Cllr Herring – Attended Older Peoples Forum and will circulate notes. Raised
concern regarding a dead tree covered in ivy to the right of May Gurney which
needed attention. Also concerned the quotes for tree work at the Churchyard had

not been progressed and the Clerk confirmed the tree survey report was awaited Cllr Herring felt the wooden gates at the Cemetery needed treating to prevent further deterioration.

Cllr Roberts – Referred to the notes on the parking scheme meeting and was concerned regarding comments on Kirby Road, he confirmed there were issues with the dust cart, however, there needed to be focus on access for emergency vehicles eg ambulance if required. Cllr Lewis confirmed he had passed on these comments
d) Reminder of forthcoming May Elections – Election timetable and nomination forms were circulated to all members. Request for information to be posted on the parish noticeboards.

ACTION: CLERK

2018/117) Planning matters

a) Applications received to date -

After consideration of the following applications it was

RESOLVED to recommend as below:

2019/0299 - 33, 34 And Half Acre White Horse Lane - Change of use of land to form part of residential curtilages to Nos 33, 34 and Half Acre, White Horse Lane – No objections

(Cllr Lewis declared an interest and left the room for the item above)

2019/0283 - Land North Of A146 And East Of White Horse Lane - Non material amendment of permission 2017/1168 - to substitute house types and amend siting of houses, garages and driveways for Plots 68-74 – No comments

BA/2018/0036/FUL – Whitlingham Broad Camp Site – New glamping unit (former railway carriage) and new pedestrian entrance bridge – No comments

(Cllr Sarson declared an interest and left the room for the item above)

2019/0356 – 31 Russell Terrace – Replacement of single glazed timber windows with UPVC wood effect double glazed units at front and rear – Approve subject to meeting the standards set by the Conservation Officer

b) Decision notices received to date – Noted for information

2019/0004 - 2 Reading Room Cottages, The Street - Works to trees in Conservation Area – No Objections

2018/2663 -1 Highland Crescent - Works to trees in Conservation Area – No Objections

2019/0050 - Land Opposite St Andrews Church, The Street - Works to trees – No Objections

2017/1082 - Land adjacent to St Andrews Church, The Street – Change of use to agricultural (meadow) to car parking to include installation of ground protection mesh – Approve with conditions

c) Planning correspondence –

i) Norfolk Homes –

New sewer pipe works – Discussed during Public Participation

ii) Broads Local Plan Consultation – Noted for information and next agenda

iii) Appeal from Swainsthorpe – Noted for information

iv) SNC Tree Preservation Order 2019 no. SN0517 - 7 Charolais Close and Land to the Rear of 7 Charolais Close – Noted for information

ACTION: CLERK

2018/118) Finance matters

a&b) Summary of receipts and payments & Statement of accounts –

On the motion of Cllr Sarson, seconded by Cllr Harrop, it was

RESOLVED to accept and approve Summary of receipts and payments & Statement of accounts to 31 December 2018 to a total of £134,217.51

c) Request for donation S127 – No donation at this time and to revisit later in year

Norfolk Accident Rescue Service

Norfolk Citizens Advice

British Red Cross

ACTION: CLERK

2018/119) Allotments, Common and Churchyard

a) Allotments, allocation and management - Cllr Smith raised concern regarding the previous decision not to allocate allotment plots from the onset of the groundworks. It was felt that plots now needed to be allocated to enable tenants to start work as the growing season approached. There was a lengthy discussion and it was felt there was a need for further consideration at future meeting. Requests from two residents present at the meeting were agreed.

On the motion of Cllr Smith, seconded by Cllr Riseborough, it was

RESOLVED to allocate vacant plots at the Dell and a waiting list to be kept and allocations made on date order

b) Tree survey – Has been carried out in the last week and report awaited

c) Digital mapping of Cemetery and allotments – quotes for mapping of allotments and cemetery sites to be obtained for next meeting and also plotting of new grave spaces at Cemetery.

d) New play equipment on Common – The Clerk had contacted Norfolk Homes, Sutcliffe Play and South Norfolk Council to obtain a copy of the transfer document. However, it had been confirmed that no transfer of the equipment had been made during negotiations with previous Chairman. The Clerk advised this was imperative to enable adequate insurance cover and accuracy of the asset register. The Clerk had asked Norfolk Homes to transfer the equipment and provide the necessary document as a matter of urgency and awaited confirmation of same.

ACTION: CLERK

2018/120) Police & Highways

a) Parking scheme meeting – Cllr Lewis had provided a written report which included the following:

Attended meeting with Cllr Harrop, SNC Cllr Neal, NCC Cllr Thomson and Mr Dave Disney, SNC

- Trowse parking problems were considered
- Specific location issues were noted including Whitlingham Lane
- A permit parking solution for 'hotspots' alone would benefit some residents, but might make problems worse for others, because of resulting displacement.
- A much wider permit parking system might not receive widespread support, since it (and therefore the cost of a permit) would be introduced to locations where the problem was not (yet) seen as intolerable by residents,
Next Steps - The officers will review the situation and revert to the Parish Council with a response.

- If there is perceived to be a deliverable and enforceable solution, the next stage would be to devise a village-wide survey to validate these perceptions and seek views on possible solutions (including cost implications). The survey would be carried out by a firm called Alpha Parking. If solutions remain deliverable a firm proposal would then follow.

b) Correspondence regarding Vans/parking in Whitlingham Lane –

Correspondence was briefly discussed and noted – the Clerk to reply and forward correspondence to Mr Dave Disney

c) Request for a bus shelter – The request for an additional bus shelter was considered and it was noted the pavement was very narrow and it was felt best to wait until it was known the future plans for the Trowse school site. The Clerk to forward the request to NCC Cllr Thomson for his consideration.

d) Withdrawal of Konect bus services – Cllr Lewis had provided a written report for Councillors and an article for the Villager

ACTION: CLERK

2018/121) Correspondence

a) Diamond Jubilee Fire and Rescue Station - Open Day - 25 August 2019 - 11am - 4pm – Noted the Station Manager had intended to attend but this was postponed until March meeting

b) Goodbye to Revd Janice Scott and Welcome to Revd Rosie Braby – Noted Revd Scott will leave in March and Revd Braby would take over. Councillors expressed thanks to Revd Scott for all her hard work and support whilst in Trowse.

c) Great British Spring Clean – Noted for information

d) Carers Matter Norfolk – Noted for information

2018/122) Urgent business – None at this time

2018/123) Date and time of next meeting & amended meeting schedule 2019 –
Noted for information

2018/124) Exclusion of press & public

RESOLVED to exclude the press & public from the meeting under the Local Government Act 1972 section 100A 4 given the sensitive nature of the business to be discussed

20018/125) Cheque signatories, Banking update and non-payment of Salary and other suppliers

Cllr Smith gave a verbal update on the change of cheque signatories following resignation of all previous signatories. The delays and difficulties Cllr Smith had experienced were discussed. It was suggested that the signatories and also the Clerk and RFO should have online banking access for easier management. The bank had returned unpaid the Clerk's salary cheque and Members expressed concern. Cllr Smith asked that management of the bank account should be a standing item added to the Agenda.

On the motion of Cllr Riseborough, seconded by Cllr Lewis, it was

RESOLVED the Clerk would contact the previous signatories, Lloyds Bank and the Auditor to progress the current situation to enable the account to function.

ACTION: CLERK

Meeting closed at 9.20pm

Public Participation Notes

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

- Resident queried how to obtain Meeting Minutes and the Clerk confirmed paper copies were always available at the meeting and could be forwarded to residents on request. Minutes had been sent for the Trowse website but not always uploaded and members were considering a new website.
- Allotment tenant and Cllr Herring raised concern regarding the poor state of the allotment affected by the recent works and the access drive. Cars are encroaching on the corner of the roadway and this needed to be remarked – the Clerk to contact Sarah Hill, Savills, and raise concern and allotment tenant will also contact same