

TROWSE with NEWTON PARISH COUNCIL
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**Minutes of the meeting of Trowse with Newton Parish Council
held on Monday, 25 March 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
	Cllr J Peart	
Gina Lopes – Clerk to Trowse with Newton Parish Council – in attendance		
12 x public		

20018/126) Election of Chairman

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

2018/127) Apologies for absence

All Councillors present.
Apologies noted from NCC Cllr Thomson.

2018/128) Declarations of interest

Declarations of interest were received as below:
Cllr Lewis - 2019/0299 - 33, 34 and Half Acre White Horse Lane
Cllr Sarson – BA/2018/0036/FUL – Whitlingham Broad Camp Site

2018/129) Suspension of meeting for Public Participation

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

2018/130) Minutes of the meeting held 25 February 2019

RESOLVED to approve the minutes of the meeting held on 25 February 2019 as a
true and accurate record of the meeting, the minutes were duly signed by the
Chairman

2018/131) Councillors' Reports

a) Norfolk County Councillor – No report at this time

b) South Norfolk Councillor

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

- Advised there was little to report as Council comes to end of term
- White Horse Lane is to be closed over Easter for installation of the sewer pipe for Norfolk Homes and is concerned about the bus service, previously Konect diverted to come into Trowse and feels First Bus should be contacted. However, last time buses got stuck and could not turn around.

- Noted residents have received a leaflet regarding the temporary road closure

c) Parish Councillors –

Cllr Riseborough – Advised she was unhappy with the large quantity of emails received as a parish councillor and suggested these should be filtered or summarised – the Clerk advised it had been previously agreed to have a councillor only email address because of GDPR requirements and advised this should be implemented after May elections; also paper meeting packs had been provided to ease the situation

Cllr Harrop – suggested emails could be presented in tables

Cllr Herring – raised concern regarding the overgrown hedge along White Horse Lane as a highways responsibility – the Clerk will ask NCC Cllr Thomson to chase. Had attended Broadland workshop on Neighbourhood planning and circulated information to members and urged consideration of such a plan to include targets. Reported damage to kerbs near Crown Point and had photographed car transporter travelling via The Street, chicane and the roundabout and pushing kerbs back and rutting green. Reiterated previous request for an additional street light.

Cllr Lewis – queried the need for repair to the cemetery gates – the Clerk to source quotes. Reported ivy growing along the front of cemetery fence which could be cleared by volunteers

i) Elections Reminder – Nomination forms must be delivered to South Norfolk Council by 3 April 2019 at 4pm. The Clerk offered her assistance if required and confirmed South Norfolk Election Officers would help if needed.

ii) Councillor vacancy – The Clerk reiterated there had been 3 interested applicants for the existing vacancy, however, members felt it was best to leave to the election process rather than have to choose; all applicants had been sent election guidance and forms.

ACTION: CLERK

2018/132) Planning matters

a) Applications received to date –

After consideration of the following application it was

RESOLVED to recommend as below:

2019/0506 - Crown House Kirby Road - Works to trees in Conservation Area - Approve

2019/0356 - 31 Russell Terrace - Replacement of single glazed, timber windows with UPVC wood effect double glazed units at front and rear 59 – Had been approved at last meeting; Cllr Lewis advised he had been contacted by the owner and notified the discretionary fee had been changed and there was now a charge of £210 in relation to Article 4 applications.

b) Decision notices received to date – Noted for information

Y/7/2018/7015 - Trowse County Primary School, White Horse Lane - Removal of glazing from the memorial window and reinstate with clear glazing - Approved

2019/0070 - 7 Charolais Close and Land ToThe Rear of 7 Charolais Close - Works to trees in Conservation Area – Refused

2019/0507/ BA/2019/0036/FUL - Whitlingham Broad Camp Site, Whitlingham Lane - New glamping unit (former railway carriage) & new pedestrian entrance bridge – Approved subject to conditions

2019/0283 –Land North of A146 and east of White Horse Lane – non material amendment of permission 2017/1168 – to sub house types and amend sites of houses, garages, driveways and garden config for plots 68-77 - Approved

c) Planning correspondence –

Broads Local Plan Consultation – Noted

Notice of Committee - 2019/0299/CU - 33, 34 And Half Acre White Horse Lane –

Noted and no further comments

(Cllr Lewis left the room for the item above)

ACTION: CLERK

2018/133) Finance matters

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

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

RESOLVED to accept and approve Summary of receipts and payments & Statement of accounts to 31 January 2019 to a total of £143,856.36 and 28 February 2019 to a total of £141,045.27

c) Cheque signatories – The new signatories were listed with Lloyds, however, neither Councillor had received formal notification nor online banking access information

d) Management of bank account – Two signatories still to be removed from the account once confirmation had been received for new signatories. Consideration to be given to division of funds – to be on next agenda

e) Website – Cllr Harrop reported on a quote received from NPTPS and also a further quote from NflkALC Town & Parish websites which were briefly discussed. Members agreed this should be deferred until after May elections.

ACTION: CLERK

2018/134) Allotments, Common, Churchyard, Cemetery

a) Allotments – An update was provided by the Clerk and noted. There was some queries from the Public which were discussed. It was reported that the drain cover was missing from the first tap on the left and the Clerk to ask Norfolk Homes to reinstate urgently.

b) Tree survey & urgent works – The tree survey from CGM was discussed and Mr Braby was invited to speak on behalf of the Church. He was concerned that some of the larger trees were getting out of hand and felt an ongoing maintenance plan was needed. Some trees needed reducing in height and there was not only safety of visitors to consider but also the buildings.

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

RESOLVED the Clerk should seek a second quote and circulate to members for decision on urgent/high risk work asap.

c) Digital mapping of Cemetery and allotments – There was some discussion on the possibility of mapping and a suggestion this was needed for the allotments. Cllr Lewis offered to plot out the allotment sites with the help of volunteers. The Clerk had sought a quote from Pear Technology but this had yet to be received and agreed to chase this.

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

RESOLVED the Clerk should seek a second quote and circulate to members for decision

d) Common - New Play equipment transfer of ownership – The Clerk confirmed she had liaised with Norfolk Homes and achieved agreement for transfer of ownership of the play equipment. The transfer document had been circulated and

members were asked to approve same. The Clerk to contact Sutcliffe Play and ask for confirmation of their warranty for the play equipment supplied.

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

RESOLVED to approve and accept the transfer agreement with Norfolk Homes for the new play equipment.

e) Operational Inspection Report for play area – The inspection report was considered and noted there were no high risk items identified. It was suggested the inspection company could supply a summary sheet as the report was very long.

ACTION: CLERK

2018/135) Police and Highways

a) Norfolk Constabulary public meeting - 27 March 2019 at 7-9pm - North Wymondham Community Centre – Cllr Herring will attend

b) SAMS machine - next location and future sites –

RESOLVED to request the follow sites for the SAMs machine:

Whitlingham Lane near Orchard Cottages

Near entrance to Village (County Hall approach)

Near shop by Common

c) Vans in Whitlingham Lane correspondence –

- Confirmed meetings had been held between the parish council and South Norfolk and Norfolk County Councils, there is awareness of the situation and all are trying to identify a solution
- Consider whether double yellow lines should be installed
- Suggest that cones are used in the interim – the Clerk to ask the Police
- Cllr Lewis advised one occupant has been served with a protection notice and is not to enter Trowse area and some have personal issues; the Police and the Community Cohesion Officer are making a site visit to consider the situation.
- Resident of the Lane stated “people do not feel safe” and confirmed the situation has been going on for years and something constructive must be done!
- Reported there are limits where camper vans can park
- Whether vans had MOTs and insurance was queried but confirmed they do
- Advised there is a ruling regarding habitation on the highway and noted that several other councils have used this facility.
- The vans are an “eyesore” and Whitlingham Country Park is an asset and the camp site and are being effected
- Residents’ human rights and social rights are being affected
- The Clerk advised there were Police powers to deal with “Travellers” and may be these could be used, also may be classed as anti-social behaviour
- Cllr Lewis suggested he could ask South Norfolk Council to “call in” this issue

RESOLVED Cllr Lewis will arrange a meeting of all parties to include residents and the Clerk to send a letter to South Norfolk Council and also the Police and copy in NCC Cllr Thomson

ACTION: CLERK/TL

Mins 25.03.19

22018/136) Correspondence

a) Appointment of Revd Braby and invitation to service – Noted and Councillors to respond direct. The Clerk confirmed a “Thank You” card had been sent to retiring Revd Scott.

b) South Norfolk Community awards - Nominations close 28 April – Noted for information.

2018/137) Urgent business – None

Meeting closed at 9.40pm

Public Participation Notes

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

- A resident queried the allocation of allotment plots and advised she was dissatisfied
- An allotment applicant wished to know his position on the waiting list
- New allotment tenant queried the numbering of her own plot and of the neighbouring plot
- Resident raised concern regarding football day parking in the village and asked what action the parish council could take; advised the Police had recently been called, the bus had been unable to manoeuvre through the chicane
- Resident reported there are currently 4 vans in Whitlingham Lane and previously there were 9. Frustrated when constantly faced with people urinating in the hedge, emptying their rubbish and setting fire to the hedgerow; wants action; requests an overnight parking ban be put in place. He reported a motorbike that had no MOT since 1984 but South Norfolk Council only moved it down the lane and feels the area is being used as a “dumping ground”
- A further van had been off-loaded the previous day and fears the numbers are increasing.
- Noted complaints can and should be noted on the South Norfolk Council website