

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, 28 January 2019 at 7.15pm
in the Manor Rooms, The Street, Trowse**

Present:

Cllr T Lewis – presiding

Cllr R Herring	Cllr J Harrop	Cllr C Riseborough
Cllr N Roberts	Cllr F Sarson	Cllr H Smith
	Cllr J Peart	

Gina Lopes – Clerk to Trowse with Newton Parish Council – in attendance
10 x public
Norfolk County Cllr V Thomson

2018/099) Election of Chairman

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

2018/100) Apologies for absence

None received – all present

2018/101) Declarations of interest

Declarations of interest were received as below:
Cllr Sarson - 2019/0079 - Land North of Kirby Road

2018/102) Suspension of meeting for Public Participation

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

2018/103) Minutes of the meeting held 19 December 2018

RESOLVED to approve the minutes of the meeting held on 19 December 2018 as a
true and accurate record of the meeting, the minutes were duly signed by the
Chairman

2018/104) Councillors' Reports

a) Norfolk County Councillor – NCC Cllr Thomson presented the following written
report:

Reminders: Gritting

*People can check which roads are on the council's gritting routes for the 2018/19 season on the map
at www.norfolk.gov.uk/gritting. On the same map people can find the locations of around 1,900 grit
bins in the county that are filled by the County Council and which the public can use on public
pavements, cycle paths and roads.*

Reporting a highways defect

<https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>

*You can report anonymously, or you can register, receiving an enquiry number. If you register you will
receive updates on the steps taken to resolve the problem.*

*If you want to contact me about a highway problem, I need the enquiry number to be able to
effectively chase.*

New School

Planning approval for the scheme has just been so a significant milestone has now been met. We are also at a stage when we can release the tender package and appoint a contractor, but before it is issued, we plan to have one last meeting with Norfolk Homes to confirm that site access will still be available for us in the Spring. We're due to meet with them in a couple of weeks time.

Assuming they are still ok with permitting us access for construction then I'd expect the new school to potentially be ready by the Summer term 2020. However, we may delay any actual school move until September so that it fits in with the new school year. We will be having further conversation with Head and his governors on this as the project progresses.

Whitlingham lane

Officers are working with SNDC on recent issues, completing statutory assessments and I should here about actions. We had a successful outcome last time and hope we can get a quick result.

Scams

Scam Alert – Letters claiming to be from the 'International Postcode Lottery'

Scam Alert – Telephone cold calls claiming 'your internet has been compromised'

Cold Calling Alert – Doorstep Cold Callers offering 'pressure washing' services

Scam Alert – Text messages claiming to be from 'Tesco' stating you 'took the 2ND place in our Tesco' Christmas Prize Draw'

Rogue Trader Alert – Doorstep Cold Callers offering to 'gravel driveways'

Scam Alert – Telephone Cold Calls claiming to be from 'Citizens Advice'

Scam Alert – Facebook messages claiming to be from a friend asking if you could 'receive a payment' via PayPal

Scam Alert – Text messages claiming to be from 'DVLA' stating you have a 'vehicle tax refund'

Information Alert – Changes to Pension Cold Calling regulations

Cold Calling Alert – Doorstep Cold Caller in the Mulbarton area enquiring about 'insulation'

Food Alert – Sainsbury's recalls their 'Deliciously Free From Garlic Bread Pizza' with the 'Use-by' date of 27 January 2019 as contains cheese which is not mentioned on the label

Email scams and phishing alerts

Look out for the following email scams which are circulating:

Emails claiming to be from the 'Account Team' stating 'we have arranged payment' - link goes to website linked with Malware

Phishing emails claiming to be from 'American Express' with the subject line 'A concern that requires your action'

b) South Norfolk Councillor – SNC Cllr Lewis gave a brief verbal report:-

- Has circulated information on the merger between South Norfolk and Broadland District Councils and attended a meeting at Suffolk where they have been through the merger process
- Parking - South Norfolk will meet with Trowse Parish Council to discuss parking issues and funds are available for parking schemes; comments can be sent to the Clerk regarding parking schemes

c) Parish Councillors – verbal reports received as below:

Cllr Herring advised the Broads Plan has been "rehashed" and much has been removed due to Brexit

Cllr Roberts wished to clarify the Community Speedwatch is managed by Norfolk Constabulary and is separate from the SAM2 machine which belongs to the parish council.

Cllr Lewis advised he had supplied a risk assessment for the SAM2 machine. The Clerk confirmed this would be sent to Zurich Insurance with the information from Mr Smerdon in response to their request. Mr Benterman had confirmed he was willing to continue assisting with the machine at an hourly rate which was unspecified. It was reported that Mrs Greenizan was interested in carrying out SAM2 duties. The

provision of a laptop was briefly discussed. The Clerk to request Mr Benterman returns the key to the parish council asap. For further discussion at next meeting.

ACTION: CLERK/TL/JH

2018/105) Planning matters

a) Applications received to date -

After consideration of the following applications it was

RESOLVED to recommend as below:

2019/0079 - Land North of Kirby Road - Variation of condition 6 of planning permission 2018/1246 (Commercial glasshouses, packing and welfare buildings, landscaping and associated infrastructure) - To extend the hours of construction on site – Approve subject to no neighbour objections

(Cllr Sarson left the meeting whilst the above application was considered)

2018/2663 -1 Highland Crescent - Works to trees in Conservation Area - Approve

2019/0004 - 2 Reading Room Cottages, The Street - Works to trees in Conservation Area - Approve

2019/0050 - Land Opposite St Andrews Church, The Street - Works to trees -

Approve **2019/0070 - 7 Charolais Close and Land to the Rear of 7 Charolais**

Close - Works to trees in Conservation Area - Approve

b) Decision notices received to date – Noted for information

Y/7/2018/7011 - Land off White Horse Lane - Proposed New Build 1FE (210

pupil roll) Primary School and 24 place Pre-School Nursery building - Approved

2018/2685 - Land At Crown Point Estate, Kirby Road, Kirby Bedon - Discharge of conditions 3, 4, 5, 14, 17, 20 from planning consent 2018/1246 - Site levels, arboricultural report, landscape mitigation, construction management plan, foul water strategy and dust control management plan - Approved

2018/2774 - Land At Crown Point Estate, Kirby Road - 3no water pipes and 1no armoured electricity cable in a trench, connecting the glasshouse permitted under 2018/1246 to a new heat exchanger building on the Whitlingham sewage works - Approval with Conditions

2018/2829 - 7 Charolais Close - Non material amendment following 2018/0013/H - Reduction in footprint of the proposed extension. As a result of the above the rear window locations have been adjusted. Reduction in size and adjusted location of the roof-lights - Approval with no Conditions

c) Planning correspondence –

i) Norfolk Homes –

S38 Road Agreement for Development off White Horse Lane for street lighting

£10,000 payment – Update – The Clerk confirmed that the S38 agreement had been signed and returned. The donation of £10,000 had been paid by Norfolk Homes to Trowse with Newton Parish Council and had been received into the bank account.

New sewer pipe works - Update – The Clerk confirmed that Sarah Hill, Savills, had confirmed there had been a meeting with some allotment holders affected by works and a brief update report was awaited. Plot 50 had been reduced in size at the request of the tenant and the area remaining had been designated as former Plot 49. Members felt this was satisfactory, however, Cllr Herring raised concerns regarding the work at the allotments as he felt the access drive and fencing should be reinstated along the same line as before. Cllr Sarson and Cllr Smith had visited the site and advised the verge has been seeded, plants and shed reinstated.

Groundworks for hardstanding has been done but the ground is too soft to complete at this time and also the fencing. Anglian Water will reinstate to previous. Cllr

Herring raised concerns that previous requests from Councillors had not been written into the formal agreement and was dissatisfied with the negotiations and the outcome. The Clerk will request the update from Sarah Hill, Savills.

ACTION: CLERK

2018/106) Finance matters

a) Cheque signatories – Cllr Smith reported she is processing the appointment of the new signatories with Cllr Harrop and has made several visits to the bank. However, this is proving difficult; currently the bank is sending a mandate form seeking further information which is onerous. The bank has accepted the previously sent resolution letter but there appears to be names on the account of which Cllr Smith was unaware; the bank are attempting to contact same. It was agreed Cllr Smith should ask for all other parties to be removed and noted the task was made more difficult because previous signatories were not assisting. Cllr Smith suggested there should be some access for online banking and this was agreed. Cllr Smith raised particular concerns regarding the non-payment and ongoing delay of the Clerk's salary. The Clerk thanked Cllr Smith for all her efforts in this matter and also Cllr Harrop for assisting.

b) Quotation for tree survey –

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

RESOLVED to approve and accept the CGM quotation for a tree survey at the Churchyard, Cemetery and Common to a total cost of £1,800.00

c) Quotations for tree work at Churchyard –

Additional quotes for tree work at the Churchyard were briefly discussed, however, it was agreed the tree survey must be completed prior to any work being authorised.

ACTION: CLERK/JH/HS

2018/107) Budget & precept request 2019/20

The Clerk and Responsible Finance Officer presented the draft budget for financial year 2019/20 with the following notes which were considered and discussed:-

On consideration of the RPI AND CPI, rates are set at an increase of 2.5%, however, where an increase is known the figures have been adjusted accordingly.

Withdrawal of the Council Tax Support Grant by South Norfolk Council will have an impact on the precept but this change is out of our control.

The deadline for submission to SNC has expired, however, an extension to 31 January has been agreed due to exceptional circumstances.

The precept is paid by District to the parish council to enable the parish council to function, manage assets for the community and deliver services to its residents. The precept amount does relate to residents council tax but there are many other factors eg Policing and Norfolk County and District Council services, etc.

Budget considerations –

There are many items that are not covered in the current budget figures which have been discussed and should be considered:-

Allotments –

Digital mapping system to be purchased and implemented

Numbering of plots – markers to be purchased and installed

Tree/hedge maintenance – unknown at this time

Strimming of vacant plots – additional grounds maintenance charges

Cemetery –

Lower half of cemetery to be plotted and marked ready for grave use

Digital mapping system to be purchased and implemented

Regular gardening and maintenance of site

Common –

Additional benches to be purchased and installed

Litterpicking duties

Other -

Tree work on all sites – costs unknown at this time

Consideration of employment of part time gardener/general handyman to service and maintain all sites

Proposed Traffic Order for Whitlingham Lane

Proposed legal work regarding Arminghall application

Reserve funds -

The Council has good reserves which are currently not earmarked for specific use which allows Councillors greater flexibility to spend as and when required. These reserves can be allocated for some or all of the projects above if Council choose to progress same. However, reserves are not limitless and the precept should at least cover the basic functions of the Council during the year.

Precept capping –

There has been much debate about the possibility of precept capping in recent years, proposals suggest a cap of 2% and any higher increase would be subject to a referendum. Any reduction in precept may result in the inability to easily return to the current value which would limit the parish council's functions.

There was a suggestion to reduce the precept significantly and use reserves with a written example and this was briefly discussed.

It was noted that whilst there was a small increase in the draft budget figures the actual total was slightly lower than the previous year.

There were queries regarding the agreements between the Parish Council and the Manor Rooms Management Committee and St Andrew's Church, relating to the Manor Rooms building and the churchyard – for future agenda and discussion

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

RESOLVED to accept the budget presented and to make the precept request of £67,006.00 to South Norfolk Council by 31 January 2019.

ACTION: CLERK

2018/108) Allotments

a) Request to erect a greenhouse –

RESOLVED to approve tenant's application to erect a greenhouse

b) Allocation of vacant plot at Block Hill site – for consideration

RESOLVED to approve tenancy of a vacant plot at Block Hill

ACTION: CLERK

2018/109) Urgent business – None

2018/110) Date and time of next meeting & meeting schedule 2019

Noted for information

Meeting closed at 9.45pm

Public Participation Notes

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

- Guidance was requested on the role of parish councillors in relation to the current vacant seat and forthcoming elections – the Clerk advised all election information is available on South Norfolk Council website
- Query regarding information being available via a Trowse website and noted there was an existing village website, however, it had briefly been considered whether the parish council should fund its own specific website; this required more discussion
- There was a request for copies of minutes for the public – the Clerk confirmed spare copies were always available and also on request
- Request that a sum is set aside in the budget because of the planning application where “The Street” is a proposed access
- As the Parish Council is responsible for the maintenance of the churchyard it was suggested a budget should be set aside as this may require a large amount
- Query as to who is responsible for the trees at Kirby Road – members advised this depends on which part, could be Whitlingham Country Park