

TROWSE with NEWTON PARISH COUNCIL
The Manor Rooms, The Street, Trowse, Norwich NR14 8ST
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**Minutes of the Annual meeting of Trowse with Newton Parish Council
Held on Wednesday, 15 May 2019 at 7.15pm
in the Manor Rooms, The Street, Trowse**

Present:

Cllr J Smerdon – presiding upon election
Cllr H Smith Cllr J Peart Cllr D Price Cllr M Haynes
Cllr H Bowers Cllr C Bowers Cllr P Greenizan Cllr A Greenizan
Gina Lopes – Clerk to Trowse with Newton Parish Council – in attendance
14 x public

2019/001) Election of Chairman

RESOLVED to elect Cllr Peart to take this item and nominations for Chairman were received as follows:-

Cllr J Smerdon

Cllr J Peart

Voting took place by show of hands.

RESOLVED by majority vote to elect Cllr Smerdon as Chairman for the year 2019/20.

Cllr Smerdon signed the Declaration of Acceptance of Office form and presided over the remainder of the meeting.

2019/002) Election of Vice-Chairman

Nominations for Vice-Chairman x 2 were received as follows:-

Cllr J Peart

Cllr H Smith

Cllr H Bowers

Voting took place by show of hands.

RESOLVED by majority vote to elect Cllr H Bowers and Cllr H Smith as joint Vice-Chairman for the year 2019/20.

Cllr Smith and Cllr Bowers signed the Declaration of Acceptance of Office form.

2019/003) Apologies for absence

All councillors present. Apologies were noted from NCC Cllr Thomson and further apologies noted from SNC Cllr Spruce and SNC Cllr Overton.

2019/004) Declarations of interest

Declarations of interest were received as below:

Cllr C Bowers - Allotments (pecuniary)

Cllr H Bowers - Allotments (pecuniary)

Cllr P Greenizan - Allotments (pecuniary)

Cllr A Greenizan - Allotments (pecuniary)

Cllr H Smith - Allotments (pecuniary)

All Councillors listed above left the room for item 2019/014b

2019/005) Suspension of meeting for Public Participation

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

2019/006a) Minutes of the meeting held 24 April 2019

RESOLVED to approve the minutes of the meeting held on 24 April 2019 as a true and accurate record of the meeting, the minutes were duly signed by the Chairman

2019/006b) Minutes of the Annual Parish meeting held 24 April 2019

Noted for accuracy only

2019/007) Councillors' Reports

a) Introductions – All Councillors introduced themselves to each other and the public

b) Induction Training for all Councillors - 28 May 2019 at 7.45pm

c) Councillor Volunteers to facilitate use of:

SAMs machine – RESOLVED Cllr P Greenizan, Cllr C Bowers, Cllr J Smerdon and Mr Paul Roper will manage the SAMs machine, Wescotec to provide necessary training

Defibrillator – RESOLVED Cllr A Greenizan and Cllr H Bowers will manage the Defibrillator, Heartbeat to provide the necessary training

d) Cllr Peart report - was disappointed at the pre-election flyer circulated by some members as she believed the previous councillors had done a good job. Cllr Peart expressed her thanks to the previous councillors.

ACTION: ALL CLLRS/CLERK

2019/008) County Councillor's Report

No report received at this time.

2019/009) District Councillor's Report

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

- The meeting this morning was positive, she and NCC Cllr Thomson are determined and will persist in finding a solution. They are desperately trying to meet with different people and NCC Cllr Thomson will talk to Highways. SNC Tony Cook deals with Gypsy and Travellers and has always worked with Highways. At the moment Highways have considered the criteria and felt it has not been met and are not taking action at the moment. However, the feeling is it is now beyond this and a meeting of all parties is being called, she will attend with NCC Cllr Thomson. If there are issues with drugs the Police should be called and will attend. Gave assurance all officers are visiting Whitlingham Lane to assess the situation.
- Cllr Neal advised she is still restricted by the state of Purdah because of the forthcoming European elections.
- Cllr Neal confirmed she is a cabinet member and her portfolio is planning and economic growth. Has sat on planning for last 12 years and is Vice-Chairman of the Committee. SNC have now met their 5 year land supply which will enable applications to be refused if they do not meet SNC policies. There has been a call for sites and this will go on to public consultation.
- Cllr Neal was surprised and concerned to find that Norwich now has third highest number of Heroin addicts in the country. County lines are being worked on by Police and asking District to assist.

2019/010) Vans in Whitlingham Lane

Discussed during public participation and noted within SNC Cllr Neal's report. Cllr Peart reiterated a previous suggestion for a site visit by all parties. The Clerk requested copies of all correspondence for the Council file. Cllr Smerdon advised he has arranged a meeting with new Beat Manager, PC Sherry Locke.

On the motion of Cllr Smerdon, seconded by Cllr Haynes, it was

RESOLVED Cllr Smerdon and Cllr Smith will attend the meeting to discuss the vans in Whitlingham Lane.

On the motion of Cllr Smerdon, seconded by Cllr P Greenizan, it was

RESOLVED to request a cycle path for Whitlingham Lane

ACTION: JS/HS/CLERK

2019/011) Planning matters

a) Applications received to date –

After consideration of the following applications it was

RESOLVED to recommend as below:-

20190923 - Whitlingham Outdoor Centre - Re-clad cabins.....- No objections

2019/0914 - 9 Crown Point Villas - Works to trees - Approve but suggest two replacement trees are planted

b) Decision notices received to date – Noted for information

2019/0356 – 31 Russell Terrace – Replacement of single glazed, timber windows – Approve with conditions

2019/0079 – Land North of Kirby Road – Variation of condition 6 of planning permission 2018/1246 To extend the hours of construction on site - Approve with conditions

c) Planning correspondence – Noted for information

i) Norfolk Homes – update – Confirmation of CIL eligibility for new site

ii) Western Link update

ACTION: CLERK

2019/012) Finance matters

a) Annual review of effectiveness of internal audit –

On the motion of Cllr Smerdon, seconded by Cllr Haynes, it was

RESOLVED to approve the effectiveness of the internal audit arrangements

b) Annual review of financial risks –

On the motion of Cllr Smerdon, seconded by Cllr Haynes, it was

RESOLVED to approve the review of financial risks

c) Annual review of asset register –

On the motion of Cllr Smerdon, seconded by Cllr P Greenizan, it was

RESOLVED to approve the revised asset register

d) Annual review of insurance –

On the motion of Cllr Smerdon, seconded by Cllr Price, it was

RESOLVED to approve the insurance schedule and cover

e) Cheque signatories –

On the motion of Cllr Smerdon, seconded by Cllr P Greenizan, it was

RESOLVED to appoint Cllr Smerdon, Cllr Smith and Cllr H Bowers as signatories for the bank accounts and for the Clerk to be added as a non-signing signatory to enable access and for a new account with Barclays Bank to be created asap.

f) Management of bank account –

Cllr Smith gave a verbal update on the difficulties relating to the bank account and confirmed the existing mandate is being progressed which is necessary to enable the account to function.

On the motion of Cllr Smerdon, seconded by Cllr P Greenizan, it was

RESOLVED to approve the progression of the existing mandate to enable the account to function.

The Clerk expressed her thanks to Cllr Smith for her time and effort spent resolving the complex banking issues experienced in recent months.

g) Receipt of precept 1st instalment – Noted for information

ACTION: JS/HS/HB/CLERK

2019/013) Standing Orders And Financial Regulations

Review of Standing Orders and Financial Regulations –

On the motion of Cllr Smerdon, seconded by Cllr Haynes, it was

RESOLVED after review to approve the Standing Orders and Financial Regulations

2019/014) Allotments, Common, Cemetery & Churchyard

a) Churchyard code of practice – The draft document supplied by Revd Braby was considered. It was noted volunteers usually tend graves and generally tidy up and improve the churchyard. Tree work is carried out by professionals and there were reminders to consider protecting wildlife. The Clerk confirmed the tree work should be undertaken in the near future.

On the motion of Cllr Smerdon, seconded by Cllr Haynes, it was

RESOLVED Cllr Smith will review the draft code of practice further and the Clerk will then seek advice from Zurich Insurance.

b) Allotment tenancy agreement – The current tenancy agreement was briefly discussed and Cllr Smerdon felt a site visit should take place before any decision was made. Cllrs Smerdon, Peart and Price to visit the allotments with the Clerk

ACTION: JS/HS/JP/DP/CLERK

2019/015) Police and Highways

a) Welome to new Beat Manager PC Sherry Locke – Noted for information

b) Residents correspondence re: parking – The correspondence was noted and NCC Cllr Thomson is progressing with other parties.

On the motion of Cllr Smerdon, seconded by Cllr C Bowers, it was

RESOLVED Cllr Smerdon and Cllr Smith will attend the parking meeting with Mr Disney, SNC.

ACTION: JS/HS

2019/016) Correspondence received to-date

a) Trowse Primary School Summer fete – raffle and stall request –

On the motion of Cllr Smerdon, seconded by Cllr Haynes, it was

RESOLVED not to have a stall at the School Fete, however, two raffle prizes to be donated of £25 Jarrolds vouchers

b) Highway Rangers visit – request for sign to be replaced where 20mph ends at Whitlingham Lane; Blocked drain in Whitlingham Lane and drainage gulleys on The Street, also they are not to cut private residents' hedges

c) Meeting schedule 2019 – Noted for information

ACTION: ALL CLLRS/CLERK

Meeting closed at 9.10pm

Public Participation Notes

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

- A resident offered her congratulations to the newly elected Councillors and confirmed an expectation of “great things”
- Resident advised the parish council documents on the Trowse community website were out of date – The Clerk confirmed this had been raised by her previously and was of concern, there are suggestions to create a new website
- Resident would like a copy of the internal audit – The Clerk confirmed this had not been undertaken for the 2018/19, however, the previous year was available and advised the resident to email her for a copy
- Query regarding the hedging removed at the Dell allotment site leaving a gap, Savills advised the resident to contact the parish council – The Clerk will contact Savills for an update

Vans in Whitlingham Lane:

- This issue was of concern and the resident had been in touch with the District Councillor and the County Councillor and NCC Highways department and has copies of her correspondence. Requests something is done and felt the parish council should act as a “go-between” – The Chairman confirmed he had attended a meeting earlier in the day to consider options, there is no “quick fix” as no offence being committed. The Police cannot treat as Travellers as on the highway. Norfolk County Council may be able to use S77 of Public Order Act and stop sleeping on a road overnight. There is a problem with enforcement as no enforcement officers work 24 hours.
- Cllr Smith has received reports of electricity being taken from residents outside plugs and frequent requests for water, one resident felt distressed and vulnerable. She has spoken to NCC Cllr Thomson and encourages all to report through the correct channels. Previous communication advising the “tipping point” had not been reached seems now to have been reached. Concern there could be another fire which may endanger life and tension could cause aggressive acts. There needs to be a positive outcome for the Village. Cllr Smith has made her own proposal to have a cycle path down left of Whitlingham Lane to enable access to the park and this would cancel this issue and she has widening support and asks the parish council to support.
- SNC Cllr Neal confirmed NCC Highways would need to consider the proposed cycle path and was concerned as there was only limited funding, normally obtain enhancements through development, this is what happened in Poringland.
- Resident felt a suggested two hour parking restriction would be insufficient and would need to be 24 hours and 7 days a week.
- Residents were urged to provide evidence of anti-social behaviour and obstruction etc.
- Report of a lorry parking overnight and engine idling for 40 minutes
- Report of 20 vans in Lane and also associated vehicles