

NOTICE OF TROWSE WITH NEWTON PARISH COUNCIL MEETING

You are hereby summoned to attend the Trowse with Newton Parish Council Meeting at The Manor Rooms, The Street, Trowse on: **Monday 25th November at 7.15pm**
Members of the press and public are invited to attend

Sarah Hunt

Sarah Hunt
Locum Parish Clerk

AGENDA

1. ATTENDANCE

To note those present and consider apologies for absence.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

2.1 To consider the process for dispensations – either via the Clerk or by Full Council.

2.2 To consider any dispensations previously submitted.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position.
- That of your family or close friends.
- That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest you must say why the interest arises so that it may be included in the minutes.

3. MINUTES OF PREVIOUS MEETING

To confirm the accuracy of the minutes of the last Parish Council Meeting held on 28th October 2019.

4. PUBLIC FORUM

4.1 To receive reports from County Councillor – Vic James Thomson, South Norfolk District Councillor – Trevor Spruce and Police if present.

4.2 To receive comments from members of the public, restricted to 2 minutes per person, on matters elsewhere in the agenda. Item to last no more than 10 minutes.

5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES.

5.1 White Horse Lane Hedging – to confirm that letters have been sent to the landowners.

5.2 Parking Enforcement Public Consultation – to confirm dates. Cllr Smerdon.

5.3 Noticeboard has been repaired.

5.4 Facebook page is now live.

5.5 Streetlight marking. Cllr J Smerdon

5.6 Light in Bus Shelter now working.

5.7 Dell Noticeboard. Cllr Price

5.8 Risk Assessments – next meeting. Clerk.

5.9 Village Sign – to confirm that advice and any necessary quotations are being sought. Clerk

5.10 Tree T60, Churchyard. To confirm that this work has been ordered. CGM seeking permission.

5.11 Telephone Box. To confirm that ownership has passed to the Parish Council.

Trowse with Newton Parish Council, The Manor Rooms, The Street, Trowse, NR14 8ST
Locum Clerk: Mrs Sarah Hunt Telephone: 07899798853 Email: trowsepc@outlook.com

6. CORRESPONDENCE

Email – Trowse School	Concerns regarding Trowse Bus Gate	For information.
Email – Parishioner	Suggestion to install electric car charging points	For consideration.
Emailed Norfolk Co Co	Budget Consultation	Tabled.

7. PLANNING

7.1 Applications for discussion and comment.

South Norfolk – 2019/2117. Land North of Kirby Road, Trowse. Approval of Condition Details.
Details of condition 13a of 2018/1246 – (13a) – Off-site Highway improvements.

7.2 Decisions for information

South Norfolk – 2019/1811. Tree House, Whitlingham Lane, Trowse, NR14 8TN. Work to trees in a conservation area. Sycamore – fell, Plum – fell. No Objections.

South Norfolk – 2019/1971. 13 Highland Crescent, Trowse, NR14 8GA. Works to trees in a conservation area. (T1) Willow – fell to ground. (T2) Acer – reduce spread to approx. north 2m, east 1.5m, south 2m and west 2.5m to leave height of approx. 7m from 8m. (T3) Lime – repollard to existing pollard points. No Objections.

8. ADMINISTRATIVE MATTERS.

- 8.1 To review and accept the Code of Conduct.
- 8.2 For each Councillor to sign an agreement to abide by the Code of Conduct.
- 8.3 To approve playground inspection training for Cllr C Bowers on 19th February 2020 - £60.00.
- 8.4 To consider organising a community training day for the defibrillator at £175.00.
- 8.5 To notify Councillors that two Freedom of Information requests have been received and actioned.

9. FINANCIAL MATTERS

9.1 To agree payments as circulated. To note that the South Norfolk District Council payment was refused – to be re-issued.

9.2 To receive Internal Auditors report.

9.3 To note Balances at bank:	Santander A/C No. 43699240 (02.11.19)	£ 9,055.81
	Lloyds A/C No. 04058297 (31.10.19)	£167,720.94
	Lloyds A/C No.06378221 (9.5.19)	£ 15,224.57
	Nationwide	£ 0.00
		£192,001.32

9.4 Bank Account Mandates:

Santander – documents have been submitted to Santander. Clerk

Barclays – Instructions closing the account have been sent, no confirmation received.

Nationwide – confirmation of account opening received, signatures have been sent.

9.5 To consider a grant request from the Manor Rooms for £3,000 for 2020.

9.6 To receive minutes of the Finance Committee meeting which took place on Thursday 21st November.

9.7 To consider any recommendations from the Finance Committee

9.8 To consider a donation request from Norfolk Citizens Advice.

9.9 To consider buying a gift voucher for the volunteer who looks after the flowers at the bus stop as a token of appreciation. Cllr H Smith.

10. ALLOTMENTS.

10.1 Tenancy agreements/2020 – To confirm that all plot holders have been contacted and advised of extension and increased fees.

10.2 To confirm that a skip was provided at The Dell on Friday 22nd November 2019.

10.3 To consider the provision of a skip at Block Hill for plot holders.

10.4 To receive the Asbestos survey and recommendations.

- 10.5 To receive an update on waiting list/vacancies. Clerk.
- 10.6 To consider membership of the National Allotment Society - £55.00 +VAT per year.

11. OPEN SPACES AND PROPERTY COMMITTEE

- 11.1 To receive minutes from the meeting held on 8th November 2019.
- 11.2 To consider the following recommendations:
 - 11.2.1 That only one annual playground inspection be undertaken in 2020.
 - 11.2.2 That the current streetlight contract be budgeted for renewal next year.
 - 11.2.3 That the grass cutting contract be allowed to run on for 2020.
 - 11.2.4 That any necessary additional grass cuts be authorised by Cllrs Bowers/Smerdon Clerk at a cost of £195.00 per visit.
 - 11.2.5 That the current pest control contract not be renewed
 - 11.2.6 That the current bin collection contract be renewed when necessary.
 - 11.2.7 That the White Horse take over the planting in the trough and thanked, and that the Council reimburse any expenditure.
 - 11.2.8 That a maintenance schedule be drawn up and a contract be taken out if possible with the unpaid working team.
 - 11.2.9 That the current fencing at the top of Dell Allotments be made safe with open access and the bed frame removed.
 - 11.2.10 That the previously quoted numbering at £1,030.00 by CGM be approved.
 - 11.2.11 That the water survey at the Dell Allotments be undertaken.
 - 11.2.12 That the Council investigate moving the defibrillator to the phone box.
- 11.3 Playground works – to receive an update following a site meeting with Fenland Leisure and approve works if necessary. Cllr C Bowers.
- 11.4 Awaiting LED Conversion prices for those streetlights not LED from K and M.
- 11.5 Awaiting quotation for Cemetery and Compound Gates. Clerk.
- 11.6 Cemetery brick rotunda – quotation to be obtained.

12. NORFOLK HOMES LAND TRANSFER.

- 12.1 To consider authorising searches:
 - 12.1.1 Local Land Charges and Local Authority Search.
 - 12.1.2 Commons Registration Search.
 - 12.1.3 Land Registry Official Searches.
 - 12.1.4 Land Charges Department Search.
 - 12.1.5 Company Search.
 - 12.1.6 Index Map Search.
 - 12.1.7 Environmental and Flood Searches.

13. BUS SHELTER

- 13.1 To consider removal of existing bus shelter and replacement with a contemporary style shelter. Cllr H Smith.
- 13.2 To consider increasing weekly service to include cleaning (removal of cobwebs and washing seat) – increased fee by £10.00 to £22.00/visit.

14. NEIGHBOURHOOD PLAN.

- 14.1 To confirm that the designation of a neighbourhood area has been submitted to both South Norfolk District Council and the Broads Authority.
- 14.2 To feedback from meeting with Rachel Leggett on 23rd November 2017. Cllr Smerdon.
- 14.3 To agree any necessary actions.
- 14.4 To confirm South Norfolk are attending Friday 13th December at 2pm to give a short presentation.

15. HIGHWAYS 50/50 FUNDING APPLICATION.

To note the closing date for 2020 of the 6th December. To consider any suitable projects.

16. CEMETERY/CHURCHYARD.

17.1 To note that the Parish Council is responsible for trees on the Eastern Boundary only, not the Southern Boundary.

All items to next meeting.

17. OPERATION LONDON BRIDGE – Cllr H Smith.

17.1 To consider a Condolence Book – to set budget.

17.2 To agree Location for Book.

17.3 To agree access times, supervision and setting.

17.4 To consider flowers – to set budget.

17.5 To agree Location/allow public flowers.

17.6 To consider purchasing a Picture and black ribbon and agree location for display.

17.7 To consider a proclamation.

17.8 To agree where template should be publicised – Website/FacebookNoticeboard.

18. PLAYINGFIELD/RECREATION FIELD.

Cllr C Bowers requested this item.

19. SAM REPORT.

Analysis of data and trends. Cllrs Smith/Smerdon/P Greenizan.

The Chairman may RESOLVE that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature.

20. PARISH CLERK EMPLOYMENT.

26.1 To update Council following interviews.