

TROWSE with NEWTON PARISH COUNCIL
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**Minutes of the meeting of Trowse with Newton Parish Council
held on Wednesday, 19 December 2018 at 7.15pm
in the Manor Rooms, The Street, Trowse**

Present:

	Cllr T Lewis – presiding	
Cllr R Herring	Cllr V Thomson	Cllr J Harrop
Upon Election:		
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		
13 x public		

2018/085) Election of Chairman

On the motion of Cllr Thomson, seconded by Cllr Herring, it was **RESOLVED** to elect Cllr Lewis as Chairman for the meeting and Cllr Harrop as Vice-Chairman for the meeting.
Advice from NrfkALC was noted regarding the option to appoint a meeting Chairman each time until the Council wished to appoint a permanent Chairman which was the agreed action.

2018/086) Apologies for absence

None received – all present

2018/087) Resignation and appointment of parish councillors

a) Resignations – Resignations were received and noted from Cllr Prentice, Cllr Smerdon, Cllr Cattee and Cllr Brown.

b) South Norfolk Council appointments of Cllr Trevor Lewis and Cllr Vic Thomson – Interim appointments of Cllr Lewis and Cllr Thomson were accepted and noted. Cllr Thomson advised he would relinquish his seat if sufficient Councillors were co-opted at the meeting.

c) Co-option of new Parish Councillors – The Chairman invited applications for the existing parish councillor vacancies.

RESOLVED unanimously to co-opt the following applicants to the position of Parish Councillor:-

Neil Roberts	Fiona Sarson	Janet Peart
Hazel Smith	Claire Riseborough	

The new members signed their Declaration of Acceptance of Office forms and took their seats for the remainder of the meeting. The new Councillors were warmly welcomed to the Parish Council.

2018/088) Declarations of interest

Declarations of interest were received as below:

Cllr Sarson - 2018/2685 - Land at Crown Point Estate

2018/089) Suspension of meeting for Public Participation

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

2018/090) Minutes of the meeting held 26 November 2018

RESOLVED to approve the minutes of the meeting held on 26 November 2018 as a true and accurate record of the meeting, the minutes were duly signed by the Chairman

2018/091) Councillors' Reports

Brief reports were received as follows:

Cllr Herring raised concern regarding the trees in the churchyard. He had spoken to the Church Warden and a contractor had visited the site, surveyed the trees and provided a quote for consideration.

Cllr Thomson advised he would circulate his Norfolk County Council written report after the meeting

ACTION: VT

2018/092) Planning matters

a) Applications received to date - for consideration

After consideration of the following applications it was

RESOLVED to recommend as below:

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 – Approve

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

BA/2018/0494/FUL – Whitlingham Outdoor Centre, Whitlingham Lane – Re-clad cabins 2,4,5,6,7 & 8 Revisions to cabin 4 including new entrance door, windows and boardwalk. Revisions to cabin 8 new windows and associated works - Approve

b) Decision notices received to date – None received at this time

c) Planning correspondence –

i) Norfolk Homes –

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

– offer of commuted sum £10,000 – The Clerk confirmed that following the last meeting when she had advised to seek a commuted sum towards the maintenance of the new street lights she had contacted Isadore Goldman to put this request.

Norfolk Homes were now offering a sum of £10,000 and she urged members to accept and this was briefly discussed.

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

RESOLVED to accept the sum of £10,000 subject to Cllr Lewis request to fully read the written agreement.

New sewer pipe works – The Clerk confirmed she had met with all parties at the site and the new gateway, hardstanding and footpath locations and surfacing had been agreed. There was a brief discussion on this matter and Cllr Smith advised the original corrugated iron and wire netting must be replaced as a rabbit deterrent and the Clerk will reiterate this point to Sarah Hill, Savills.

ACTION: CLERK/TL

2018/093) Finance matters

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

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

RESOLVED to accept and approve Summary of receipts and payments & Statement of accounts to 30 November 2018 to a total of £138,377.90

c) Cheque signatories –

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

RESOLVED to appoint Cllr Harrop, Cllr Roberts and Cllr Smith as cheque signatories for the bank accounts

d) Budget & precept request 2019/20 –

The budget report and potential precept request was considered and discussed at length. There was a suggestion that volunteers could be recruited and provide a cost saving for the Council. There was a query regarding the ongoing Health and Safety requirements. The Clerk advised there need to be funds set aside for any necessary tree work as a full survey of all sites was awaited. Additionally the Council had previously implemented an ongoing replacement of street lights which should be considered. The Clerk confirmed that no support grant would be available and suggested members urgently consider the precept request for the forthcoming financial year to ensure the submission can be made to South Norfolk before the deadline. It was suggested that all councillors visit all the Council owned sites before the next meeting.

Cllr Lewis requested the following documents which the Clerk advised she would circulate to all members following the Christmas break:-

Street lights maintenance contract

Grounds maintenance contract

Asset register

ACTION: CLERK/ALL CLLRS

2018/094) Allotments, Common, Cemetery & Churchyard

a) Common – Play equipment/matting repairs/quotes – Deferred

b) Churchyard Trees – One quote for tree work was briefly considered and the Clerk advised it had previously been agreed that CGM should carry out a survey of all the Council's trees, however, it was for members to consider how they wished to proceed.

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

RESOLVED to continue with the survey by CGM and ask them for a quote so the two quotes could then be considered.

d) Allotments – Cllr Herring raised concern that the current work had left the Dell track in a poor state and suggested alternative remedial works. Members agreed that no action should be taken at this time.

ACTION: CLERK

2018/095) Highways

a) Residents parking scheme request for a meeting – After consideration, it was agreed that Cllr Lewis and Cllr Harrop should meet with Mr Dave Disney as requested. A potential parking scheme may need to be considered within the new budget.

b) The Six+ Strategic Group -Traffic Working Party Meeting 6 February 2019 at 7pm – Cllr Thomson confirmed he would attend

c) Request to continue management of SAMs machine from Mr James Smerdon – Briefly discussed and a query was raised regarding the proposed installation of a camera to monitor the bus gate – Cllr Thomson will seek an update on this matter. Agreed that Mr Smerdon and Mr Benterman could continue to operate the SAMs machine on behalf of the Council, if agreeable and subject to approval by the insurance company, Zurich.

ACTION: CLERK/VT/TL/JH

2018/096) Correspondence received to-date

None received at this time

2018/097) Chairman's urgent business

None received at this time

2018/098) Date and time of next meeting

There was some discussion regarding the date of the next meeting, however, it was agreed to proceed with the scheduled meeting date of 28 January 2019.

Consideration of a new website to be an agenda item and for budget consideration at next meeting.

ACTION: CLERK

The meeting closed at 9.55pm

Public Participation Notes

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

A resident expressed an interest in joining the Council but asked for an explanation regarding the spate of resignations of other Councillors. Another resident also asked for details of the resignations – it was confirmed this could not be discussed as this was a confidential item