

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL MEETING

Which took place at the
Meeting Room, rear of the White Horse on: **Wednesday 25th September at 7.15pm**

Present: Cllrs C Bowers, H Bowers, P Greenizan, Haynes, Peart, Price, Smerdon (chair), Smith,
Clerk: Mrs S Hunt
8 members of the public were in attendance.

1. ATTENDANCE

The Chairman reported that the Clerk had resigned and left the Council. He thanked the outgoing Clerk for many years of service.
Apologies were received and accepted from Cllr A. Greenizan - away.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

RESOLVED that dispensations be granted by the Clerk. Any applications for dispensations to be submitted prior to the meeting.

Allotment holders reminded the meeting of their pecuniary interest. Cllrs C Bowers, H Bowers, Cllr P Greenizan, Cllr Haynes, Smith.

3. MINUTES OF PREVIOUS MEETING

The minutes of the last Parish Council Meeting held on 22nd July 2019 were AGREED and signed as a true and correct record.

4. PUBLIC FORUM

- 4.1 Reports were received from County Councillor – Vic James Thomson confirmed the introduction of parking restrictions in Whitlingham Lane were progressing, Open Libraries, the LIBBY Library App allowing book downloads, Dune Protection at the Coast, Public Footpaths – which are Highways and any issues can be reported. The current polling areas are under review, but there will remain 84 representatives in the next election. South Norfolk District Councillor – Lisa Neal reported on the new Food Hub under construction in Colton, the Kett Fun Day in Wymondham and the Greater Norwich Development Plan as well as a visit to a business growing vegetables in Trowse.
Cllr Smerdon to investigate alternative routes for gravel lorries.
Cllr Smerdon to attend the Public Police meeting in Poringland 26th September 2019.
- 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 Operation London Bridge – Clerk to forward information to Cllr H Smith. Cllr Smerdon to make contact with Lord lieutenant's office and pass along details.

6. CORRESPONDENCE

Email – Highways	Notification of Closure of A47 Thickthorn/Trowse from 16 th September for three weeks overnight.	Noted.
Email – south Norfolk	Planning responses – predetermined box removed.	Noted.
Email – resident	Notification of theft at allotments. Police have been informed.	Noted.

7. PLANNING

7.1 Applications for discussion and comment.

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

None.

7.2 Decisions for information

BA/2019/0238/FUL – Whitlingham Outdoor Centre, Whitlingham Lane, Trowse. Recladding of existing cabins (pod No's 1 and 3) - APPROVED.

8. ADMINISTRATIVE MATTERS

- 8.1 To consider and agree the date of the next meeting. 28th October, 25th November, 9th December – all in the Manor Rooms as previously agreed.
- 8.2 RESOLVED to appoint the locum Clerk Sarah Hunt as terms of arrangement from 1st September 2019. As Terms of Arrangement suitable equipment to be provided – RESOLVED to purchase a new laptop to the maximum value of £1,000.00. CLERK.
- 8.3 RESOLVED to agree 'Chairman Refresher Training' for Cllr Smerdon £65.00, date to be agreed.

9. FINANCIAL MATTERS

9.1 RESOLVED to agree payments as circulated value £6,794.43.

9.2 Balances at bank:	Santander A/C No. 43699240 (2.9.19)	£9,055.81
	Barclays A/C No. 60918490 (20.9.19)	£0.00
	Lloyds A/C No. 04058297 (27.8.19)	£143,337.00
	Lloyds A/C No.06378221 (9.5.19)	£15,224.57
		£167,617.38

The Clerk was tasked with opening a savings account to enable the balance at each bank to be brought under £85,000.00.

9.3 Bank Account Mandates:

Santander –current signatories unknown – AGREED signatories to be Cllrs Haynes, Smerdon, Smith. To be updated. CLERK

Barclays – Cllrs reported that current signatories Cllrs H Bowers, Smerdon, Smith. Clerk still has no access, no cheque books.

Lloyds – Confirmed by Clerk current signatories are Cllrs Haynes, Smerdon, Smith.

9.4 RESOLVED to pay WAVE Water Bills for the Allotments by Direct Debit.

9.5 Noted that the second precept payment of £33,503.00 paid to Lloyds account on 25.9.19.

9.6 Confirmed that a payment to South Norfolk for payments made is due shortly of around £14,565.57.

9.7 RESOLVED that the Barclays account now be CLOSED as superfluous.

9.8 Confirmed that the Parish Council has SCRIBE accounting system – invoice to be approved. No accounts yet input for 2019/20.

9.9 ChurchYard – ongoing tree work and plan of maintenance/inspection schedule. Clerk to check that all urgent works have been completed. Next meeting to consider next programme of tree works.

9.10 Norfolk AGEUK – request for donation refused. Clerk to look for donation policy.

9.11 To consider process for reviewing Cemetery Fees and Rules and Regulations. Clerk/Cllr Smith to review.

9.12 RESOLVED Cemetery - to agree quotation for digitised system £2,120 to set up plus £85.00/year.

9.13 Trowse Villager Newsletter – RESOLVED to agree donation of 400.00 .

10. NORFOLK HOMES.

10.1 Adoption of the open space Phase 1, Millgate Meadows. Clerk to recommend solicitor to next meeting.

10.2 Council re-affirmed that Broadland Housing/South Norfolk Council would prioritise those on the housing register with a local connection to the village for the social housing within the development.

11. ALLOTMENTS.

- 11.1 Tenancy agreement – due October – Cllr Price to meet with Clerk
- 11.2 Invoicing. Cllr Price and Clerk to action.
- 11.3 Numbering and Marking plots – approved £1,000 budget. The Council decided NOT to approve the works at this time.
- 11.4 RESOLVED to Approve the clearance of overgrown untenanted plots. Cllr Price to talk to CGM.
Quotation – Dell allotments £150.00 plus £35.00/fortnight.
Quotation – Devon Way allotments £125.00 plus £25.00/fortnight.
Encroachment Prune - £50.00/visit – bi-annually.
Quotation – Allotment Plot Clearances - £213.00 for clearance and rotavation.
- 11.5 To discuss increasing water pressure at the Dell Site. Cllr Haynes next meeting.
- 11.6 CONFIRMED non-parishioners are not allowed to apply for allotments existing non-parishioners to remain.
- 11.7 Access – top of Dell Allotments – still down. Cllr Price/Morgan.

12. WEBSITE.

- 12.1 To confirm current access to website is Clerk and H Bowers.
- 12.2 Update on current situation. Cllr H Bowers has now taken over from Cllr C Bowers.

13. MOBILE PHONE.

- 13.1 Update on current contracts. Clerk to investigate – next meeting.

14. HIGHWAYS MATTERS.

- 14.1 Whitlingham Lane - To receive notification of Traffic Notification order from Norfolk County Council Parking Restrictions AMENDMENT – time now to be 11pm – 7am.
- 14.2 Wall adjacent Blockhill Cottages. Reported damage Noted.

15. PLAY AREA.

- 15.1 To receive the inspection 11th September 2019 and consider recommendations. Cllr C Bowers to meet with Fenland Play Equipment on site.
- 15.2 Update regarding works due on aerial runway – Fenland Leisure quotation. Next Meeting. Clerk.

16. PHONE BOX

- 16.1 RESOLVED to agree and sign the contract. Clerk
- 16.2 To consider uses for phonebox. Suggestions to be asked for via website. Cllr H Bowers

17. BUS STOP

- 17.1 To review current arrangements regarding cleaning. Clerk to ascertain when cleaning takes place and advise councillors so that levels of service can be monitored. Cllr H Smith/Clerk

18. CHAIRMANS URGENT BUSINESS – ANY ITEM NOTIFIED TO CHAIR AND CONSIDERED URGENT.

Notification of road race taking place on Sunday 27th September received.

19. ITEMS FOR INCLUSION IN THE NEXT AGENDA October 28th.

- Six Plus Meeting and SAM report – Cllr H Smith.
- Playingfield/Recreation Field – Cllr C Bowers.
- To consider an approach from the Allotment Holders to form an Allotment Association. Cllr Haynes.

The Chairman RESOLVED 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.

CONFIRMED the resignation and consider the recruitment of Parish Clerk:

Recruitment panel initially to consist of Cllr Heather Bowers, Cllr Paul Greenizan and the Locum Clerk. Panel to put together a shortlisting system if necessary and bring recommendations to next meeting. Panel to draft suggested contract to next meeting.

Closing date to be set at Friday 25th October 2019 – all adverts to be updated.

The meeting closed at 9.45pm.

PAYMENTS APPROVED 25th September 2019

Aquawash Bin Cleaning - 3 invoices	£150.00		£150.00
B T Payphones	£1.00		£1.00
S Hunt - postage refund	£61.00		£61.00
Salaries	£3,640.62		£3,640.62
SCRIBE Accounting Software	£347.00	£69.40	£416.40
cgm group (grass contract/churchyard)	£1,564.72	£302.14	£1,812.86
EON - street lights - SEPT	£99.33		£99.33
EON - street lights - AUG	£99.33		£99.33
Gina Lopes - mileage/subsistence	£77.90		£77.90
The Play Inspection Company (sept)	£50.00	£10.00	£60.00
slcc conference day	£99.00		£99.00
Viking Direct - stationery	£105.13	£21.03	£126.16
wave	£150.83		£150.83
			£6,794.43

Signed:

28th October 2019