

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL MEETING

Which took place at The Manor Rooms, The Street, Trowse on
Monday 28th October at 7.15pm

Present: Cllrs C Bowers, H Bowers, A Greenizan, P Greenizan, M Haynes, J Peart, D Price, J Smerdon (chair), H Smith.

Clerk: Mrs S Hunt

19 members of the public were in attendance.

1. ATTENDANCE

All present.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

To note that a dispensation has been granted to Mr P Greenizan on matters pertaining to Allotments as he is not on the allotment tenancy.

Allotment Holders are: C Bowers, H Bowers, A Greenizan, M Haynes, H Smith. Councillors chose not to leave the room whilst allotment matters were discussed but did not speak or vote on the matters.

Cllr H Smith declared an interest in item 7.1 Planning at Foxwood House and left the room whilst that was discussed.

Cllr P Greenizan notified the meeting that he is a Trustee of The Manor Rooms (Item 9.5) and he did not vote on the matter.

Cllrs A and P Greenizan declared an interest in item 14 but remained and discussed the matter as there was no resolution.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 25th September 2019 were agreed as a true and correct record and signed by the Chair.

4. PUBLIC FORUM

4.1 County Councillor – Vic James Thomson reported that the design for the Bus Gate is now completed and legal – enforcement action has been taken.

Parking enforcement possibilities are to go to public consultation within the Parish during November – date to be set, this will be advertised on the Parish Council noticeboards and website. Other reported matters included: Go Jauntly website for the marriotts way, the what three words app, 2nd world war anniversary grant availability, Beryl bikes in Norwich, cold calling scams and firework safety.

South Norfolk District Councillor – Trevor Spruce reported that the Broadland/South Norfolk merger was progressing well with all executives and assistants now in place. The Greater Norwich Plan is now delayed until Christmas. The new domain name should be agreed within the next couple of months.

4.2 Parishioners sought confirmation that the consultation was a consultation and that decisions had not yet been taken – they hadn't. If necessary there will be more than 1 days consultation, it will be widely publicised. Once the workable plan has been developed then it will undergo the formal planning process before implementation and at that point anyone can object formally if they are not happy with the submission. This is a bespoke solution devised for Trowse and does not rely on permit parking, but differing solutions for different parts of the village.

Hedging is overgrown on White Horse Lane.

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

None.

6. CORRESPONDENCE

Email – Broads Auth.	Management changes at Whitlingham. Trustees no longer working with Broads Auth.	Noted.
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7. PLANNING

7.1 Applications for discussion and comment.

2019/2009 – 1 Julian Drive, Trowse, NR14 8GF. Works to TPO trees. T1 and T2 – Beech – 4.5 to 6m crown lift, crown reduction to leave approx. height at 15m and spread at 13m, remove dead wood and crown thin by up to 20%, remove branches away from dwelling and neighbouring property by up to 3m. T4 – Oak – 4.5 – 5.5 crown lift, crown reduction to leave approx. height at 15m spread at 13m, remove deadwood and thin crown by up to 20%. No comment to be made.

2019/2035 – 1 Julian Drive, Trowse, NR14 8GF. Works to trees in conservation area. Remove Sycamore and Vine tree. No comment to be made.

2019/1915 – Foxwood House, Whitlingham Lane, NR14 8TN. Works to TPO trees. T3 – European Lime (*Tilia x europaea*) – Reduce to a monolith, pollard to 4m in height due to the presence of *Kretzschmaria deusta* at the base. No comment to be made.

7.2 Decisions for information

None.

8. ADMINISTRATIVE MATTERS

8.1 RESOLVED to adopt the Power of Competence. Confirmed that the Council meets the criteria for adoption of the Power of Competence: That the number of Councillors elected at the last election equals or exceeds two thirds of its total number of Councillors and that the Parish Clerk holds at least one of the sector specific qualifications and has passed the General Power of Competence module as part of the CiLCA qualification.

8.2 Noted the new email for the Clerk is trowsepc@outlook.com.

8.3 Noted confirm that the Parish Council now owns a new laptop.

8.4 Noted Council does not appear to have a grant/donations policy but is free to make a resolution on a case by case basis.

8.5 RESOLVED to form a Personnel Committee – membership to be Cllrs Heather Bowers, Paul Greenizan, Janet Peart and James Smerdon.

8.6 RESOLVED to adopt the Terms of Reference for Personnel Committee as presented.

8.7 Noted that Cllr Smerdon is attending 'Chairing Successful Meetings on 27th November (£60/75).

8.8 RESOLVED to APPROVE Cllr Price to attend 'Managing Allotments' on 26th February at Costessey (£48/60)

8.9 RESOLVED NOT to approve membership of Norfolk Parish Training Partnership.

8.10 RESOLVED to form an Open Spaces and Property Committee.

8.11 To adopt Terms of Reference for Open Spaces and Property Committee – membership to be Councillors Chris Bowers, Ann Greenizan, Duncan Price, Hazel Smith. First meeting to be 8th November at 10am.

8.12 NOTED that repair works have been ordered on the noticeboard at the centre of the village for £200.00.

8.13 It was RESOLVED to set up a Facebook page to improve communication with Parishioners.

8.14 It was RESOLVED to adopt the Privacy Notice as circulated.

9. FINANCIAL MATTERS

9.1 To agree payments as circulated total value. To confirm all payments made through Lloyds account last month with no issue. It was agreed to pay all future WAVE utility bills by direct debit.

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9.2 It was RESOLVED to appoint Trevor Brown CPFA as Internal Auditor and to have an interim audit in 2019/20. Scheduled availability 15th November 2019. Estimated cost for interim £225.00 and final £245.00.

9.3 NOTED Balances at bank:	Santander A/C No. 43699240 (02.10.19)	£9,055.81
	Barclays A/C No. 60918490 (23.10.19)	£0.00
	Lloyds A/C No. 04058297 (27.9.19)	£176,648.65
	Lloyds A/C No.06378221 (9.5.19)	£15,224.57
		£200,929.03

9.4 Bank Account Mandates:

Santander – no update on mandate change. Clerk

Barclays – Instructions closing the account have been sent.

9.5 To consider a grant request from the Manor Rooms for £3,000 for 2020. Next meeting – Trustees to be asked for a better explanation of intentions for donation.

To note that the Parish Council is a Holding Trustee only and does not own the building. Trustees have complete responsibility.

The charity expert and Parish Clerk are available to offer support to the Trustees if necessary. It was RESOLVED to offer £500.00 of support through specialist advice if required by the Trustees.

9.6 RESOLVED to form a Finance Committee. Membership to be Cllrs Morgan Haynes, Janet Peart, James Smerdon, Hazel Smith. First meeting to be held Thursday 21st November at 8pm.

9.7 RESOLVED to adopt Terms of Reference for Finance Committee as presented.

9.8 RESOLVED to adopt Financial Regulations.

Financial Risk Assessment both as presented.

9.9 Noted that an account with Nationwide has been applied for.

9.10 Noted that the external audit is now completed. No comments were made by the external auditor.

10. ALLOTMENTS.

10.1 Tenancy agreement – It was RESOLVED that a Free of Charge extension on all agreements to 1st January 2020 was approved. Invoices to be issued with three-month delay to allow for plot clearing/re-issuing.

10.2 It was RESOLVED to agree fees for 2020 at £35.00 per full plot, £17.50 per half plot.

10.3 Noted that Cllr Price and the Clerk will be numbering plots that are not identified.

10.4 It was NOTED that asbestos present on the BlockHill site had been removed as urgent between meetings. It was RESOLVED that a Contractor to be instructed to undertake a survey of the site at a cost of £475.00.

10.5 It was RESOLVED to undertake clearance work on all plots necessary to bring them back into use and allow reletting in 2020.

10.6 Open Spaces committee to investigate the installation of access gate at the top of Dell allotments.

10.7 To consider an allotment association. Cllr Haynes. January meeting. CLERK

10.8 IT was RESOLVED to provide a Skip for allotment holders. Allotment holders only to be advised of dates. No non-allotment holder to use.

11. TROWSE PARKING MANAGEMENT PROPOSALS – Cllr P Greenizan/J Smerdon

11.1 The statement issued by the Chair in response to concerns was NOTED.

11.2 An update on the current actions was given in the Public Forum.

11.3 The Parish Council is committed to ensuring that the consultation is well-publicised.

12. CEMETERY/CHURCHYARD.

12.1 Review of Cemetery Fees and Rules and Regulations are in hand. Cllr Smith/Clerk. Maintenance recommendations and fees to be discussed by Open Spaces.

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12.2 Mapping – confirmed mapping in hand. Cllrs Smerdon/Smith are working on an up to date map based upon both historical records and also evidence on the ground. Reviews prior to order placing indicated that Pear Technology would not be able to produce an up to date record from current information. Work now being undertaken in-house.

12.3 The CGM report on T60 Horse Chestnut and consider recommended works was received. It was RESOLVED to approve these works immediately.

13. MOBILE PHONE.

13.1 Noted. Telephone number: 07899813383 – SIM Card ordered. £78 to cancel. RESOLVED to cancel on 20/4/20 to cease on 20/5/20. Currently £9.17/month.

13.2 Noted. Telephone number: 07899798853 – Red entertainment package. £54.17/month. Contract ends 20/8/21.

14. WALL ADJACENT TO BLOCK HILL COTTAGES

14.1 It was confirmed to the meeting that this wall is in private ownership. Highways have confirmed they own up to the wall only.

15. NORFOLK HOMES.

15.1 It was RESOLVED to instruct NPLaw who have quoted a maximum of £1,500 plus VAT and Norfolk Homes have agreed to pay this sum.

16. NEIGHBOURHOOD PLAN.

15.1 It was RESOLVED to undertake a Neighbourhood Plan. Clerk to notify South Norfolk and the Broads Authority of the designated area – to be the Parish Boundary.

15.2 To agree any necessary actions. Initial Meetings to be scheduled by Clerk – weekends are preferable, but weekdays if no weekend dates available. Meeting with South Norfolk District Council plus two contractors – all councillors to be invited.

17. PLAY AREA.

17.1 Next meeting to receive report following meeting with Fenland Play Equipment quotation and agree works. Cllr C Bowers and Clerk to meet with Fenland Play Equipment. Outdoor spaces.

17.2 Update regarding works due on aerial runway – Fenland Leisure quotation. Next meeting.

18. DEFIBRILLATOR.

Cllr A Greenizan checks this every Monday – any issues to be reported to Cllr A Greenizan or the Clerk.

19. OPERATION LONDON BRIDGE – Cllr H Smith. All for next meeting.

19.1 To consider a Condolence Book – to set budget.

19.2 To agree Location for Book.

19.3 To agree access times, supervision and setting.

19.4 To consider flowers – to set budget.

19.5 To agree Location/allow public flowers.

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

19.7 To consider a proclamation.

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

20. TREE WORKS.

19.1 To consider next programme of tree works. All to open spaces committee for investigation and recommendation.

21. PHONE BOX

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- 21.1 To consider uses for phonebox. Suggestion: Book Swap. Open spaces to investigate options and report back to Council.
- 21.2 Noted - contract signed, and received back.

22. BUS STOP

- 17.1 To receive an update regarding cleaning. This takes place weekly, it is swept out and the floor disinfected at £12.00/visit. Open spaces to consider ongoing maintenance.

23. SAM REPORT.

Data has to be analysed and trends highlighted. Cllrs Smith/Smerdon/P Greenizan. Next meeting.

24. SIX PLUS MEETING.

Minutes circulated to all councillors.

25. ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next Meeting: November 25th 2019.

Playingfield/Recreation Field. Cllr C Bowers

To consider membership of the Allotment Association

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.

26. PARISH CLERK EMPLOYMENT.

- 26.1 Seven applications received.
- 26.2 Personnel Committee to meet together on Friday 1.11.19 at 10am to review applicants and shortlist for interview. Applications now closed.
- 26.3 It was RESOLVED to delegate recruitment to Personnel Committee members.
- 26.4 Recommended Contract to be ratified at full Council.
- 26.5 RESOVLED to adopt:
 - Sickness/Absence Policy.
 - Grievance Policy
 - Disciplinary Policy
 - Health and Safety Policy
 - Expenses Policy

PAYMENTS 28th OCTOBER 2019

Payee	Nett	VAT	Total
South Norfolk District Council - repayment.	£14,261.83		£14,261.83
The Manor Rooms Management Committee	£2,500.00		£2,500.00
Community Heartbeat Trust	£45.00	£9.00	£54.00
Aquawash - Bus Shelter Cleaning	£50.00		£50.00
B & G Mallett - asbestos removal BlockHill allotments	£750.00	£150.00	£900.00
Charlotte Stannard - advice re: Charity Governance	£50.00		£50.00
Vodafone (October Bill)	£62.50	£11.50	£74.00
PKF Littlejohn - external audit fee	£300.00	£60.00	£360.00
Viking Direct (Stationery)	£46.98	£9.40	£56.38
Norfolk alc - website hosting	£35.00	£7.00	£42.00
WAVE - Burial Ground water supply	£12.07		£12.07
eon - street lighting	£91.55	£4.58	£96.13
CANCELLED			£0.00
Trowse Church (Newsletter donation)	£400.00		£400.00
South Norfolk District Council - bin emptying	£111.15		£111.15
CGM - Treeworks	£13,983.00	£2,796.60	£16,779.60
S Hunt expenses	£917.83	£175.50	£1,093.33
Salaries	£1,588.37		£1,588.37
	£35,205.28	£3,223.58	£38,428.86

TO AGREE FUTURE WAVE BURIAL GROUND PAYMENTS BY DIRECT DEBIT.

Clerks Expenses:

Refreshments - September Meeting	£38.85		£38.85
postage	£1.50		£1.50
Computer Mouse	£8.33	£1.67	£10.00
Password Book	£11.66	£2.33	£13.99
Computer and Software	£857.49	£171.50	£1,028.99
	£917.83	£175.50	£1,093.33

Previous Vodafone for Information:

Vodafone (June)	£109.70	£11.11	£120.81
Vodafone (July)	£61.67	£11.33	£73.00
Vodafone (August)	£62.10	£11.42	£73.52
Vodafone (September)	£62.50	£11.50	£74.00

The meeting closed at 9.14pm.