

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 Monday, 22 May 2017 at 7.15pm
in the Manor Rooms, The Street, Trowse**

Present:

Cllr K Prentice – presiding
Cllr A Greenizan Cllr R Herring Cllr D Benterman
Cllr A Brown Cllr C Steward
Gina Lopes – Clerk to Trowse with Newton Parish Council – in attendance
NCC Cllr V Thomson SNC Cllr T Lewis
Mr J Nicholls, Norfolk Homes
2 x public

2017/001) Election of Chairman

On the motion of Cllr Prentice, seconded by Cllr Brown, it was
RESOLVED to elect Cllr Lyn Fabre as Chairman of Trowse with Newton Parish Council.

2017/002) Election of Vice-Chairman

On the motion of Cllr Greenizan, seconded by Cllr Benterman, it was
RESOLVED to elect Cllr Kerry Prentice and Cllr Ann Brown as Vice-Chairmen of Trowse with Newton Parish Council.
Cllr Prentice and Cllr Brown signed the Declaration of Acceptance of office form in the presence of the members.

2017/003) Apologies for absence

Apologies were received and accepted as below:

Cllr L Fabre
Cllr H Smith
Cllr S Cattee

2017/004) Declarations of interest

Declarations of interest were received as below:

Cllr Benterman - Newton Close applications
Cllr Prentice - Norfolk Homes

2017/005) Norfolk Homes update

James Nicholls, Norfolk Homes, gave a brief verbal update which included the following:-

- Had to make their submission because of time constraints
- Governed on highways by Norfolk County Council and discussed with them
- Aware that the parish council wants an extension of 20mph, however, NCC feel there is no need to extend the 20mph, if done, there would be a need for traffic calming.
- Been advised there would be a need for speed cushions, evenly spaced,

- 3x speed cushions evenly spaced
- The other option is not to extend the zone or put in the speed cushions
- They have submitted their application and this should draw discussion between the parish council and NCC
- SNC should consult with the parish council on discharge of conditions
- Relevant officer contacts were SNC Andrew Willard, Matthew Tracy and NCC Liz Poole

Cllr Prentice felt the 20mph should be extended but did not want the speed cushions and reported that they will not affect lorries/HGVs and this is a significant problem

Concerns that SNC was not listening to the Council's concerns

Cllr Herring felt speed cushions did not work and were only an inconvenience to those using the road regularly and he suggested a chicane would be better, however, this would restrict access to buses

The installation of street lights on the new development was also discussed at length and reference made to correspondence from NCC. Cllr Prentice will request an update from Mr Odell, Headteacher, further to previous discussion regarding the lights and impact on schoolchildren. The possibility of the parish council adopting the lights with a commuted sum was considered.

ACTION: KP

2017/006) Suspension of meeting for Public Participation

No comments received

2017/007a) Minutes of the meeting held 24 April 2017

RESOLVED to approve the minutes of the meeting held on 24 April 2017 as a true and accurate record of the meeting; the minutes were duly signed by the Chairman

2017/007b) Minutes of the Annual Parish meeting held 24 April 2017 – Noted for accuracy only

2017/008) County Councillor's Report

County Cllr Thomson gave a brief verbal update which included the following:

- Has only been a short time since election and little has happened but appreciates he has "big shoes" to fill
- Attended lots of induction courses and did not previously deal with highways but has a meeting with Gary Overland, NCC Highways
- As well as his new appointment as County Councillor, he is also a SNC Councillor and also appointed to the Broads Authority, who are currently undergoing a peer review
- Is a Director of Whitlingham Country Park and has noted the Whitlingham Vans and was interested in the approach taken by West Sussex in similar circumstance and will follow this up

2017/009) District Councillor's Report

Dist Cllr Lewis gave a brief verbal update which included the following:

- SNC has just been through a peer review with a team from other councils. All areas were considered and there is a detailed report which gave high praise

and internal relations between staff and councillors was good with a strong sense of direction and leadership

- Cllr Lewis was visited by the peer review team and made points, some of which are included in the report
- SNC came sixth in Council of the year and the only district in the top six as the rest were unitary councils

2017/010 Councillor Reports

Brief verbal reports were received as below:

Cllr Benterman reported petty crime incidents in School Terrace with thefts from back gardens and parked cars including his own laptop which he reported. Cllr Benterman believed several of the other incidents were not reported and the Clerk advised these should be logged with the Police on the 101 number as if several reports are made the area will become a priority

Cllr Steward stated that he had witnessed van owners filling water containers at the cemetery tap. Noted there were now nine vehicles parked in Whitlingham Lane and was fearful that the numbers would increase over the summer months and that some solution must be found

Cllr Prentice reported that there was new graffiti on the fly-over bridge – NCC Cllr Thomson offered to discuss with Gary Overland. Cllr Prentice had recently attended a first aid course which included defibrillator training and asked that childrens pads were included when the new defibrillator was purchased. Cllr Prentice had suggested the “name the Train” competition to the School and they were in favour and generally felt there should be an entry charge of between 20p to 50p and councillors to be available on 9 July to man the stand – to be discussed at next meeting. Reported that the bus gate sign is still showing incorrect times and in the wrong location or need additional sign – to report to Gary Overland, Highways
Cllr Greenizan saw a motorcyclist removing sand from the grit bin but could not take the number plate

Cllr Herring had tidied up the area by the village sign and had found several bags of dog waste left on the nearby wall, there was also a dead tree overhanging the sign from the meadow – the Clerk will advise Whitlingham Country Park. He had also cut back overgrowth on the path behind Julian Drive. Reported that the hedge by Alburgh Cottage is extending over the path and needed attention and the previously reported overgrowth behind Crown Point Villas has not yet been cut back – the Clerk confirmed she had sent a letter to the homeowners of Crown Point Villas requesting they cut this back

The Clerk confirmed that the street lights 9023 and 9024 in Whitlingham Lane had now been repaired and also that the painting of all lights would commence this week subject to weather conditions.

ACTION: CLERK/ALL CLLRS

2017/011) Planning matters

a) Applications received to date –

After consideration of the following applications, it was

RESOLVED to recommend as below:-

2017/1014 – 15 Whitlingham Hall - Retention of tool store – Approve subject to approval of Whitlingham Hall Management Committee

2017/0962;0963;0964;0965 – Land North of A146 & East of White Horse Lane – Discharge of conditions 3 – 8 & 12 – Planning group to prepare draft response

C/4/2017/4002 – Trowse Depot, The Old Station Yard, Bracondale – Variation of Conditions 7 & 13 of pp C/4/2015/4001 to allow the export of dry stone between 17.00 hours and 23.00 hours Mondays to Saturdays and import of sand for distribution off site: Tarmac - Planning group to prepare draft response

b) Decision notices received to date – Noted for information

2017/0267 – 5 The Paddock – remove two sheds, erect garden building - Approve with conditions

2017/0287 – Land North of A146 & East of White Horse Lane – Discharge of conditions 3,4,10,11,12,15,16& 17 from pp 2013/0463 – Approve

2017/0467 – 10 Newton Close – Two-storey extension above the garage and single storey rear extension – Approve with conditions

2017/0605 – 5 Blockhill Cottages – Proposed conservatory – Approve with conditions

C/4/2016/4001 – Old Station Yard, Bracondale – Retrospective application for installation of tanks for storage of LPG & assoc works – Approve

2017/0813 -19 Newton Close - Approve with conditions

2017/0854 - The Manor Rooms - Works to trees in Conservation Area – no objections

2017/0505 – The Barn, Barn Meadow – Installation of gate & railings – Approve with conditions

c) Planning correspondence –

Norfolk Homes – Discussed earlier in the meeting and Cllr Prentice, Cllr Brown and Cllr Fabre to draft a response letter outlining the concerns with the traffic calming and street lights, potential adoption of lights but with commuted sum

Draft Broads Landscape & Landscaping Guide Consultation – for consideration by all members and planning group

Whitlingham Lane Vans correspondence – There was much discussion regarding the increasing number of vans camped in Whitlingham Lane, noted that the inhabitants are using the cemetery water and waste bins. Meeting to be arranged with Dist Cllr Lewis, County Cllr Thomson, Gary Overland, Highways, Norfolk Ski Club, Broads Authority, PC Sansbury, Cllr Fabre, Cllr Prentice and Cllr Brown to discuss a way forward asap

ACTION: CLERK/LF/KP/AB/ALL CLLRS

2017/012) Finance matters

a) Annual Review of documents -

The following documents were reviewed and on the motion of Cllr Prentice, seconded by Cllr Herring, it was

RESOLVED to accept and approve as below without amendment

Annual review of effectiveness of internal audit

Annual review of financial risks & internal control

Annual review of asset register

Annual review and renewal of insurance

b) Internal audit report –

It was noted that the internal audit had been successfully completed and the control objectives were being achieved and no risks had been identified by the auditor

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

RESOLVED to accept and approve the Internal audit report for year end 2016/17

c) End of year financial reports 31 March 2017 –

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

RESOLVED to accept and approve the end of year financial reports to 31 March 2017

d) Completion of Annual Return 31 March 2017 – for resolution

i) Section 1 – Annual Governance Statement for Trowse with Newton Parish Council

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

RESOLVED to complete and sign the Annual Governance Statement by the Chairman and the Clerk in the presence of the members

ii) Section 2 – Accounting Statements for Trowse with Newton Parish Council

Accounting Statements were presented by the Clerk/Responsible Finance Officer and considered by the members.

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

RESOLVED to accept and approve the accounting statements for Trowse with Newton Parish Council and this section was duly signed by the Chairman and the Clerk/Responsible Finance Officer in the presence of the members.

ACTION: CLERK

2017/013) Standing Orders And Financial Regulations

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

RESOLVED to adopt the revised Standing Orders and Financial Regulations

ACTION: ALL CLLRS

2017/014) Allotments, Churchyard, Common and Cemetery

a) Gardening work & grounds maintenance – The Clerk advised the gardener was now unable to carry out the work previously agreed. An alternative contact was provided and the Clerk to seek new quotes from this contractor and also Norse and after cost comparison, instruct the chosen contractor to go ahead with spraying the gravel paths and attending to the laurel hedge. Cllr Smith and Cllr Greenizan to update on planting schemes at next meeting.

b) Play Inspection report – After consideration it was agreed that the Clerk forward the report to Fenland Leisure and request a quote for the necessary repairs, noted that some comments related to recently installed equipment/repairs and this to be raised with Fenland

c) Request to split allotment plot – Declined – Vacant plots to be highlighted in next Villager

ACTION: CLERK/AG/HS

2017/015) Correspondence received to-date

Norfolk Alliance meeting – 19 July 2017 at 7.15pm – Members to contact the Clerk if able to attend

ACTION: CLERK/ALL CLLRS

2017/016) Chairman's urgent business – None received

Meeting closed at 9.15pm