

**TROWSE with NEWTON PARISH COUNCIL**  
**The Manor Rooms, The Street, Trowse, Norwich NR14 8ST**  
**E-mail: [trowsepc@yahoo.co.uk](mailto:trowsepc@yahoo.co.uk) Tel: 07899798853**

**Minutes of the meeting of Trowse with Newton Parish Council  
held on Monday, 25 June 2018 at 7.15pm  
in the Manor Rooms, The Street, Trowse**

**Present:**

Cllr K Prentice – presiding

|                  |                |                |
|------------------|----------------|----------------|
| Cllr A Greenizan | Cllr J Smerdon | Cllr R Herring |
| Cllr S Cattee    | Cllr A Brown   |                |

Gina Lopes – Clerk to Trowse with Newton Parish Council – in attendance  
2 x public

**2018/016) Apologies for absence**

Apologies for absence were received and accepted as below:-

Cllr D Benterman - personal

Further apologies noted from SNC Lewis and NCC Cllr Thomson

**2018/017) Declarations of interest**

Declarations of interest received as below:-

Cllr K Prentice - Norfolk Homes - hedgerow

**2018/018) Suspension of meeting for Public Participation**

**RESOLVED** to suspend the meeting to invite members of the public to speak – No comments received

**2018/019) Minutes of the Annual meeting held 30 May 2018**

**RESOLVED** to approve the minutes of the Annual meeting held on 30 May 2018 as a true and accurate record of the meeting; the minutes were duly signed by the Chairman

**201/020) County Councillor's Report**

No report received at this time

**2018/021) District Councillor's Report**

No report received at this time

**2018/022) Councillors' Reports**

Brief verbal reports were received as follow:-

Cllr Brown – attended Six Group meeting and traffic issues were discussed. Several had SAMs machines and suggested volunteers liaise to co-ordinate information and enable accurate reporting to Norfolk County Council. Cllr Smerdon and Cllr Benterman's details to be sent to Tina Eagle so this liaison can be arranged. There were also many complaints about the local building work.

Cllr Smerdon – attended the Triathlon meeting; there are events on 8 July, 19 August and 28 October 2018 and all agreed to monitor

Cllr Prentice – requested members' consideration as to whether to have a stall at the School fete and there was some discussion but generally felt there were not enough councillors available to man a stall. Suggest that a raffle prize is donated as a gesture of goodwill (£25 voucher). Cllr Prentice will advise the School and Cllr Cattee offered to organise the raffle prize and help with judging on the day.

Cllr Greenizan – will report overgrown path to Whitlingham Country Park

Cllr Herring – had spoken to Earsham Gravel driver about visibility on White Horse Lane. Often have to pull in by school as unable to pass oncoming vehicles.

Requested removal of dead tree near end of Common to improve visibility and all trees to be inspected. The Clerk will ask CGM if they offer a tree service. Cllr Herring had asked Lafarge Gravel to sweep the area by their site on the railway bridge. Cllr Herring has raised concerns about blocked ditches – Cllr Prentice will ask Cllr Benterman to follow up on his previous correspondence with drainage board. Cllr Herring had reported a speeding motorcycle to the Police. He raised concerns that the plaque for the train had still not been installed and Cllr Prentice will discuss with Cllr Benterman to see what progress he had made on this issue.

**ACTION: CLERK/KP/SC/JS/DB**

### **2018/023) Planning matters**

#### **a) Applications received to date –**

After consideration of the following applications it was

**RESOLVED** to recommend as below:-

**BA/2018/0177/FUL – Whitlingham Broad Visitors Centre** – Retain temporary toilet building with ramp for another 3 years – Approve

**2018/1324 – 9 The Watermill, Bracondale Millgate** – Replace existing ground floor door and window frames with bi-fold doors – Approve subject to no neighbour objections

**2018/1255 – Easter Cottage, The Street** – Works to Trees in Conservation Area - Approve

#### **b) Decision notices received to date –** Noted for information

**2018/1055 – 4 Vulcan Cottages** – Works to trees in conservation area – no objections

**2018/0770 – Gothic Cottage, The Street** - Repair, restore and extensions of existing property and assoc demolitions ..... – Approve with conditions

#### **c) Planning correspondence –**

##### **i) Norfolk Homes –**

**Play equipment** – Cllr Cattee confirmed attendance at meeting with South Norfolk Council and Norfolk Homes and it seemed because of the Commons Act it would be a long process if members still wanted to opt for the wetpour surfacing on the new play equipment. Planning permission would need to be sought which should be relatively simple but then application in relation to the Commons Act would be required which may take one year. The Clerk confirmed she had sought advice from a different play contractor and suggested "Fibrefell" type surface may be permissible as it was installed at a shallower depth and without the need for hardcore underneath, however, the finished surface was very similar to wetpour.

**RESOLVED** that the necessary applications be made for use of wetpour unless the use of "Fibrefell" type surfacing was found to be acceptable

**ACTION: KP**

**New Sewer pipe** – Cllr Cattee advised that Norfolk Homes had confirmed there was no change to the route of the sewer pipe but they had not confirmed installation date

**Removal of hedging** – Cllr Prentice reported that she had raised concern that the hedge should not have been removed, however, was advised this had been permitted to enable the gas company to service the site and the hedge would be replaced. Unfortunately Anglian Water will also need access and further hedge may be removed and then replaced....

**ii) Hornsea Project Three Offshore Wind Farm: Notice of Acceptance of an application for a Development Consent Order** – Noted for information

#### **2018/024) Finance matters**

##### **a) End of year 31 March 2018 reports –**

On the motion of Cllr Cattee, seconded by Cllr Herring, it was **RESOLVED** to accept and approve the end of year financial reports to 31 March 2018

##### **b) Annual Internal audit report 2017/18 –**

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 Smerdon, seconded by Cllr Herring, it was

**RESOLVED** to accept and approve the Internal audit report for year end 2017/18

##### **c) Completion of Annual Return 31 March 2018 –**

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

On the motion of Cllr Greenizan, seconded by Cllr Brown, 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 Brown, 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**

#### **2018/025) Allotments, Common, Cemetery & Churchyard**

**Churchyard** – Cllr Herring reported that the grounds contractors had left the gate open on their last visit. It was noted that the Church had sent a letter of thanks for the good job and much improved service provided by the new grounds contractors

**Cemetery and village sign planting** – There was a brief discussion regarding the planting of the cemetery flower bed and the area around the village sign - for further discussion at next meeting

**ACTION: CLERK**

#### **2018/026) Highways**

**a) Community Speedwatch volunteers clearance** – Noted that all volunteers were now trained and that the SAMs machine had been moved by the trough next to the Common. Traffic analysis report showed a high of 75mph. Request that the "20mph ends" sign be removed from end of The Street by the bend

**b) Van dwellers in Whitlingham Lane correspondence** – There was a very long discussion including consideration of a traffic order. It was generally agreed that all

parties involved should be invited to attend the next meeting to try and seek an agreed action.

**c) NCC Parish Partnership** - for consideration at next meeting

**d) TRO Trowse Fest, 1 July 2018** – Noted for information

**e) Request for new street light near Crown Point PH and replacement lights** –

After some discussion it was agreed that NCC Cllr Thomson be asked to arrange trimming of the overgrown trees obscuring the light. Members to inspect village lights during the summer break and consider if replacements are required

**ACTION: CLERK/ALL CLLRS**

**2018/027) Correspondence received to-date**

**a) SNC Reorganisation of Community Governance Order 2018 & related alterations** – Noted for information

**b) SNC Interim polling districts and polling places review 2018** – Noted for information

**f) Horse trough Planting invoice** - The Clerk was asked to request more information before members' could approve the invoice. The Clerk to request quote from CGM for winter planting.

**d) Data Protection Service** – There was a brief discussion regarding requirements of the new GDPR legislation and a reminder of personal responsibility for data. The Clerk advised that much correspondence would need to be shredded or appropriate disposal arranged. Suggestion that the local Heritage Group may take anything of historic worth.

**RESOLVED** to approve the LCPAS Data Protection Officer service for one year and the provision of councillor specific email addresses.

**ACTION: CLERK**

**2018/028) Chairman's urgent business**

None received

Meeting closed at 9pm

**TROWSE WITH NEWTON PARISH COUNCIL****Bank Reconciliation at 29/03/2018**

Cash in Hand 01/04/2017

73,475.00

**ADD**

Receipts 01/04/2017 - 29/03/2018

82,793.78

156,268.78

**SUBTRACT**

Payments 01/04/2017 - 29/03/2018

57,988.71

**A Cash in Hand 29/03/2018**  
(per Cash Book)**98,280.07**

Cash in hand per Bank Statements

|                            |            |           |
|----------------------------|------------|-----------|
| Cash                       | 29/03/2018 | 0.00      |
| Lloyds Treasurers 04058297 | 29/03/2018 | 77,348.99 |
| Lloyds Business 06378221   | 29/03/2018 | 15,215.67 |
| Santander Bus Reserve      | 29/03/2018 | 9,011.14  |

**101,575.80**Less unrepresented cheques  
As attached

3,295.73

98,280.07

Plus unrepresented receipts  
As attached

0.00

**B Adjusted Bank Balance****98,280.07****A = B Checks out OK**