

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 Wednesday, 30 May 2017 at 7.15pm
in the Manor Rooms, The Street, Trowse

Present:

	Cllr K Prentice – presiding	
Cllr A Greenizan	Cllr J Smerdon	Cllr D Benterman
Cllr R Herring	Cllr S Cattee	
Gina Lopes – Clerk to Trowse with Newton Parish Council – in attendance		
	SNC Cllr T Lewis	
	NCC Cllr V Thomson	
	10 x public	

2018/001) Election of Chairman

On the motion of Cllr Smerdon, seconded by Cllr Cattee, it was
RESOLVED to elect Cllr Kerry Prentice as Chairman for the municipal year 2018/19
The Chairman duly signed the Declaration of Acceptance of office in the presence of the members

2018/002) Election of Vice-Chairman x2

On the motion of Cllr Prentice, seconded by Cllr Greenizan, it was
RESOLVED to elect Cllr Sandra Cattee and Cllr James Smerdon as Vice-Chairmen for the municipal year 2018/19
The Vice- Chairmen duly signed the Declaration of Acceptance of office in the presence of the members

2018/003) Apologies for absence

Apologies for absence were received and accepted from Cllr A Brown (Holiday)

2018/004) Declarations of interest

Declarations of interest were received as below:

Cllr Herring	- 2018/1133 - 2 Blockhill Cottages
Cllr Greenizan	- Damaged wall to rear of Block hill cottages

2018/005)) Suspension of meeting for Public Participation

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

2018/006a) Minutes of the meeting held 23 April 2018

RESOLVED to approve the minutes of the meeting held on 23 April 2018 as a true and accurate record of the meeting; the minutes were duly signed by the Chairman

2018/006b) Minutes of the Annual Parish meeting held 23 April 2018

Minutes of the Annual Parish meeting held 23 April 2018 were noted for accuracy only

The Clerk expressed thanks to Mr Greenizan for taking the minutes for the last meeting because of her inability to attend due to illness

2018/007) County Councillor's Report

Norfolk County Cllr Thomson presented the following written report:-

Mobile library Service

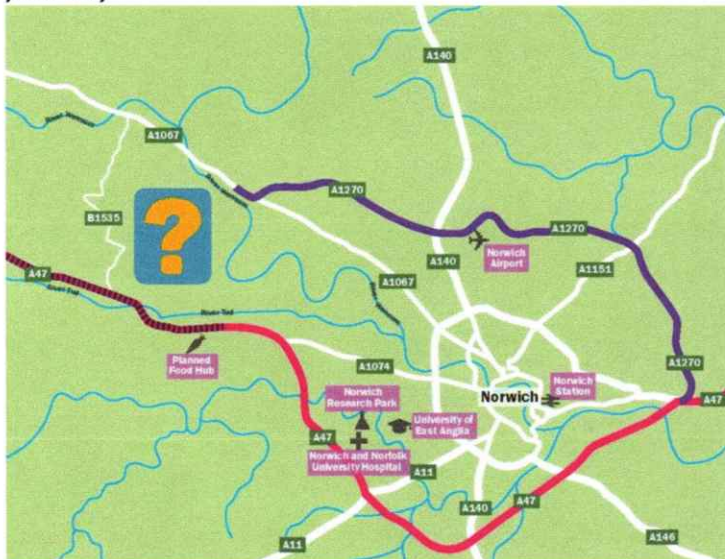
The service comes to Trowse every 2 weeks on a Thursday at 18.10. Stops at Devon Way (near number 1)

This service is being reviewed including trying to increase usage

Western Link of NDR

NCC launch the Norwich Western Link consultation on Tuesday 8 May, asking you if you think there are any transport issues to the west of Norwich that need tackling.

If you have an opinion, make sure you visit www.norfolk.gov.uk/nwl from Tuesday to have your say



Hales Roundabout



Ken

Latest Consumer Alerts and Trading Standards news

We're highlighting the following consumer news and scams:

[Information Alert – Is a sunny Bank Holiday making you think about Home Improvements?](#)

[Make sure you #CHECK](#)

[Scam Alert – Telephone cold calls offering 'free' home visits for 'Health Issues'](#)

[Scam Alert – 2018 FIFA World Cup Scams](#)

[Scam Alert – Telephone cold callers claiming to be from BT](#)

[Scam Alert – Telephone cold calls claiming to be from your Television service provider](#)

[Food Alert – Sainsbury's recall a number of types of their 'by Sainsbury's' pet food pouch selections due to some having high levels of vitamin D](#)

[Safety Alert – Mamas & Papas issue a 'Product Advisory Notice' for owners of their Alten, Rialto, Riverside & Sienna cots](#)

Email scams and phishing alerts

Look out for the following email scams which are circulating:

[Phishing email claiming to be an 'Urgent Server Warning' that your email account will be 'terminated'](#)

If you receive one of these emails delete it without clicking on any links in the message. You can report scam emails to Action Fraud, details below.

More advice and updates from Norfolk TS

Latest Consumer Alerts and Trading Standards news

We're highlighting the following consumer news and scams:

[Rogue Trader Alert – Doorstep cold callers offering cleaning products](#)

[Rogue Trader Alert – Doorstep cold callers offering Mattresses](#)

[Scam Alert – Telephone cold calls claiming to be Norfolk County Council offering 'financial products'](#)

[Safety Alert – Game recall a number of types of their 'Charge Worx USB wall chargers' as they do not meet required safety standards and could pose a risk of electric shock if handled incorrectly](#)

Email scams and phishing alerts

Look out for the following email scams which are circulating:

[Email claiming to be from the 'Big Big British National Lotto' stating you have won £1.9m – Advance fee scam](#)

If you receive one of these emails delete it without clicking on any links in the message. You can report scam emails to Action Fraud, details below.

More advice and updates from Norfolk TS

For more consumer advice and updates, [visit our consumer alerts web page](#) or follow us on [Facebook](#) or [twitter](#).

Reporting scams

Reporting any scams you receive can help to build up intelligence on the scammers and how they target people. You can report scams to:

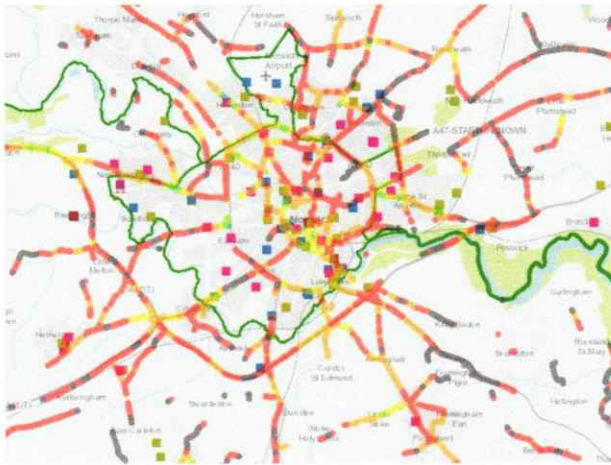
*Citizens Advice Consumer Helpline 03454 04 05 06 or www.citizensadvice.org.uk/consumer
Action Fraud (UK's National Fraud Office) 0300 123 2040 or www.actionfraud.police.uk*

[Norfolk](#)

3 hrs ·



Want to know what the mobile phone coverage is like in your area? Check out our interactive maps to find out www.norfolk.gov.uk/mobilemap



NCC Cllr Thomson responded regarding the fly-tipping report and advised that charging on building waste was being carefully monitored. It was thought this may increase fly-tipping but to-date this did not seem to be the case although people were littering.

The Leader of Norfolk County Council, Cliff Jordan, has resigned because of ill-health and election of a new Leader was imminent.

Has a meeting with Highways Officer, Gary Overland, next day and will be in the Parish looking at various issues including, Vans in Whitlingham Lane, planting of pear trees into the verge and drainage concern with Norfolk Homes.

Cllr Smerdon offered to contact Police Constable to discuss the issue with the Vans.

ACTION: JS

2018/008) District Councillor's Report

South Norfolk Cllr Lewis gave a brief verbal report which included the following:-

- Bus-gate monitoring is in hand and camera to be installed
- Norfolk Parking Partnership will enforce on the camera
- SNC is continuing their investigation of merging officers with Broadland Council and to-date is looking optimistic with a likely decision in July
- Noted other successful mergers such as Waveney and East Suffolk
- Has queried what is happening with the Arminghall site but only a poor response and they would not comment
- Change of bus timetable in July, however, Trowse is the least affected

2018/009) Councillors Reports

Councillors gave the following brief reports:-

Cllr Herring – spoke to John Foxe the Manager of the electricity substation in White Horse Lane and is concerned regarding loss of sight lines and speeding particularly of buses when his vehicles pull out. Mr Foxe will cut back their section of hedge once

nesting season ends but cannot contact neighbouring landowner to enable tandem working. There are two unofficial passing places and suggest these are tarmacked and officially created – NCC Cllr Thomson will speak to Highways

Attended SNC Older People's Forum; this may fold for further discussion at next meeting.

Spoke informally to Norfolk Homes regarding new sewerage pipe by allotments may be delayed.

Repaired the gate hinge and did some tidying up in churchyard at St Andrew's Church and thanks from the PCC were noted; also new grounds contractor was providing a much improved service.

The Church has a recognised war grave and there is funding available for improvement of the site from War Graves Commission – the Clerk was requested to email Revd Scott regarding funding bid

Reported inadequacy of work carried out on Blockhill/New Plantation woods, only a small number of trees received attention and lower section of pavement from Crown Point to Stone Cottages is almost impassable

Reiterated previous request for a new street light in vicinity of White Horse Pub on Old Kirby Road as very dark section – for next agenda

Cllr Smerdon – Community Speedwatch volunteer forms are being processed. SAMs machine is now pointing out of the village and was damaged over Bank Holiday.

Suggestion to reposition as cars come into the village.

Cllr Prentice – Concerns received from residents regarding the Vans in Whitlingham Lane

Cllr Greenizan – Cannot attend next Six meeting on 11 June – Cllr Cattee will attend with Cllr Brown

Cllr Benterman – Will chase up regarding the ditch in Newton Close as no action seems to have been taken

ACTION: CLERK/SC/AB/DB

2018/010) Planning matters

a) Applications received to date –

After consideration of the following applications it was

RESOLVED to recommend as below:

2018/0770 - Gothic Cottage, The Street - Repair, restoration and extension of existing property and associated demolitions to provide accommodation – Approve subject to no neighbour objections

2018/1133 - 2 Blockhill Cottages Kirby Road - Single storey kitchen/bathroom extension – Approve subject to no neighbour objections

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

2018/0837 – Land North of Kirby Road – Scoping opinion for commercial glasshouse and packing facility – Support in principle but with concerns regarding extra traffic in and around Trowse village

2018/0956 – Carrow Point, The Street – Replace 150m quayheading – to be decided by BA – Noted

2018/1146 – Hilltop, The Street – Work to Trees - Approve subject to no neighbour objections and adherence to conditions regarding nesting birds

b) Decision notices received to date – Noted for information

BA/2018/0019/ADV – Whitlingham Country Park – 5 no. signs – Approved with conditions

2018/0688 – The Bungalow, The Street–Replace brick wall with close board fence -
Approved with conditions

c) Planning correspondence –

i) Norfolk Homes – Play equipment – Cllr Prentice reported that SNC has raised an objection to the proposal to use wetpour rubber surfacing with the new play equipment because of S.38 of the Commons Act. Cllr Prentice and SNC Cllr Lewis have a meeting to discuss and find a resolution.

ii) SNC Planning policy consultation – Open Space – Cllrs to respond direct

iii) SNC Planning Workshop – 18 June 2018 – Cllr Cattee will attend

d) Highways issues –

i) SNC residents parking scheme ltr – Cllrs wish to express an interest

ii) Application for Parking restriction for Norwich Triathlon - Cllr Smerdon will attend the scheduled meeting

ACTION: CLERK/ALL CLLRS

2018/011) Finance matters

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

RESOLVED to approve and accept the following documents:-

a) Annual review of effectiveness of internal audit

b) Annual review of financial risks

c) Annual review of asset register

d) Annual review of insurance

e) Cheque signatories –

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

RESOLVED to remove Colin Steward and Lynn Fabre now they have left the Council and appoint Cllr Smerdon and Cllr Cattee as new cheque signatories for all accounts

f) GDPR/DPO service –

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

RESOLVED to appoint LCPAS as the DPO and to progress provision of Council email addresses and to investigate disposal of obsolete documents in line with new GDPR legislation

g) Request for donation (S137) – Norfolk Age UK – The Clerk to request clarification on use of this service by Trowse residents before any donation is considered

ACTION: CLERK/KP/JS/SC

2018/012) Standing Orders And Financial Regulations

Review of Standing Orders and Financial Regulations –

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

RESOLVED to approve and accept the Standing Order and Financial Regulations subject to amendment to include reference to GDPR legislation

ACTION: CLERK

2018/013) Allotments, Common, Cemetery & Churchyard

a) Play equipment inspection report – Noted and concern raised regarding comments relating to play train; the Clerk to ask Fenland for a quote for necessary repairs and also raise concern on train

b) Report of theft and damage at Dell allotments – Briefly discussed and noted

c) Request to trim vacant allotments – Cllr Herring requested that the grounds maintenance company trims the vacant allotments and the village sign – Cllr Smerdon and Cllr Cattee offered to tend with volunteers

d) Note of thanks from St Andrew's Church – Noted for information

e) Resident's email regarding rabbits at cemetery – Briefly discussed and agreed to monitor the situation

ACTION: CLERK/JS/SC

2018/014) Correspondence received to-date

a) Damaged wall to rear of Block hill cottages – The Clerk confirmed that she had reported to the Highways Officer and tried to establish ownership of the wall both with NCC and also Crown Point who have now confirmed it is not theirs – NCC Highways are investigating

b) Distribution of wheelie bin stickers – response from Villager –

RESOLVED to request 400 stickers and Cllr Smerdon to arrange distribution with Police Cadets

c) EA River maintenance & flood provision Spring 2018 – available on request – Noted for information

d) Fly-tipping report – discussed in public participation and noted as being progressed by authorities

ACTION: CLERK/JS

2018/015) Chairman's urgent business

The Clerk asked that consideration be given for a system in the event of her own illness as was of great concern when she was unable to attend the last meeting as to how to manage the requirements of the meeting – for consideration at next meeting

Meeting closed at 9.20pm

Public Participation Notes

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

- Allotment tenant requested that meeting agendas are posted on the allotment notice boards
- Resident had reported an incident of fly-tipping in the Village to the appropriate authorities and this was being investigated
- Allotment tenant requested an update on the new sewage pipe being installed by Norfolk Homes and affecting the Dell allotment site – Cllr Cattee offered to contact the developer for an update
- Reported that the allotments have an electric cable running through the ground – the Clerk was requested to contact UK Power to ask for clarification on the cable
- Reported that there is a rumour that allotments are not being let because of proposals from Arminghall – the Chairman confirmed this is not the case and that plots are still being allocated