

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

**Minutes of the meeting of Trowse with Newton Parish Council
held on Monday, 24 July 2017 at 7.15pm
in the Manor Rooms, The Street, Trowse**

Present:

	Cllr L Fabre – presiding	
Cllr A Greenizan	Cllr R Herring	Cllr D Benterman
Cllr K Prentice	Cllr H Smith	Cllr A Brown
	Cllr S Cattee	
Gina Lopes – Clerk to Trowse with Newton Parish Council – in attendance		
	NCC Cllr V Thomson	
	3 x public	

2017/029) Apologies for absence

Apologies for absence were received and accepted from Cllr C Steward.
Further apologies noted from SNC Cllr T Lewis

2017/030) Declarations of interest

Declarations of interest were received as below:
Cllr Prentice - Norfolk Homes and 5 The Paddocks
Cllr Fabre - Norfolk Homes

2017/031) Suspension of meeting for Public Participation

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

2017/032) Minutes of the meeting held 26 June

RESOLVED to approve the minutes of the meeting held on 26 June 2017 as a true
and accurate record of the meeting; the minutes were duly signed by the Chairman

2017/033) Councillors Reports

Brief verbal reports were received and included the following:-

Cllr Prentice and Cllr Fabre attended Trowse Primary School to present the prize for
the “Name the Train” competition

The School want to run a Music Event, suggest FOTS and the parish council run
jointly with a “Trowse House Talent Spot”. Members were supportive of this
suggestion on the condition that any necessary event licence and risk assessment is
provided; the Clerk to check if the parish council insurance will cover the event
Young adults on the Norfolk Homes site one night and had been reported to Mr
James Nicholls of Norfolk Homes and a fence was quickly installed

Cllr Benterman spoke to Whitlingham Country Park, he reported the broken stile by the Meadow and now repaired. Also spoke to someone from the Drainage Board - concern regarding discharge of water from the development site

Noted litter was left after the School Fete and Norse were litter-picking, however, still some left – the Clerk to email Mr Odell (Headteacher) cc Debra Kerridge (FOTS)
Cllr Greenizan suggested using a banner to promote the Parish Council and felt this would have been useful at the Fete – the Clerk to obtain prices and circulate and also to contact SNC Cllr Lewis to ask if any funding would be available for purchase
Cllr Herring confirmed he had spent time at the allotment sites and identified which plots were not cultivated. He had spent over an hour digging out the drain in the Dell reported as blocked. The posts and chain link fence have been installed by the allotment fence and there is a gap, presumed for a new gate. The affected allotment holder/s will need to be contacted

A new cable has been laid at the back of Julian Close and utilities run under the path and suggested the parish council should adopt

The drain at the Bridleway also needs clearing and suggest this is done when the overgrowth is cleared

Cllr Herring has sourced a plaque for the wooden train and circulated the quotes, there was a lengthy discussion regarding the different fonts, position of plaques etc
Reported that the green van and motorbike have now moved from Whitlingham Lane
Cllr Fabre called on residents with a questionnaire regarding the "Van Dwellers" in Whitlingham Lane and was surprised by the results –

Cllr Smith had made a new sign for the Cemetery and wanted the notice board key but the Clerk explained there was only one key and she had been unable to source a copy at this time but offered to place the notice on the board

Cllr Smith suggested a draft agenda is sent to Councillors when the draft minutes are issued, however, the Clerk advised that the agenda would not be ready at this time and suggested that Councillors requested agenda items should be sent the week before the meeting to ensure there is time to add them to the agenda

The Clerk requested members to forward ID photos as previously requested in March to enable ID badges to be provided.

The Clerk confirmed the Defibrillator had now been installed - Cllr Prentice offered to manage the new Defibrillator and will also contact the Manor Rooms Caretaker regarding completing the weekly checks of the device. One resident's letter relating to this installation was noted.

ACTION: CLERK/LF/RH/KP

2017/034) County Councillor's Report

NCC Cllr Thomson gave a brief report:

Highlighted items listed in the Norfolk Magazine:-

- Hazard Waste Days
- Celebrating Nelson exhibition and £2.5M funding towards Norfolk museum events
- Chance to win tickets for Blicking event

Confirmed Norfolk Homes are providing an alternative 20mph scheme, initially considering chicane instead of speed cushions

SUDs document is available on the NCC website re: Norfolk Homes

Has forthcoming meetings with Gary Overland (Highways), Norfolk Homes and also Mr Whittard



Advising all to complete paper registrations for electrical equipment so that in the event of a fault contact details will be available for notification – highlighted in recent Grenfell Tower disaster

NCC is setting up a partnership with Barnardo's to support young people

A new committee is being set up to consider NCC assets and how to make best use of them

Arranging a halfway house for young people moving out of care

Cllr Thomson is on Capital Schools Building Committee and Trowse is on the list and he will be chasing

94,000 unpaid carers in Norfolk; will have a digital resource with 24/7 access with information on how to get help www.carerdigital.org – will forward to the Villager

2017/035) District Councillor's Report

No report at this time

2017/036) Planning matters

a) Applications received to date – None received

b) Decision notices received to date – Noted for information

2017/1199 – 5 The Paddock – remove two sheds, erect timber framed garden (amendment to approval 2017/0267) – Approved with conditions

c) Planning correspondence -

Norfolk Minerals Site Specific: Allocations DPD: Single Issue Silica Sand Review – Noted for information

Staithes Research Report – Cllr Smith and Cllr Herring to consider and advise response as required

SNC Consultation on the draft Guidelines for Recreation Provision in new residential developments supplementary planning document SPD – Members to read during the summer break and consider

Norfolk Homes:-

Sewer construction – Notification of a new sewer was briefly discussed.

RESOLVED that Cllr Fabre and Cllr Benterman will meet with Mr Thorpe at the allotment site to consider the new installation

Open Spaces – A letter regarding the new open spaces was discussed –

RESOLVED the Clerk will ask for confirmation of the proposed commuted sum and advise that the parish council want input into the choice of play equipment and will liaise with the School; the Toddler Group and their Play Contractor; also any trees to be surveyed prior to the transfer of land

Arminghall Settlement meeting – Cllr Fabre had no report at this time

ACTION: CLERK/HZ/RH/LF/DB/ALL CLLRS

2017/037) Highways

a) Residents' request for Permit Parking –

A letter from residents requesting permit parking was considered and members noted comments made during Public Participation. The Chairman confirmed that the parish council had pursued the possibility of introducing a permit parking scheme in the Village and had been advised that no action would be taken until the Lakenham Scheme had been concluded. There was a suggestion to approach Wittingham Country Park to see if there was availability and reference to purchasing a parking season ticket. Noted that there used to be a Park and Ride bus from Harford to County Hall.

RESOLVED that the Clerk would pursue the original application for a permit parking scheme with the appropriate Officer and also circulate to NCC Cllr Thomson, SNC Cllr Lewis; Gary Overland (Highways) and also local Police; to discuss the possibility of using any surplus funds at the end of the year for a scheme. Suggest that resident also contacted NCC Cllr Thomson

b) Drainage – Recent flooding in the Village was discussed and noted that water was running down Newton Close and up the driveways of houses in Whitlingham Lane. The response from Highways was considered and felt more action was required and also that the “cut” by the Common needed clearing.

RESOLVED the Clerk should contact NCC Cllr Thomson to ask for action

c) Parish Partnership Scheme –

The Clerk suggested that members may wish to consider applying for funding for new street lights, installation of permit parking or overnight camping ban. To be further considered at September meeting.

ACTION: CLERK/ALL CLLRS

2017/038) Finance matters

a&b) Summary of receipts and payments for April, May and June & Statement of accounts for April, May and June –

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

RESOLVED to approve and accept Summary of receipts and payments for April, May and June & Statement of accounts for April (Total £106,788.80), May (Total £101,077.04) and June (Total £102,001.85)

2017/039) Allotments, Churchyard, Common and Cemetery

a) Grounds Maintenance – Norse –The Clerk confirmed that she had contacted Norse and they were not able to attend this meeting, however, had offered to meet with the Chairman. The contract and grounds maintenance of all sites was discussed at length. The Clerk raised concern at the state of the Cemetery and urged members to agree immediate action be taken to improve the site. Cllr Smith suggested a programme of works and several options were considered.

RESOLVED that the Clerk instruct casual grounds staff to tidy up the cemetery area as soon as possible and also seek quotes from grounds companies for maintenance of all sites for next season, once the Norse contract ends in November

c) School Fete – Parish Council Stall & “Name the Train” Competition –

Cllr Prentice gave a verbal report which included the following:-

- School Fete was successful raising £1,500
- “Name the Train” Competition had been won by Trowse pupil, Kai Baisley, and the winning train name was “The Flying Trowseman”
- Quotes for a plaque for the Train were considered and it was suggested that clearer font be used such as “Comic Sans”
- The Clerk suggested that Fenland should confirm that the plaques met health and safety requirements prior to fitting and also that there could be a press release once completed

RESOLVED that the Clerk contact Fenland for advice, Cllr Benterman will prepare a sketch illustrating the position of the plaque/s; Cllr Herring to order once he receives confirmation from members

d) Common

The positioning of litter bins was discussed at length and also noted the dog sack dispenser needed refilling.

RESOLVED that the Clerk would have bins installed on the Common in areas where there is an absence of bins and also source an additional bin for the bus shelter; Cllr Fabre will monitor and refill the dog sack dispenser as required

ACTION: CLERK/DB/RH/LF

2017/040) Correspondence received to-date

a) **Hornsea Newsletter** – noted for information

b) **Broads Briefing** – noted for information

2017/041) Chairman's urgent business

Cllr Fabre and Cllr Brown created a questionnaire and talked to residents of Whitlingham Lane and Newton Close (total of 28) and two businesses, regarding the vans in Whitlingham Lane. The results were surprising and the Chairman read the figures to members which were mixed comments but with a minority opposed to the situation. The Clerk advised that the Van dwellers should also be consulted and this was agreed.

RESOLVED that Cllr Fabre and Cllr Herring consult with the people living in the Vans and report at the next meeting

ACTION: LF/RH

The meeting closed at 9.55pm

Public Participation Notes

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

Request asked if there was any further update on the "Van dwellers" in Whitlingham Lane

Residents of Stanton Terrace???? Asked for the councillors support to install permit parking in the Village and outlined the difficulties they face on a daily basis to find a parking space. They reported near misses and incidents where cars had been hit and damaged because of poor or illegal parking. Parking was in demand not just from Villagers but also clients of the local restaurant, visitors to the Common, football match days and also County Hall staff. The residents thanked the Councillors for investigating permit parking and also for supporting the new scheme for overflow car parking for the Church goers.

TROWSE WITH NEWTON PARISH COUNCIL**Bank Reconciliation at 31/05/2017**

Cash in Hand 01/04/2017

73,475.00

ADD

Receipts 01/04/2017 - 31/05/2017

36,690.11

110,165.11

SUBTRACT

Payments 01/04/2017 - 31/05/2017

9,088.07

A Cash in Hand 31/05/2017
(per Cash Book)

101,077.04

Cash in hand per Bank Statements

Cash	31/05/2017	0.00
Lloyds Treasurers 04058297	31/05/2017	77,256.93
Lloyds Business 06378221	31/05/2017	15,209.32
Santander Bus Reserve	31/05/2017	9,011.14

101,477.39

Less unrepresented cheques
As attached

400.35

101,077.04

Plus unrepresented receipts
As attached

0.00

B Adjusted Bank Balance**101,077.04****A = B Checks out OK**

108

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TROWSE WITH NEWTON PARISH COUNCIL**Bank Reconciliation at 30/04/2017**

Cash in Hand 01/04/2017

73,475.00

ADD

Receipts 01/04/2017 - 30/04/2017

35,303.84

108,778.84

SUBTRACT

Payments 01/04/2017 - 30/04/2017

1,990.04

A Cash in Hand 30/04/2017
(per Cash Book)

106,788.80

Cash in hand per Bank Statements

Cash	30/04/2017	0.00
Lloyds Treasurers 04058297	30/04/2017	83,187.40
Lloyds Business 06378221	30/04/2017	15,208.05
Santander Bus Reserve	30/04/2017	9,011.14

107,406.59

Less unpresented cheques
As attached

617.79

106,788.80

Plus unpresented receipts
As attached

0.00

B Adjusted Bank Balance**106,788.80****A = B Checks out OK**

108

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