

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL MEETING

Which took place at The Manor Rooms, The Street, Trowse on
Monday 9th December at 7.15pm

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

Clerk: Mrs S Hunt, Mr T Leggett.
7 members of the public were in attendance.

1. ATTENDANCE

Apologies from Janet Peart. All other Cllrs in attendance.

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 vote on any matters.

3. MINUTES OF PREVIOUS MEETING

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

4. PUBLIC FORUM

4.1 County Councillor – Vic James Thomson; The Whitlingham Lane parking legislation has been delayed by Purdah, current timetables would suggest late Spring before implementation.

Advertisement will be published on 20th December.

Busgate is having a power survey by UKPN on 10th December.

Grit bins should be filled by the Highway Authority.

4.2 South Norfolk District Councillor – Lisa Neal; Parking consultation date suggested to be 17th January 2020 between 1100hrs to 1900hrs at the Manor Rooms – room availability to be established **CLERK – SH**. Councillors to attend if possible.

4.3 A parishioner expressed concern over; cemetery gates; hedges on White Horse Lane need cutting; river requires 'cleaning', **CLERK - TL** to contact Env Agency and/or Broads Authority; Lamp post next to Crown Point Tavern is faulty – Number to be passed to clerk, **CLLR SMERDON**; additional light by Crown Point Inn being investigated by Open Spaces.

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

5.1 White Horse Lane Hedging – confirmed that hedging has been cut, one area missed, to be actioned. **CLERK – TL/CLLR SMERDON**.

5.2 Streetlight marking. Labels with Cllr J Smerdon for attachment.

5.3 Risk Assessments – next meeting. **CLERK TL**

5.4 Village Sign – confirmed that advice and two quotations are being sought. **CLERK TL**

5.5 Tree T60, Churchyard. Confirmed that this work has been ordered. CGM seeking planning permission.

5.6 Bus Shelter - confirmed that contractor has been instructed for visits to include cleaning

5.7 Annual playground inspection has been ordered to take place in January 2020. Noted.

5.8 Maintenance Schedule. Awaiting meeting with Paul Tong in January.

5.9 Fencing at Dell allotments- removed. Noted.

- 5.10 Allotment numbering has been ordered, awaiting start date in New Year.
- 5.11 Water survey at Dell Allotments ordered. Noted.
- 5.12 Defibrillator movement to phone box ongoing. **CLERK TL**
- 5.13 Zip wire works have been ordered (£4600). Noted.
- 5.14 Awaiting LED conversion prices for non-LED streetlights.
- 5.15 Awaiting quotation for Cemetery and Compound Gates.
- 5.16 Cemetery Brick Rotunda – quotation to be obtained. **CLERK TL**
- 5.17 Skip at Block Hill allotments ordered for Friday 13th December.

6. PLANNING

None.

7. ADMINISTRATIVE MATTERS.

- 7.1 Meeting dates for full council for 2020 AGREED. To be circulated to Manor Rooms to check room availability – **CLERK SH.**

8. FINANCIAL MATTERS

- 8.1 To agree payments as circulated value £5142.18.

8.2 To note Balances at bank:	Santander A/C No. 43699240 (02.11.19)	£ 9,055.81
	Lloyds A/C No. 04058297 (31.10.19)	£ 66,855.02
	Lloyds A/C No.06378221 (9.5.19)	£ 15,224.57
	Nationwide	£ 80,000.00
		£ 171,135.40

- 8.3 The budget as recommended by Finance and produced by the RFO was reviewed by the meeting and AGREED. It was AGREED that the precept for 2020/21 be set at £47,500.00. This should give a Band D figure of £128.73 per household for the year – for comparison 2019/20 was £210.71.

CLERK - SH

- 8.4 Noted that indemnity insurance has been increased from £50,000 to £100,000.

9. ALLOTMENTS.

- 9.1 Tenancy agreements 2020 – All invoices have now been issued.
- 9.2 Noted that a skip was provided at The Dell on Friday 22nd November 2019.
- 9.3 Noted that the Block Hill skip is due to be delivered Friday 13th December 2019.
- 9.4 The recommendations from the asbestos survey are to be instructed. **CLERK - TL**
- 9.5 There are vacancies and the plots are now being readied. It is anticipated that the current waiting list will be cleared in the new year.
- 9.6 AGREED - membership of the National Allotment Society.

10. PLAYGROUND

- 10.1 Quotations for playground equipment repairs as previously approved are not yet received. To be chased. **CLERK – SH.**
- 10.2 Councillors AGREED to explore the principle of providing adult fitness equipment via open spaces committee. **CLERK – TL** – to provide information to support.

11. NEIGHBOURHOOD PLAN.

- 11.1 To confirm South Norfolk are attending Friday 13th December at 2pm to give a short presentation, followed by Mark Thompson. This is not open to the public.
- 11.2 To confirm steering group membership – Cllrs A Greenizan, J Peart, D Price and J Smerdon.
- 11.3 Recruitment for Administrative support to the steering group AGREED. Personnel to meet and agree parameters on Friday 20th December 2019 at 10am.

12. CEMETERY/CHURCHYARD.

- 12.1 Review of charges and regulations ongoing. **CLERK - TL**

13. OPERATION LONDON BRIDGE – Cllr H Smith – next meeting.

- 13.1 To consider a Condolence Book – to set budget.
13.2 To agree Location for Book.
13.3 To agree access times, supervision and setting.
13.4 To consider flowers – to set budget.
13.5 To agree Location/allow public flowers.
13.6 To consider purchasing a Picture and black ribbon and agree location for display.
13.7 To consider a proclamation.
13.8 To agree where template should be publicised – Website/Facebook/Noticeboard.

14. 75th Anniversary of end of WWII

- 14.1 SNDC Cllr Neal advised that SNDC are offering grants in association with potential commemorative events. **CLERK – TL** to explore further and update next meeting.

15. Chair's End of Year Update:

- 16.1 Cllr J Smerdon, Chair, expressed his thanks and congratulations to the new Council and Councillors for the efforts in progressing a number of matters including; New website and Facebook; the progress with regard to parking enforcement, especially Whitlingham Lane; The full allotment overhaul which is ongoing; the efforts and time commitment in establishing the new committee structure.
16.2 SNDC Cllr Neal also congratulated the Parish Council as a whole for the huge progress made in such a short period.
16.3 Locum Clerk Sarah Hunt was thanked for her work in assisting the Parish Council.

December Payments: Type equation here.

Payee	Nett	VAT	Total
Luke Green - re-issue cheque 2018	£200.00		£200.00
The National Allotment Society	£56.00		£56.00
Community Action Norfolk - Playground Course C Bowers	£60.00		£60.00
South Norfolk Council - Dog Bin Annual charge 2019/20	£1,602.00	£320.40	£1,922.40
eon - street lighting	£91.55	£4.58	£96.13
James Mitchell - allotment deposit refund D28	£50.00		£50.00
Sarah Hunt - December	£1,094.78		£1,094.78
Ted Leggett - December	£579.28		£579.28
Inland Revenue	£640.54		£640.54
Sarah Hunt - expenses	£494.20	£98.85	£593.05
Amy Goulding - allotment deposit refund	£50.00		£50.00
Sarah Hunt - expenses - refreshments.			
	£4,718.35	£423.83	£5,142.18

Clerks Expenses December:

Garden Nature (wildlife boxes)	£299.40	£59.89	£359.29
SSAF - Lamp Stickers	£19.80	£3.96	£23.76
PSH Environmental	£175.00	£35.00	£210.00
	£494.20	£98.85	£593.05

Receipts:

South Norfolk District Council - Grant wildlife boxes	£324.70		£324.70
Interment in Burial Ground	£400.00		£400.00
			£724.70