

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL MEETING

Which took place at The Manor Rooms, The Street, Trowse on
Monday 25th November at 7.15pm

Present: Cllrs C Bowers, H Bowers, A Greenizan, P Greenizan, M Haynes, J Peart, D Price, J Smerdon (chair), H Smith.
Clerk: Mrs S Hunt, Mr T Leggett.
7 members of the public were in attendance.

1. ATTENDANCE

All present. The Chairman introduced Mr Leggett to the meeting as the new Clerk for Trowse with Newton.

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 the matters.

Cllr P Greenizan notified the meeting that he is a Trustee of The Manor Rooms (Item 12.5) and he did not vote on the matter.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 28th October 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 environmental plan has been agreed. There are two current consultations – Fire and Rescue and Budget. Heating grants are available. The Whitlingham Lane parking legislation has been delayed by Purdah, current timetables would suggest late Spring before implementation.

There is no current movement on Bus Gate – requests to move it have been denied as this would give motorists no immediately alternative route and would constitute entrapment. The installation of a camera is considered a material change to the restriction and it is that which will be advertised shortly.

All new parking restrictions will be enforced upon implementation.

Cllr Thomson confirmed that County do not spray verges and only cut for safety. It is Highways England who use spray.

4.2 , South Norfolk District Councillor – Lisa Neal; The Community Action Fund is currently open for applications from organisations for up to £15,000 of funding.

4.3 A parishioner expressed concern over any spray being used when allotments are professionally cleared. A request was made that the approval of tree works be made more public.

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

5.1 White Horse Lane Hedging. Confirmed that letters have been sent to the landowners.

5.2 Parking Enforcement Public Consultation – Early January.

5.3 Noticeboard has been repaired. Noted.

5.4 Facebook page is now live. Noted

- 5.5 Streetlight marking. Cllr J Smerdon informed the meeting that labels will shortly be available to affix to Trowse Council owned lamp posts to identify them to those reporting faults.
- 5.6 Light in Bus Shelter now working. Noted.
- 5.7 Dell Noticeboard. No action needed.
- 5.8 Risk Assessments – next meeting. Clerk.
- 5.9 Village Sign – to confirm that advice and any necessary quotations are being sought.
- 5.10 Tree T60, Churchyard. To confirm that this work has been ordered. CGM seeking permission. Noted.
- 5.11 Telephone Box. To confirm that ownership has passed to the Parish Council. Noted.

6. CORRESPONDENCE

Email – Trowse School	Concerns regarding Trowse Bus Gate	Noted. County matter.
Email – Parishioner	Suggestion to install electric car charging points	Noted. Neighbourhood Plan to consider.
Emailed Norfolk Co Co	Budget Consultation	Noted.

7. PLANNING

7.1 Applications for discussion and comment.

South Norfolk – 2019/2318. Erection of 83 no. dwellings, vehicular access, landscaping, open space and associated infrastructure. Phase 2 land of White Horse Lane, Trowse. No comment to be made.

7.2 Decisions for information

South Norfolk – 2019/1811. Tree House, Whitlingham Lane, Trowse, NR14 8TN. Work to trees in a conservation area. Sycamore – fell, Plum – fell. GRANTED.

South Norfolk – 2019/1971. 13 Highland Crescent, Trowse, NR14 8GA. Works to trees in a conservation area. (T1) Willow – fell to ground. (T2) Acer – reduce spread to approx. north 2m, east 1.5m, south 2m and west 2.5m to leave height of approx. 7m from 8m. (T3) Lime – repollard to existing pollard points. GRANTED.

South Norfolk – 2019/2117. Land North of Kirby Road, Trowse. Approval of Condition Details. Details of condition 13a of 2018/1246 – (13a) – Off-site Highway improvements. GRANTED

8. ADMINISTRATIVE MATTERS.

- 8.1 The Code of Conduct was reviewed and AGREED as presented.
- 8.2 ALL councillors signed an agreement to abide by the Code of Conduct.
- 8.3 AGREED - playground inspection training for Cllr C Bowers on 19th February 2020 - £60.00.
- 8.4 Clerk to post onto facebook and website to see if there would be any interest if the Council was to organise a community training day for the defibrillator at £175.00.
- 8.5 Noted that two Freedom of Information requests have been received and actioned.

9. FINANCIAL MATTERS

9.1 AGREED payments as circulated value £17910.87. To note that the South Norfolk District Council payment was refused by the bank due to a signatory problem –re-issued.

9.2 RECEIVED Internal Auditors report. Finance committee actioning and monitoring.

9.3 To note Balances at bank:	Santander A/C No. 43699240 (02.11.19)	£ 9,055.81
	Lloyds A/C No. 04058297 (31.10.19)	£167,720.94
	Lloyds A/C No.06378221 (9.5.19)	£ 15,224.57
	Nationwide	£ 0.00
		£192,001.32

9.4 Bank Account Mandates:

Santander – documents have been submitted to Santander.

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Barclays – Instructions closing the account have been sent, no confirmation received.

Nationwide – confirmation of account opening received, signatures have been sent.

9.5 AGREED to approve a grant request from the Manor Rooms for £3,000 for 2020. It was NOTED by the meeting that the Clerk is ascertaining the situation concerning the Bowls Club tenancy.

9.6 RECEIVED minutes of the Finance Committee meeting which took place on Thursday 21st November.

9.7 AGREED recommendations from the Finance Committee;

9.7.1 To increase of Fidelity Guarantee to £100,000.00 given the sums held at the bank.

9.7.2 Given the brought forward balance of £133,000 this was considered inadequate earmarking, the meeting AGREED to earmark the following:

Neighbourhood Plan	£20,000.00
Street Furniture/replacement	£10,000
Playground repairs	£15,735
Tree works increased to	£6,000
Cemetery Improvements	£8,000
Car Parking Scheme	£7,500
Highways Projects	£6,000
Unanticipated Professional advice	£10,000
Election costs	£ 2,000
TOTAL	£85,235

9.8 REFUSED a request from Norfolk Citizens Advice for a donation.

9.9 AGREED to buy a gift voucher for the volunteer who looks after the flowers at the bus stop as a token of appreciation value £30.00. Cllr H Smith to action.

10. ALLOTMENTS.

10.1 Tenancy agreements/2020 – Confirmed that all plot holders have been contacted and advised of extension and increased fees.

10.2 A skip was ordered at The Dell on Friday 22nd November 2019 but could not access the site. Friday 29th to be attempted, signs to be posted.

10.3 AGREED to provide a skip at Block Hill for plot holders.

10.4 AGREED to undertake all necessary works in line with the Asbestos survey and recommendations.

10.5 The current waiting list is around 16 people. Vacancies should total around the same, however more people have requested Dell site specifically so may remain on the list.

10.6 AGREED membership of the National Allotment Society - £55.00 +VAT per year.

11. OPEN SPACES AND PROPERTY COMMITTEE

11.1 RECEIVED the minutes from the meeting held on 8th November 2019.

11.2 AGREED the following recommendations:

11.2.1 That only one annual playground inspection be undertaken in 2020.

11.2.2 That the current streetlight contract be budgeted for renewal next year.

11.2.3 That the grass cutting contract be allowed to run on for 2020.

11.2.4 That any necessary additional grass cuts be authorised by Cllrs Bowers/Price Clerk at a cost of £195.00 per visit.

11.2.5 That the current pest control contract not be renewed

11.2.6 That the current bin collection contract be renewed when necessary.

11.2.7 That the White Horse take over the planting in the trough and thanked, and that the Council reimburse any expenditure.

- 11.2.8 That a maintenance schedule be drawn up and a contract be taken out if possible with the unpaid working team.
- 11.2.9 That the current fencing at the top of Dell Allotments be made safe with open access and the bed frame removed.
- 11.2.10 That the previously quoted numbering at £1,030.00 by CGM be approved.
- 11.2.11 That the water survey at the Dell Allotments be undertaken.
- 11.2.12 That the Council investigate moving the defibrillator to the phone box.
- 11.3 Playground works – AGREED the works to the zip wire as quoted for £4600.00. Two more quotations expected.
- 11.4 Awaiting LED Conversion prices for those streetlights not LED from K and M.
- 11.5 Awaiting quotation for Cemetery and Compound Gates.
- 11.6 Cemetery brick rotunda – quotation to be obtained. CLERK

12. NORFOLK HOMES LAND TRANSFER.

- 12.1 AGREED to authorise searches:
 - 12.1.1 Local Land Charges and Local Authority Search.
 - 12.1.2 Commons Registration Search.
 - 12.1.3 Land Registry Official Searches.
 - 12.1.4 Land Charges Department Search.
 - 12.1.5 Company Search.
 - 12.1.6 Index Map Search.
 - 12.1.7 Environmental and Flood Searches.

13. BUS SHELTER

- 13.1 AGREED to retain the existing bus shelter.
- 13.2 AGREED to increase weekly service to include cleaning (removal of cobwebs and washing seat) – increased fee by £10.00 to £22.00/visit.

14. NEIGHBOURHOOD PLAN.

- 14.1 Noted that the designation of a neighbourhood area which is the Parish boundary has been submitted to both South Norfolk District Council and the Broads Authority.
- 14.2 Feedback from meeting with Rachel Leggett on 23rd November 2017. Cllr Smerdon informed the meeting that the meeting was good and now a steering group needed to be formed. This to comprise; Cllr Peart, Price, Smerdon and Ann Greenizan – four volunteer parishioners needed.
- 14.3 AGREED that administrative support will be obtained.
- 14.4 To confirm South Norfolk are attending Friday 13th December at 2pm to give a short presentation followed by a second consultant.

15. HIGHWAYS 50/50 FUNDING APPLICATION.

Closing losing date for 2020 of the 6th December noted – no projects to be put forwards.

16. CEMETERY/CHURCHYARD.

- 17.1 Noted that the Parish Council is responsible for trees on the Eastern Boundary only, not the Southern Boundary.
- All items to next meeting.

17. OPERATION LONDON BRIDGE – Cllr H Smith to discuss with SNDC and report to next meeting on the following including costs:

- 17.1 To consider a Condolence Book – to set budget.
- 17.2 To agree Location for Book.

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- 17.3 To agree access times, supervision and setting.
- 17.4 To consider flowers – to set budget.
- 17.5 To agree Location/allow public flowers.
- 17.6 To consider purchasing a Picture and black ribbon and agree location for display.
- 17.7 To consider a proclamation.
- 17.8 To agree where template should be publicised – Website/FacebookNoticeboard.

18. PLAYINGFIELD/RECREATION FIELD.

AGREED to move the goalposts from the play area.

AGREED to plant daffodils alongside road edge, 1 metre inside field.

AGREED to put wildlife habitat boxes up to the value of £350.00 using grant from Cllr Lisa Neal.

19. SAM REPORT.

Report given to the meeting from Cllr P Greenizan. High figures continue through the Bus Gate when enforcement is not taking place. The averages within the Parish are not high enough to trigger responses from Law Enforcement on speeding.

The Chairman RESOLVED that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature.

20. PARISH CLERK EMPLOYMENT.

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The meeting was informed that the hours had been increased from 21 as advertised to 25 to allow for additional work now necessary with the additional Committees. Mr E Leggett and the chairman signed the contract as previously circulated to Council.

Payments approved 25th November 2019

Payee	Nett	VAT	Total
Nationwide - transfer of funds	£80,000.00		£80,000.00
South Norfolk District Council - repayment.	£14,261.83		£14,261.83
Salaries	£1,588.71		£1,588.71
Greens Garden Buildings (Noticeboard repair)	£200.00		£200.00
Paul Greenizan (Cllr) - mileage claim/training	£19.80		£19.80
Community Heartbeat Trust	£45.00	£9.00	£54.00
AES - Asbestos Survey - allotments	£475.00	£95.00	£570.00
Trevor Brown (Internal Audit)	£204.25		£204.25
Poringland Parish Council (Six Strategic Group)	£102.00		£102.00
Royal British Legion (wreath)	£25.00		£25.00
eon - street lighting	£94.60	£4.73	£99.33
Vodafone	£55.83	£9.67	£65.50
SLCC - membership fees	£187.00		£187.00
SLCC - Local Council Guide - Paul Clayden	£103.99		£103.99
Viking stationery	£108.83	£21.77	£130.60
S Hunt expenses	£260.80	£38.00	£298.80
Norfolk Parish Training and Support	£135.00		£135.00
	£17,732.70	£178.17	£17,910.87

Clerks Expenses:

postage	£1.50		£1.50
postage	£69.30		£69.30
PSH Environmental	£190.00	£38.00	£228.00
	£260.80	£38.00	£298.80