

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

OPEN SPACES AND PROPERTY COMMITTEE MEETING

Held at The Manor Rooms, The Street, Trowse on: 11th November 2024 at 7.15pm

Present: Cllr Owen (chair), Cllr Haynes, Cllr Long, Cllr A Greenizan and Cllr Price.

Clerk: Kate Leggett. Groundsman; Tony Brooks

081 (001) APOLOGIES

None for this meeting

082 (002) DECLARATIONS OF INTEREST AND DIPENSATION

Councillors who have allotment plots. `

083 (003) MINUTES OF THE PREVIOUS MEETING

Minutes for the meeting held on the 17th October 2024 were **agreed and signed**.

084 (004) MATTERS ARISING

Decisions	Actions
Village Cross	Clerk (actioned)
Phone box barrier	Clerk (ongoing)
Memorial seat decision	Clerk (actioned)
White Horse Lane development trees	Clerk/Groundsman (actioned)
Budget	Committee (actioned)

085 (005) PUBLIC FORUM

None for this meeting

086 (006) ALLOTMENTS

6.1 - The clerk gave those present an update on the allotment waiting lists and vacant plot. Currently we have a small amount of availability on both sites, with a couple of tenants quitting their plots.

6.2 – Dell Silver Birch. A discussion took place about the felling of the silver birch. An updated quote for full removal had been received and it was **resolved to accept the quote and action the work. All in favour. Clerk to action.**

087 (007) CEMETERY AND CHURCHYARD

7.1 – Bat Survey. Following on from work on the Cemetery by the Biodiversity Team it was thought that a bat survey of both the Cemetery and the Churchyard/Common would be appropriate, to ensure that we have the correct boxes and their location is suitable. The Clerk had made investigations with a professional who said they could carry out the survey. **Council resolved to make further investigations into costs etc. Clerk to action.**

088 (008) COMMON

8.1 – To note the water levels on the common. It had been noted that the water level was lowish but with high tides and rain forecast this may not be the case for much longer. The Floodsax have been tested and are still in working order however provision may need to be made for their replacement going forward.

Sign;

Date:

8.2 - Wildflowers on the Common. It was decided that the Council would ask people what they would like to see in terms of wildflowers next year. An article will go in the January edition of the newsletter asking for opinions.

089 (009) HIGHWAYS AND OPEN SPACES

9.1 – Update on the Biodiversity Plan. Cllr Bowers and the Clerk took members through the most recent meeting of the Biodiversity Team. The group are currently struggling with a lack of volunteers and are therefore unable to commit to bigger projects. However, there are ongoing smaller activities taking place on the cemetery such as:

- Clearing alkanet from the paths on the cemetery
- Exposing additional driveway space
- Clearing the “roundabout” ready for shrub planting.

090 (010) EVENTS

10.1 – Cllr Haynes made the suggestion of a bonfire and fireworks event next year. Discussion took place and there were concerns raised over Health and Safety and suitable provision. It was also suggested that a music and craft fair might be a suitable summer event. More thought needs to go into what type of event the PC are looking to hold.

091 (011) POLICIES AND PROCEDURES

11.1 – Risk Assessments for allotments and cemetery. Cllr Bowers gave an update about the Risk Assessments for the allotment and the fact that there is an overlap between the allotment inspections and the RA documents. The RA's control the areas that we manage but should not include what is on individual plots, i.e., ponds. It was agreed to go through the tenancy rules and regs and the risk assessment documents to ensure that everyone is aware of what is their responsibility. This will include letting plot holders know of their responsibilities.

11.2 – Budget discussions. Following the informal meeting with regards to budgets, the Clerk and Cllr Bowers took members through those discussions and formally laid out the budget proposal for this committee. Proposed budget of £36192.00 was agreed. Proposed by Cllr Owen, Seconded by Cllr Price. All in favour.

11.3 – Committee Terms of Reference. A review of this document took place, and this was signed and dated by the committee Chair.

092 (012) GROUNDSMAN'S TASK LIST

12.1 – As Tony was present at the meeting, he gave the committee a rundown of this month's tasks. He mentioned that there had been some additional hours due to the grass still needing to be cut so late in the season. Clerk to liaise with groundsman over this month's tasks which will include a tidy up at the Block Hill allotments, grass cut of the churchyard and hedge trim.

093 (013) DATE AND TIME OF NEXT MEETING

Monday 9th December 2024 @ 7.15pm.

Meeting closed at 8.45pm

Decisions	Actions
Silver Birch	Clerk
Bat Survey	Clerk
Risk Assessment review	Clerk

Sign;

Date: