

TROWSE WITH NEWTON PARISH COUNCIL

Minutes of the Annual Parish Council meeting, held on 19th May 2025 in The Manor Rooms, Trowse at 7.15pm.

Present: Cllr Owen (Chair) Cllr Bowers, Cllr Haynes, Cllr King, Cllr A. Greenizan, Cllr P Greenizan, Cllr Cartner and Cllr Price, Cllr Gorman.

001 (001) Election of Chairperson/Vice Chair person for the coming year

- 1.1 Nomination for Chair. Cllr Owen nominated Cllr Bowers. This nomination was seconded by Cllr Price – All in favour. Cllr Bowers accepted the position of Chair.
- 1.2 Nomination for Vice Chair. Cllr Bowers nominated Cllr Owen. This nomination was seconded by Cllr King – All in favour. Cllr Owen accepted the position of Vice Chair.

002 (002) APOLOGIES

Cllrs Haynes and P. Greenizan.

003 (003) DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllrs on the Manor Rooms Management Committee, those with allotments, and Trowse School Governors.

004 (004) MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on the 22nd April 2025 were agreed and signed.

005 (005). PUBLIC FORUM

5.1 No district/county Councillors were present that the meeting. The Clerk read out the report sent to the office from Cllr Neal.

Written District reports – from Cllr Neal are at end of minutes and website

Written County report – from Cllr Thomson at end of minutes and website

5.2. Nothing for tis meeting.

006 (006) MATTERS ARISING FROM THE PREVIOUS MEEITNG

Decisions/Actions	Responsible person
May Gurney trees	Clerk to chase again

007 (007) COMMITTEE MEMBERS FOR THE COMING YEAR

7.1 To allocate councillor to sub committees.

Finance: Cllrs King, Owen, Cartner and Bowers

Personnel and Communications: Cllrs Gorman, Bowers, Price and P. Greenizan

Open Spaces: Cllrs Owen, Haynes, Gorman and A Greenizan.

008 (008) COMMITTEE UPDATES

6.1 Update from Personnel and Communications committee.

In the absence of Cllr Greenizan, the Clerk gave a brief update which included details of the next newsletter articles, changes to the current staff sickness policy and that we are coming round to staff appraisals.

6.2 Update from Finance Committee

Cllr King gave an update that included details on the AGAR (see item10.3), moving a sum of funds from the current account to the savings account, and the review of the budget versus actual spend to date.

6.3 Update from Open Spaces Committee

Cllr Owen advised that allotments are at full capacity, that the summer event is still being planned, and that investigations into the street lighting on Russell Terrace were still being looked into. The Clerk advised that she had heard back from TT Jones about the current lighting set up and she had been advised that the current units were not able to have the timers changed.

Signed:

Date:

- a) Following the decision made at the Open Spaces committee Cllr Owen made the recommendation to approve the cost of the Rotator as it was outside the committee spending limit. The quoted sum for replacement is £3116.40 (inc. VAT) – All in favour. **Clerk to action.**

009 (009) MANOR ROOMS

Leesa Barrell has been appointed the rep from the Manor Rooms Management Committee. She took those present through the most recent meeting of the working group stating that there are still some processes that need refining, but that there were some structural issues with the building. Cllr Bowers also added some information. Someone from the PC will also attend the MRMC monthly meetings.

010 (010) FINANCIAL MATTERS

10.1 - Agreement of payments for March/April 2025 – Approved.

10.2 - Agreement of Bank Reconciliation for March/April 2025 – Approved.

10.3 – AGAR 2023/24

- a) To note receipt of the Internal Audit Report for 24/25. **Noted and approved.**
- b) To approve Annual Governance Statement (Section 1). **Approved and signed by the Chair.**
- c) To approve Annual Accounting Statement (Section 2). **Approved and signed by the Clerk and the Chair.**
- d) To note the dates for the Exercise of Public Rights to View – 3rd June -15th July 2025. **Approved.**

011 (011) PLANNING

- a) Applications.

2025/0641 – Old Hall Farm, NR14 8TG - Retrospective installation of flood protection measures to Front Door (0 SW elevation), By fold door (9 NW elevation) and Back Door (8 NE elevation). Installation of floor protections measures to Rear double doors (15 NW elevation), By fold door (19 W Elevation), Back Door (20 W elevation), By fold doors (11 and 12 NE elevation). Associated repointing, rendering, and sealing. **No objection.**

2025/1226 – 20 Devon Way, NR14 8GE - Flat roof rear extension, internal alterations and replacement staircase to garage. **No Objection.**

2025/1333 – Crown House, Kirby Road, NR14 8RW - Conversion of existing building to an annexe. **No Objection.**

012 (012) POLICIES AND OTHER ITEMS

12.1 Insurance renewal. To discuss and agree delegation to the Clerk for this item. Delegated authority proposed by Cllr Price, seconded by Cllr King. **All in favour.**

12.2 Local Government reform public consultation response. To discuss and agree any actions pertinent to this item. **Resolved to delegate the response of the council to the Clerk.**

013 (013) DATE AND TIME OF NEXT MEETING.

Monday 16th June 2025 @ 7.15pm.

014 (014). To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 16a in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting

14.1 – To discuss and consider actions pertaining to legal advice received. Cllr Bowers and the Clerk took members through discussions and advice received.

Meeting closed at 8.40pm

Decisions/Actions	Responsible person
May Gurney trees	Clerk to chase again with Forestry Comm

Signed:

Date:

Rotator replacement	Clerk
Insurance	Clerk
LGR Response	Clerk

DISTRICT/COUNTY COUNCILLOR REPORTS

Cllr Neal – District Councillor Report – May 2025

Community Safety Newsletter - May Edition:



May edition of the
Norfolk Community S

I would encourage you to look at the newsletter, it covers lots of interesting articles, response from Police & Crime Commissioner on online safety, an article about remembering Stephen Lawrence and how Police are working on their relationships with this community, mental health and you can read a report from the Norfolk Safeguarding Adults Board on how they investigate a domestic violence case which resulted in the death of a lady.

Broadland and South Norfolk Design Code:

The third stage of public and stakeholder engagement has now commenced to create a new Design Code for the Council.

Once adopted, the Design Code and associated documents will form an important part of the planning guidance for the authority and will be used by site developers designing residential schemes, as well as the planning team when assessing submitted proposals.

This current focus is on the draft Design Code itself, we are inviting those interested to provide feedback on the contents of this draft document via our online engagement platform.

To take part in the consultation, which finishes at **5pm on Monday 23rd June**, please visit [Broadland and South Norfolk district-wide Design Codes | Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](#) and follow the link to the online engagement platform

I have also attached FAQs which provide further background in relation to this project and the current stage of engagement. If you have any queries relating to the Design Code, please contact the Place Shaping Team on (01508) 533805 or localplan.snc@southnorfolkandbroadland.gov.uk.



BDC SNC Design
Code FAQs Spring 20.

County Councillor Vic Thomson –

Help shape the future of Norfolk's council services

People and organisations in Norfolk are being invited to give their views to help shape the future of local government in the county.

Norfolk County Council is posing a series of questions and will use your replies to help it draw up plans for a future council structure. The feedback form is available at www.norfolk.gov.uk/LGRfeedback and people can answer as many or as few questions as they wish to.

County council chief executive Tom McCabe said: “We have an opportunity to build on the best features of our current councils and create something that delivers efficient and effective services, with strong community links, which meets your needs.

“We want to hear from people and organisations in Norfolk on what’s good at the moment, what could be improved and what you’d like to see for your local area, before we draw up our detailed proposals.”

At the moment, Norfolk is what's known as a two-tier area, with eight councils:

Signed:

Date:

- A county council, which is responsible for services such as highways and transport, adult social care and children's services
- Seven district councils, which provide services such as bin collections, leisure and housing.

The Government wants to see all eight councils replaced with fewer, unitary councils - which are responsible for all services in their area.

The feedback form will be available from 23 April to 20 May. Views expressed will help shape the county council's proposals, with further engagement planned when a preferred option is identified.

A final proposal must be submitted to the Government by 26th September, before ministers take a final decision on the future shape of local government in Norfolk.

You can find out more about local government reorganisation at www.norfolk.gov.uk/LGR and by subscribing to the county council's email bulletin, Your Norfolk Extra - <https://newsupdate.norfolk.gov.uk/p/7MO4-6FD/yournorfolkextra?source=ncchome>.

What do you want:

Costs

Delivery of services

Council feeling local

Norfolk Fire and Rescue Service is encouraging people to learn life-saving water safety skills this spring and summer, after attending 16 incidents last year where people sadly accidentally lost their lives in the water .

- Monday (28th April) marks the start of the National Fire Chiefs Council's Be Water Aware Week, which aims to raise awareness about the risk of accidental drowning and provide water safety advice ahead of the warmer months.
- Emyr Gough, Head of Prevention and Protection at Norfolk Fire and Rescue Service, said: "We want everyone, residents and visitors alike, to enjoy spending time on and near the water in Norfolk this year but we want people to do it safely.
- "Take some time now to learn what to do if someone gets into difficulty in the water and then please share that information with your friends and family. It could save someone's life."
- Call 999 for help if someone is in trouble in the water – do not attempt to rescue them yourself. Ask for the Coastguard if you are at the coast or on the Broads or Norfolk Fire and Rescue Service if you are inland. Tell the person in the water to float on their back and throw something to them like a throwline (but anything that floats can help save a life).
- Stay safe near any open water. Most people who drown had no intention of entering the water – such as people walking near it and slipping, tripping or falling.
- Respect the water – it's stronger than you think. Even calm looking waters can have strong currents, cold temperatures and hidden dangers.
- Cold water shock can affect your ability to swim. Even in the summer, enter water slowly to acclimatise rather than jumping in.
- Float to live – if you do get into difficulty in the water, lie back in a star position with your ears submerged and float to regain control of your breathing.
- Don't go into the water under the influence of alcohol and/or drugs. This can lead to drowning.
- Wear a lifejacket – however strong a swimmer you are. It is an essential piece of kit to keep you safe.

Signed:

Date:

- Norfolk Fire and Rescue Service is part of the Norfolk Water Safety Forum, which is committed to educating the public and improving safety on our waterways and coastal areas. It is made up of Norfolk Police's Broads Beat, the RNLI, HM Coastguard, Norfolk Fire and Rescue Service and the Norfolk Community Safety Partnership.
- People are being given the opportunity to learn more about water safety and take part in some throwline training at two events organised by Norfolk Fire and Rescue Service next week.
- On Wednesday (30th April) between 10am and 2pm the crew from Stalham will be joined by our Urban Search and Rescue team and members of our Prevention team and the RNLI on The Green in Potter Heigham, giving water safety advice and throwline training to residents and businesses in the area. People are invited to turn up on the day to meet the friendly teams.
- On Friday (2nd May) Carrow Green Watch will be joined by Norfolk Constabulary's Broads Beat to deliver throwline training to local businesses and members of the public at Riverside in Norwich from 11am.

Fire and Rescue also shared warnings on fires as we go through a dry period.

Residents and visitors to Norfolk are being asked to help reduce the risk of wildfires in the county, as the county has already seen an increase in spring grassland and forest fires.

With more people heading outdoors over the Easter holidays, Norfolk Fire and Rescue Service (NRFS) is asking the public to be vigilant and report fires quickly.

Nationally, there have been several large wildfires and the National Fire Chiefs Council say above average temperatures and below average rainfall has heightened the risk.

Further information is available in our press release [here](#).

New Funding Initiative to Support Bus Shelter Installations Across Norfolk

Norfolk County Council (NCC) is pleased to announce the launch of a new £800,000 funding scheme to support the installation of up to 100 new and improved bus shelters in town and parish council areas across Norfolk during the 2025/26 financial year. Under this initiative, NCC will contribute up to 80% of total project costs, with the remaining balance to be funded by town/parish councils or through Local Member Funds.

Delivered through the **Bus Grant** (formerly the Bus Service Improvement Plan) from central government, this scheme forms part of our ongoing commitment to enhancing public transport infrastructure and improving accessibility across the county.

This funding opportunity is aimed at helping local councils and members upgrade waiting facilities for bus passengers, high-quality shelters can significantly improve comfort, safety, and the overall travel experience. We know from feedback from Norfolk residents that investing in accessible bus stop infrastructure is key to encouraging greater use of bus services.

Providing new or improved bus shelters aligns with NCC's strategic public transport goals:

- Enhancing the quality and reliability of local bus services by making journeys more appealing to current and potential passengers.
- Improving comfort and accessibility, particularly for older residents, people with disabilities, and families.
- Encouraging a shift away from private car use—helping to reduce congestion, improve air quality, and support Norfolk's environmental objectives.
- Strengthening transport links in rural and underserved communities, ensuring public transport remains a practical and attractive option for all.

To help support participation in this scheme, we have prepared a guidance document and a cover letter outlining the funding conditions and application process. These will be distributed to all parish/town councils and NCC members in the coming days.

Signed:

Date:

Please note: Borough and district councils are exempt from the formal application process but will have the opportunity to request funding through direct engagement with the Bus Grant team.

We encourage you to review the guidance and consider whether your community would benefit from new or upgraded bus shelter facilities. Town/parish councils should coordinate with their elected County Council member to complete an application.

Please feel free to discuss this opportunity with your local councils and constituents. The Bus Grant team looks forward to working with you to improve local bus stop infrastructure and deliver meaningful, lasting benefits for residents across Norfolk.

For any immediate questions, please contact robert.pratt@norfolk.gov.uk

Norfolk County Council waives fees for street parties to celebrate VJ Day

This year marks the 80th anniversaries VJ Day on 15 August and Norfolk County Council is offering communities the chance to close their road free of charge for celebrations.

The anniversary will be a time for reflection and celebration, and an opportunity for the nation to come together to honour and pay tribute to those that lived through and served during Second World War. The day marks Japan surrendering in the Far East, officially marking the end of the Second World War (VJ Day).

Communities across Norfolk can join the national celebrations by hosting their own street party between Friday 15 and Sunday 17 August 2025 (VJ80).

All street parties will require a temporary road closure, and you can apply by completing an application. Deadlines for applications are:

- VJ80 - Friday 18 July 2025

Further details and a link to the application form are available [here](#).

Poor mobile signal

If you have to stand on a chair in your bedroom to send a text message, or you find yourself without enough signal to make a call when you're out and about, we want to know!

It's all part of our efforts to map mobile coverage across the region so that we can identify black spots and lobby mobile operators and OFCOM to improve provision.

Since April last year, we've been collaborating with mobile analysts Streetwave by using devices in some waste collection vehicles to survey the quality of mobile network coverage from the four main UK providers: EE, O2, Three and Vodafone.

This has given us some excellent data, helping to build a good picture of coverage right across the county, but we can make this even more accurate by hearing about your experience with mobile coverage in Norfolk.

So next time you're at home and get frustrated that your local chippy can't hear your takeaway order, or your phone cuts out on what should have been a nice conversation with a friend, take some time to complete our anonymous [mobile experience form](#).

You can read more about the project and visit our mobile coverage checker to see which operator offers the best service in your area by [clicking here for the project's webpage](#).

Roads closed

There are 2 types of work. Planned and emergency

Work can be carried out by National Highways, NCC Highways and Utility Companies.

Less than 10% of works are done by National or NCC. 90% emergency by Utility

The Utility has to inform us within 24 hours of STARTING the work!

Signed:

Date:

Where we know we challenge but difficult to stop

There are a lot of closures, and a County Select Committee is going to review the procedure..

Detours

Road rating

Website

One.network now run by Causeway

Scams

Rogue Trader Alert - Doorstep Cold Callers claiming issues with properties roof

Scam Alert - UK landline digital switchover scams

Scam Alert - Emails claiming to be from 'TV Licensing'

Rogue Trader Alert - Doorstep cold calling incidents

Safety Alert - Product Recall for Tower Air Fryers presenting a risk of fire

Scam Alert - Emails claiming to be from PayPal

Rogue Trader Alert - Doorstep Cold Caller selling garden furniture

Cold Calling Alert - Doorstep Cold Callers offering solar panel services

Cold Calling Alert - Doorstep Cold Callers attempting to sign consumers up to broadband contracts

Scam Alert - Facebook posts claiming to offer items from well known retailers for 'bargain' prices

Signed:

Date: