

MINUTES OF THE TROWELL PARISH COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 11TH JULY 2017, AT 7.15PM.

Present: Cllrs. D. Pringle - Chairman, Mrs. L. Harley, Mrs. C. McGann, R. McGann, G. Lockwood, P. Singer, Mrs. S. Williams, Mrs. H. Cumberpatch, M. Westmoreland, K. E. Rigby (BBC), Mrs. L Ball B.E.M. (BBC) & J. Longdon (NCC).

Clerk: Mrs. A. K. Mitchell.

DP opened the meeting with a couple of procedural reminders from the Standing Orders as a "thought for the evening" he will endeavor to do this at all Full Council Meetings.

MW was then formally welcomed to his first full Council meeting since being co-opted in June.

87/17. DECLARATION OF MEMBERS INTERESTS.

SW declared a non-pecuniary interest in items 103 & 104/16 on the agenda.

HC raised a query regarding members of the action group who are also Members of the Council declaring an interest in items on the agenda relating to HS2. A detailed discussion took place & those Members affected concurred that they felt that their involvement in the action group as parishioners/residents did not mean that they needed to declare an interest at Council. It was noted that similar occurrences had occurred in the past regarding the open cast & Field Farm development.

88/17. TO RECEIVE APOLOGIES FOR ABSENCE.

Cllr. Mrs. Harley proposed that apologies be accepted from Cllr. Mrs. Birkitt & Cllr. Cotton, seconded by Cllr. Lockwood. All in favour.

89/17. COUNTY COUNCILLOR'S REPORT - (JL).

JL commented that he had noted the reference to the minerals extraction plan. He advised that he had been a Member of the SOCO adding that he thinks that the HS2 plans may well interfere with the Shortwood Farm open casting application.

JL advised that the implications of the Grenfell Tower disaster & terrorism issues feature prominently on the next full NCC agenda.

The issue of budgets for the emergency services will also form part of the discussion.

JL advised that JD is the Chair of the Health Committee at NCC.

LH asked JL if he had an arrangement with JD regarding attending the Parish Council meetings. JL advised not & so it was noted therefore that JD may attend at some point.

90/17. COUNTY COUNCILLOR'S REPORT - (JD).

It was noted that no report had been received prior to the meeting.

91/17. BOROUGH COUNCILLOR'S REPORT (KER).

KER advised that he had nothing to report from BBC as such but was able to clarify a couple of items in respect of the Council's previous set of minutes.

56/17 - all banners should have planning permission.

Mineral Plan - this has been delayed in respect of sand & gravel extraction but this does not affect opencast applications.

Noise from Stanton - this is was raised 10 years ago by residents on St Helen's Crescent & it is still happening as he has heard it himself on warm nights when windows have to be left open. He confirmed that Stanton Recycling does not have permission to operate at night.

Parish Hall - KER hired the hall at the weekend & received many compliments regarding it. He praised the Relief Caretaker & enquired about the condition of the regular Caretaker. The Clerk provided an update.

DP enquired if the new site (Johnson's) in Stanton has permission to move materials through the village. KER advised that permission has been granted to operate a certain number of vehicle movements through the village. JL was asked to obtain a copy of the site application to establish the precise number approved. DP commented that it appears that the incidence of stone debris on carriageways may have increased as a result of this additional traffic. LH commented that the company involved also has another licence to operate elsewhere in Nottingham. KER advised that the material being transported is fly ash from the Eastcroft incinerator.

92/17. BOROUGH COUNCILLOR'S REPORT (LB).

LB advised that she is following developments in the various issues affecting Trowell very closely.

LB confirmed that banners do need planning permission but would confirm if there are any guidelines regarding sizes etc for permissible banners.

It was noted that A boards are acceptable if they are taken in overnight.

93/17. TO APPROVE MINUTES OF THE OPEN FORUM & THE FULL PARISH COUNCIL MEETING -13TH JUNE 2017.

It was noted that the Clerk had not received any queries prior to this meeting.

The minutes of the Open Forum were approved & signed by the Chairman as an accurate record.

The minutes of the Full Parish Council meeting were approved & signed by the Chairman as an accurate record.

LB left the meeting at this point to attend another engagement.

94/17. LOCAL POLICE REPORT.

Members noted the content of the report which had been distributed prior to the meeting.

It was agreed that AF's request be included in the next newsletter.

CMG to action.

It was noted that the Clerk had contacted Sgt. Regan regarding AF attending a forthcoming meeting as requested & Members were asked to note her response. The Clerk has followed up with a direct invite to the September meeting but as DR is not on duty until 17th July, it is unlikely that a response will be received until after that date.

It was noted that the Clerk had contacted Paddy Tipping as requested & a copy of his response had been circulated to Members prior to this meeting.

It was noted that there had been a motorcycle incident on Ilkeston Road with a rider pulling wheelies & also mounting the footway.

95/17. MATTERS ARISING FROM THE MINUTES:

None.

96/17. MATTERS ARISING FROM THE "OPEN FORUM".

96.1/17. Bridleway 8: Stapleford Road to Garden Centre - progress report.

The Clerk advised that she has chased this matter again with Tarmac as she has heard nothing further. It appears that the matter is in the hands of NCC/VIA & Members were asked to consider a response received from VIA earlier in the day.

It was agreed that the Clerk should advise VIA that it is the Council's understanding that the VIA contract was in place at the time of the original quote & so do not understand why the situation has changed & also to obtain a quote direct from Tarmac.

Clerk to action.

The Clerk reported that she had contacted BBC regarding the banner & had been advised that it is being investigated but at this stage "it does not appear" to have planning permission.

HC advised that the banner has been removed but she hopes that it does get subsequent planning permission as it makes junction access clearer for drivers.

96.2/17 Signs on the public highway.

It was noted that the Clerk had contacted NCC again as requested & Members were asked to note the response received.

96.3/17 Stoney Lane - unauthorized access.

It was noted that an article will be included in the next Parish Council newsletter & that NFPPS have also been contacted as requested. It was agreed to update the parishioner concerned in respect of progress.

Clerk to action.

97/17. TO DEAL WITH CORRESPONDENCE.

The Clerk had not received any queries about this list prior to the meeting.

APPENDIX 1 - Noted.

It was RESOLVED that in future the Correspondence List be circulated by electronic means only prior to the appropriate Full Council meeting. All in favour.

It was noted that the number of emails logged (255) on the current report is lower than normal as although messages have actually been dealt with several remain still to be processed due to other priorities.

98/17. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.

Parish Hall & Grounds Committee - 27-06-17.

The minutes of the Parish Hall & Grounds Committee & the proposals contained therein were presented & moved by GL, seconded by CMG. All in favour.

Chairs - The Clerk advised Members that the hall is 18 short of 250 chairs. She had provided Members with details of costings as previously agreed.

It was RESOLVED to purchase 24 standard fabric chairs & 8 fabric chairs with arms from Furniture @ Work Ltd. All in favour.

Clerk to action.

HC requested that the issue of future damage to the new style chairs be placed on the next PHGC agenda. **Clerk to action.**

Newsletter Editorial Committee - 27-06-17.

The minutes of the Newsletter Editorial Committee & the proposals contained therein were presented & moved by CMG.

Seconded by HC. All in favour.

It was RESOLVED to obtain prices for 100g paper for consideration for future print runs. All in favour.

Clerk to action.

Website.

Members were asked to note the content of the report.

99/17. FINANCE.

a) Financial Statements and bank reconciliations.

It was RESOLVED to approve all financial reports which were circulated to all Councillors prior to the meeting.

b) Accounts paid prior to the meeting - Appendix 2 attached.

It was RESOLVED to approve for payment the accounts listed in the appendix.

- c) Accounts for payment at the meeting – Appendix 3 attached.
It was RESOLVED to approve for payment the accounts listed in the appendix.
- d) Merchant account enquiries – progress report.
The Clerk advised that the machine has been installed & is available for use.
- e) 2016/2017 Annual Return Progress Report.
There was nothing further to report on this issue at this time.
- f) Internal Auditor appointment – SA has confirmed his acceptance of the appointment.

At this point GL requested that quotes be sought to have the front fence on the car park repainted. **Clerk to action.**

Standing Orders were suspended for 10 minutes for a refreshment break.

- 100/17. PARISH HALL PLAY PARK UPDATE.
DP confirmed that he had sent an email to all Members prior to the meeting stating that he had validated the latest play park inspection sheets & that there were no issues to report.

FIT Plaque – it was noted that item has now been installed.

- 101/17. OPENCAST ISSUES – TROWELL/COSSALL.
It was noted that the Clerk had contacted NCC as requested & Members were asked to note the response received.

- 102/17. PARISH HALL MATTERS UPDATE.
It was noted that DP had sent an email earlier in the day to Members confirming that he had checked & validated the following reports:
Monthly means of escape check.
Weekly fire alarm checks.
Daily Emergency lighting inspection.

There was nothing to bring to Members attention.

It was noted that the Clerk has checked & validated the following reports:
First Aid Box checklist up to & including 13/6/17.
Monthly legionella checks up to & including 05/07/17.

There were no issues to bring to Members attention.

Parish Hall Re-ordering Project Progress Report – It was noted that the Clerk will tackle funding applications over the summer meeting recess.

Damage to hall floor – progress report. Further information being submitted to Hiscox as required. An additional quote for dust sheeting is being obtained.

Card Payment Options – progress report. The card payment machine is installed & ready for use.

Security procedures – progress report. SLA returned to BBC – liaising with BBC regarding call-out procedures.

Alarm issues – No further false alarms since the sensor in question has been replaced.

Plumbing Works – progress report. The cylinder valve has been replaced & a quote is on its way in respect of the kitchen sink issues.

PAT Testing – It was noted that this had been completed & a copy of the report sent to all members for their records.

DP requested that O. Heap be asked to quote for the fire alarm maintenance contract & the emergency lighting contract.

Hall hire request from Crown obo HS2 Ltd – A full discussion took place in respect of this request.

It was RESOLVED to accept the booking request from Crown obo HS2 Ltd for October 2017. 6For, 3 Against – Motion carried.

It was RESOLVED that due to the damage previously caused at the hall by the same hirer a security deposit of £1,000 be levied, payable prior to the event. All in favour.

Use of Parish Hall car park by parents for school events – Following issues during this year's school sport's day the Clerk has requested Members' views on this matter.

After a detailed discussion it was **RESOLVED** that the school is permitted to continue using the Parish Hall car park for school events on the understanding that the school will supervise the parking arrangements on site for the duration of the event. All in favour.

Caretaker - The Clerk updated Members in respect of SR's recent ill health.

It was **RESOLVED** that SR continue to receive full pay up until the September Council meeting when Members will review the situation again as appropriate. All in favour.

- 103/17. FIELD FARM PLANNING APPLICATION.
Temporary footpath closure - documents previously circulated. Members were asked to note this correspondence.
- 104/17. OFFER OF LAND AT FIELD FARM.
It was noted that there was nothing further to report on this issue at this time.
- 105/17. HS2.
It was noted that there was nothing further to report on this issue at this time.
- 106/17. CHRISTMAS LIGHTING.
The Clerk reported that orders have been placed with both contractors as previously agreed.
- 107/17. LOCAL COUNCIL AWARD SCHEME.
It was noted that there was nothing further to report on this issue at this time.
- 108/17. HEALTH & SAFETY UPDATE.
The Clerk reported that DP has been supplied with the main batch of data safety sheets to begin with.
- 109/17. ST. HELEN'S CHURCH, TROWELL - RE-ORDERING PROJECT - REQUEST FOR FINANCIAL ASSISTANCE FROM TROWELL ST HELEN'S CHURCH PROGRESS REPORT.
The Clerk requested clarification of when Members would like the grant towards the church clock repairs handing over.

It was agreed that payment of the grant should be paid once a copy of the paid contractors invoice has been received from St. Helen's.

Clerk to action.

110/17. STANTON RECYCLING - PROGRESS REPORT.

CMG advised that she as reported the smell again & has been advised that the issue is being investigated.

Standing Orders were suspended at 9.39pm until end of business.

111/17. ANNUAL REVIEW & ADOPTION OF FINANCIAL REGULATIONS - PROGRESS REPORT.

The Clerk advised that NALC has issued a new model document in this regard. Members were asked to consider this document & supply feedback to the September Council meeting.

112/17. PRS FOR MUSIC CONSULTATION - TO RECEIVE A PROGRESS REPORT.

It was noted that there was nothing further to report on this issue at this time. It was agreed to discharge this matter from the agenda for the time being.

113/17. STANTON DEVELOPMENT - TO RECEIVE A PROGRESS REPORT.

It was noted that there was nothing further to report on this issue at this time.

114/17. BOUNDARY COMMISSION FOR ENGLAND - INITIAL PROPOSALS FOR NEW PARLIAMENTARY CONSTITUENCY BOUNDARIES IN THE EAST MIDLANDS - UPDATE.

There was nothing further to report on this issue at this time; the results of this consultation are not expected until later in the year.

115/17 PHOTOCOPIER/PRINTER - LEASE EXPIRY.

It was noted that documentation relating to this issue had been circulated to Members prior to this meeting.

It was RESOLVED to extend the lease on the photocopier/printer with Midland Reprographics for another 12 months. All in favour.

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- 116/17. GRASS CUTTING ISSUES – ILKESTON ROAD – TO RECEIVE A REPORT FROM THE CLERK.
Members were asked to note the response received from BBC in respect of this matter.
- 117/17. REVIEW OF THE TERMS OF REFERENCE FOR OTHER COMMITTEES.
It was noted that the PHGC & Newsletter Committees have both reviewed their terms of reference & have not requested any changes at this time.
- 118/17. ANNUAL REVIEW & ADOPTION OF STANDING ORDERS.
Members were asked to consider if they wished to make any amendments to the existing document & feedback to the September Council meeting accordingly.
- 119/17. COMMUNICATION WITH THE MEDIA.
It was RESOLVED that as all minutes are now publicized on the website following approval, there is no longer a need to continue distributing them separately by email. All in favour.
- 120/17. TRADE UNION PAY CLAIM CONSULTATION.
Members were asked if they wished to respond to this consultation. Following a detailed discussion by Members it was agreed to note the content of the consultation but not respond to it.
- 121/17. TO FORMULATE A RESPONSE TO A LETTER OF COMPLAINT RECEIVED FROM A PARISHIONER IN CONNECTION WITH A NOISE ISSUE.
It was agreed to refer this matter to the Borough Councillors for the parish. **Clerk to action.**
- 122/17. CLERK'S REPORT.
Dog Fouling to receive an update. There was nothing further to report on this issue at this time. It was agreed to discharge this matter from the agenda.
Council Telephone Contracts – to receive an update. Handsets & SIM cards were ordered following the PHGC meeting. These will be issued to the Caretakers & will update the relevant notices & hall hire documentation accordingly.
Litter Pickers – nothing further to report. It was agreed to discharge this matter from the agenda.

Unauthorized sign - nothing further to report. It was agreed to discharge this matter from the agenda.

Parking of railway vehicles - nothing further to report. The Clerk will follow up on this issue.

Mobile Sports Facilities - passed to FOTS as previously agreed.

Public Access to the Parish Office - The Clerk advised Members that has made some of the changes agreed at the last Council meeting to some effect.

As a result of comments made by GL **it was RESOLVED that the office answer machine be replaced. All in favour.**

NALC Questionnaire - It was noted that the Clerk had completed a detailed questionnaire about Localism & Finance on behalf of the Council as agreed by the Chair & the Vice-Chair.

Distribution of Annual Footpath Walking Sheets - it was agreed that this matter be deferred to the next Planning & Environment Committee Meeting.

Nottinghamshire County Council's Civic Service - this was attended by DP on behalf of the Council.

Annual Borough/Town/Parish Council's Meeting - it was agreed that DP, HC & the Clerk will attend this meeting on behalf of the Council.

Members holidays - The Clerk requested that Members advise her of their holiday plans to assist her with forward planning.

Scribe Course - it was agreed that the Clerk could offer the Parish Hall as a venue for the event in exchange for a place on the course.

123/17. TO DECIDE ITEMS FOR PRESS RELEASE.

The following items were suggested for the next press release:

124/17. Date of next meeting.

Tuesday 12th September 2017.

There being no further business the meeting closed at 10.12pm.

Signed.....Chairman

Date.....