

**MINUTES OF A MEETING OF THE TROWELL PARISH COUNCIL, HELD  
IN THE PARISH HALL ON TUESDAY 10<sup>TH</sup> JUNE 2014, AT 7.15PM.**

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Present: Cllrs. Mrs. L. Harley - Chairman, Mrs. P. Cardwell, Mrs. H. Cumberpatch, Mrs. C. Searle, Mrs. S. Williams, Mrs. C. McGann, R. McGann, Mrs. M. Birkitt, G. Lockwood & Mrs. J. E. Bryant.

Clerk: Mrs. A.K. Mitchell.

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41/14. **TO RECEIVE APOLOGIES FOR ABSENCE.**

RMG moved to accept apologies from Cllr. Rigby (holidays), seconded by SW. All in favour.

The Clerk was asked to contact PS to ask for dates when he knows he is going to be away working. She was also asked to clarify the rules regarding submission & acceptance of apologies.

42/14. **TO ELECT A VICE-CHAIRMAN.**

**CLLR. MRS. JULIE BRYANT** was proposed as Vice-Chairman. Moved by Cllr. Mrs. Williams, seconded by Cllr. Mrs. McGann.

There were no further nominations & so the proposal was put to the vote. All in favour.

**CLLR. MRS. JULIE BRYANT** was therefore duly elected as Vice-Chairman.

43/14. **BOROUGH & COUNTY COUNCILLORS REPORT.**

LH presented the following report on behalf of KER.

Field Farm - suggested EA flood prevention scheme. It was noted that JEB had submitted a number of questions on this issue:

What exactly do the EA want the council to contribute in terms of land within the 15 acres? Nothing as yet as the scheme needs approval at national level. Estimated acres.

Can the EA provide a map/diagram of the area with their requirements clearly outlined? No it is just at the calculation stage.

Would the Council need to fence off this section of land to protect the public? Not known as no formal plans.

What do the EA foresee as the responsibilities of both parties, should this go ahead i.e. maintenance & costs? Not applicable at this stage.

Would they be prepared to support the council in terms of maintenance (bearing in mind they will get use of the land for free)? Not applicable as yet. The scheme will take 2 years to design & 4 years to implement.

Will the council need to ensure they have access to this land within the council's own scheme for maintenance/checking purposes? Westerman's would need access for the whole of the build.

LH commented that in the event of this proposal being submitted the council would need to obtain its own legal advice.

Barbed wire on Stapleford Road/Ilkeston Road – BBC have advised that this is legal.

Blocked drain on Nottingham Road – this problem has now been resolved.

Scaffolding Signs – these signs have now been removed.

Weed killing operations – these are now carried out twice a year.

LH advised that KER has also been made aware of the following:

The dog bin/bin near Winsor Close.

The weeds in the kerb stones.

The large dip on the corner of Dawn View/Roehampton Drive.

HC asked LH for clarification regarding the EA's proposals for Field Farm. JEB commented that she was hoping for more definitive answers as we could be pretty close to Westerman's getting a decision on their planning application. She added that she would like to see more questions answered before the council went ahead with a public consultation.

SW feels that this proposal makes it seem that the land would not be a "gift" to the village but a solution to a drainage problem.

RMG asked what form the proposals will take. LH advised that as already stated she doesn't know as no formal plans have been drawn up as yet.

LH advised that KER will be back from his holiday in a week so Members should feel free to email him on this subject before the next meeting.

- 44/14. SCHOOL GOVERNOR.  
GL confirmed for the Clerk that this appointment is no longer applicable to the Council as the post of Community Governor is in the gift of the school's governing body.
- 45/14. DECLARATION OF MEMBERS INTERESTS.  
None.
- 46/14. TO APPROVE MINUTES OF THE STATUTORY ANNUAL PARISH MEETING & OPEN FORUM -13<sup>TH</sup> MAY 2014.  
CMG moved acceptance of the minutes of the Open Forum held on 13<sup>th</sup> May 2014, as a true record. Seconded by HC. All in favour.  
  
CMG moved acceptance of the minutes of the Statutory Annual Parish Meeting held on 13<sup>th</sup> May 2014, as a true record. Seconded by HC. All in favour.
- 47/14. LOCAL POLICE REPORT - P.C. FARRELL.  
It was noted that the report had been received in the office the day before & had therefore been circulated by email, paper copies having been distributed prior to the start of the meeting.  
  
SW asked if PF ever attends Council meetings in person. The Clerk advised that unfortunately PF is unable to attend meetings on Tuesdays evenings. She is concerned that the Police only seem to patrol Pit Lane on Monday mornings.
- 48/14. MATTERS ARISING FROM THE MINUTES:
- 48.1/14. Parking Issues on Hill Rise.  
The Clerk advised that she has sent letters to all the organizations involved. She will report any responses received to the July meeting.  
  
GL advised that the situation is just as bad if not worse than it was.
- 49/14. MATTERS ARISING FROM THE "OPEN FORUM".
- 49.1/14. Damage to verges on Ilkeston Road.  
It was noted that a response from KER on this issue is currently awaited.

SW advised that one verge on Ilkeston Road, fronting a property has just been re-turfed by the householder.

50/14. TO DEAL WITH CORRESPONDENCE.

The Clerk advised that due to time constraints the Clerk has had to set priorities. An up to date list will therefore be submitted for consideration to the July Council meeting.

51/14 TO RECEIVE COMMITTEE REPORTS ETC AS APPROPRIATE.

Planning & Environment Committee.

The minutes of the Planning & Environment Committee & the proposals contained therein other than 7/14 (C) were presented & moved by CMG, seconded by JEB. All in favour.

At LH's request proposal 7/14 (C) was deferred to item 74 on the agenda.

Finance & General Purposes Committee.

The minutes of the Finance & General Purposes Committee & the proposals contained therein were presented & moved by MB, seconded by CMG. All in favour.

LH reported on the plans for the Clerk's training programme.

School Governor's Report.

It was noted that GL had submitted the following report for consideration.

The second half of the summer term has now commenced. Prior to the half term holiday the SATS tests were completed. The results are not yet available, but we have been informed that the writing test will be externally moderated. This test is teacher marked, so checks are periodically made throughout all schools to ensure that the correct grades have been awarded.

Various improvements have been made to the building fabric, these include the following:

- Hall redecoration.
- Storage provision in the corridors.
- Office to be redecorated shortly.
- External tiling repaired.

External cedar cladding treated.

We are now waiting for a new quote for replacement of some of the classroom toilets.

Website.

It was noted that GL had submitted the following report for consideration.

Page views = 841

1.	United Kingdom	282	89.52%
2.	Brazil	13	4.13%
3.	Côte d'Ivoire	3	0.95%
4.	United States	3	0.95%
5.	Netherlands	2	0.63%
6.	Philippines	2	0.63%
7.	Bangladesh	1	0.32%
8.	Canada	1	0.32%
9.	Chile	1	0.32%
10.	Colombia	1	0.32%

GL advised that he had not received any questions or queries on this report in advance of the meeting.

PC asked where the figures are drawn from as they don't add up to 100% each month. GL advised that they won't add up as he only takes the top ten entries & also each country could be the same person for instance.

Health Partnership.

It was noted that this was not a written report from JEB.

JEB advised that the next meeting is tomorrow. BBC are going to pilot the slip, trips & falls prevention scheme in Trowell. LH & JEB have been involved & have submitted the names of 4 local groups for BBC to work with. It is all going ahead, & meetings are being held with the WI next Tuesday & the St. Helen's Luncheon Club on the 20<sup>th</sup> June, the luncheon club at the parish hall next meets the first week in July & they will also be visiting Church Close. It may be that an event will be held at the parish hall in the autumn too.

52/14. FINANCIAL POSITION TO DATE.

The Clerk updated Members in respect of the Public Sector Deposit Fund investment.

It was also noted that up to date bank balance details had been distributed to Members before the start of the meeting & that electronic copies of both 2013/2014 & 2014/2015 financial statements had been circulated previously with hard copies available at the meeting for Members' records.

The Clerk explained certain items on the reports including carry forwards. Overspends & under spends. JEB commented that she would like to revisit the issue of summer event under spends & how they are reallocated at the next budget round.

**HC proposed acceptance of the monthly reports. Seconded by PC. All in favour.**

53/14. TO APPROVE ACCOUNTS FOR PAYMENT.

PC moved the following accounts for payment. Seconded by HC. All in favour.

<u>SUPPLIER.</u>	<u>AMOUNT £.</u>	<u>DESCRIPTION OF SERVICE.</u>	<u>CHEQUE NO.</u>	<u>DATE PAID/TO BE PAID.</u>
NCC	521.80	April LGPS Contributions	BACS	08/05/2014
Co-Op Bank	2.00	Service charge	Transfer	01/05/2014
Mrs. A. K. Mitchell	1,128.45	May 2014 salary	BACS	20/05/2014
Mr. S. Ridley	13.00	May 2014 mobile phone	BACS	20/05/2014
Mr. B. J. Ryan	216.51	May 2014 salary	BACS	20/05/2014
Mr. S. Ridley	552.94	May 2014 salary	BACS	20/05/2014
NCC	523.82	May LGPS Contributions	BACS	22/05/2014
Came & Company	2,418.97	Insurance premium	BACS	02/06/2014
	<b>5,377.49</b>			

- 54/14            2013/2014 ANNUAL ACCOUNTS.  
 2013/2014 Internal Audit Report – It was noted that there were no items of concern raised by the internal auditor.
- Members were asked to consider the 2013/2014 Annual Return, Annual Governance Statement & associated documentation. It was noted that copies of all relevant documents had been circulated to Members prior to the meeting.
- GL proposed that the 2013/2014 Annual Return, Annual Governance Statement & Annual Statement of Accounts is accepted by the Council. Seconded by MB. All in favour.**
- The Clerk will now arrange for the original documents to be signed & submitted to the external auditors at the earliest opportunity.
- 55/14.            PARISH HALL PLAY PARK UPDATE.  
 Members were asked to note the latest play park inspection sheet dated 29<sup>th</sup> May 2014.
- Members were asked to consider the annual ROSPA report on the play park. It was highlighted that 3 small items of remedial work had been identified for attention.
- GL proposed that the Clerk should submit a copy of the report to Proludic who will be carrying out their next site visit in July asking them to carry out these repairs at the same time. Seconded by PC. All in favour.**
- 56/14            FOUL SMELL FROM THE BOROUGH OF EREWASH.  
 The Clerk reported that the reporting information is now both on the main notice board & on the website.
- 57/14            OPENCAST ISSUES - TROWELL/COSSALL.  
 LH advised that AS is being invited to the Summer Event. As promise GL has circulated relevant information to LH & SW regarding UK Coal's position at the Menorca site. They have asked Leicestershire County Council if they can defer any further payments into the bond & also on the money they have to put in the community funds & LCC have agreed.

GL has emailed a Beeston County Councillor & has asked her to look into UK Coal's application regarding the bond they have got to provide but he has not received a response as yet. NCC is still awaiting a response from the Secretary of State regarding this application.

GL commented that it is clear that UK Coal are winding down & obviously have big problems.

58/14. PARISH HALL MATTERS UPDATE.

By email, prior to the meeting PC had asked Members to note that she has checked & validated the following reports:

- Monthly means of escape check.
- Weekly fire alarm checks.
- Daily Emergency lighting inspection.

It was agreed that the Clerk should go ahead & obtain quotations in relation to car park trees & boundary hedge works.

GL proposed that the Chair & Clerk be authorized to arrange for a repair on the parish hall rear security gate as required. Seconded by CMG. All in favour.

Clerk advised Members of a leak which had occurred the day before during a freak hail storm.

59/14. BROXTOWE ALIGNED CORE STRATEGY INCLUDING EREWASH CORE STRATEGY.

It was noted that there was nothing further to report at this stage.

60/14. OFFER OF LAND AT FIELD FARM.

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

61/14. FIELD FARM PLANNING APPLICATION.

It was noted that there is nothing further to report on this matter at present.

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

62/14. HS2.



Members were asked to consider a meeting request from HS2.org. JEB commented that she would be interested in the stretch that affects Trowell locally.

Members agreed that the parish council should offer use of the hall on Wednesday 2<sup>nd</sup> July at the non-local hourly rate.

- 63/14. CHRISTMAS LIGHTING.  
Members were asked to note that a meeting with contractors is taking place later in the week.
- 64/14. QUALITY PARISH COUNCIL STATUS.  
It was noted that the Clerk will be attending her first training day next week, she will report back to the July Council meeting by which time she will be half way through the course.
- 65/14. PROPOSED NEW PARISH HALL.  
It was noted that the Clerk will follow up on the plans before the PHGC meeting later in the month & will liaise with GL accordingly.
- 66/14. HEALTH & SAFETY UPDATE.  
The Clerk will provide an update in July.
- 67/14. ELECTORAL REVIEW OF BROXTOWE.  
Members were asked if they wish to respond to the consultation document.

GL commented that Cossall currently have 3 Councillors at borough level but usually only 1 attends each parish council meeting. Only 1 Councillor attends but it does not have to be the same person each month.

GL added that if the Boundary Commission has made its mind up then the likelihood of it changing anything is remote.

**GL proposed that the Council raise the query with the Boundary Commission as to what a parish council's precept raising abilities has to do with Borough Council ward boundaries. Seconded by HC. All in favour.**

JEB advised that she asked KER what benefits a 2 Councillor ward would bring to Trowell. He advised that residents would have two ports of call for any queries they wish to raise.

68/14. TO CONSIDER A REQUEST FOR FINANCIAL ASSISTANCE FROM ST HELEN'S COMMUNITY LUNCHEON CLUB.

The Clerk advised she has been in contact with the applicant as promised & up to date information is available for Member's consideration this evening. The Clerk has also offered suggestions of other sources of funding that are available to voluntary groups.

SW commented that if the Council could help out the people involved would really appreciate it as those using the bus service are the club's most vulnerable attendees.

HC offered some other suggestions of funding opportunities.

SW is concerned as to how any shortfall in funding will be met. LH commented that it is not unfeasible for those using the service to pay a little more each week.

HC asked for clarification on the parish council's policy on grants. The Clerk outlined this to Members.

LH advised that TFVC have made the luncheon club its chosen charity this year.

SW advised that the club need a decision to be able to start a transport scheme in September.

Standing Orders were suspended for 2 minutes to enable information to be obtained.

**JEB proposed that the parish council award a s137 grant of £250 to the Trowell St Helen's Community Luncheon Club for transport costs. This application is to be reviewed again once the level of donation from the TFVC is known. Seconded by HC. All in favour.**

69/14. 2014 INSURANCE RENEWAL.

The Clerk advised that following the consultation process with Members the Council's insurance business has been placed with Hiscox through Came & Company Insurance Brokers. The Clerk

advised Members of a roof inspection requirement that Hiscox insist upon. She has made the necessary arrangements for this inspection to be carried out.

70/14. CHURCH CLOCK.

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

71/14. TO DISCUSS MEETING ARRANGEMENTS FOR FUTURE YEARS.

The Clerk outlined the current directives Council has given her to draw up annual meeting arrangements & how additional new requests for how meeting dates are set affect & in some cases contradict the original directives.

HC asked if it would be feasible to cancel WI meetings if necessary. The Clerk advised that the WI's longstanding booking is for the third Tuesday in each month so it would not be possible to cancel their meetings without causing upset.

It was agreed that the Clerk should draft a meeting calendar for 2015/2016 which can be considered by Members at the July meeting.

CMG commented that it had been suggested that P&E meetings be cut from 4 to 3 each year. It was noted that the Newsletter will have to be produced 4 times a year instead of the current 3 if the council applies for quality parish council status.

LH commented that she does not see the point in cutting the P & E Committee meetings from 4 to 3 as Members are at the hall anyway for the F & GP Committee meeting which is held on the same evening.

72/14. TO REVIEW DELEGATED POWERS TO COMMITTEE'S & STAFF ETC.

Members agreed not to make any amendments to existing arrangements at this time.

73/14. TO REVIEW ASSET REGISTER.

It was noted that the new laptop will automatically be included following approval of the annual report earlier on the agenda.

Members did not wish to make any further changes to the register at this time.

GL advised out of interest that the church clock came from the old exchange building in Nottingham in the 1920's.

74/14. TO REVIEW COMMITTEE TERMS OF REFERENCE.

It was agreed that the TFVC, PHGC & Newsletter committee's should be given the opportunity to review their own terms of reference & submit their recommendations to the July Council meeting for consideration.

The F&GP & P & E Committee's have already reviewed their terms & made recommendations. The recommendations made by F & GP had been accepted by Council earlier on the agenda.

LH had requested that the P & E Committee's suggested amendment be reviewed at this point.

A discussion of this recommendation then took place.

**JEB proposed that the number of meetings be left a 4 per annum, seconded by MB. 8 For & 1 Abstention. The motion was therefore carried.**

75/14. CLERK'S REPORT.

The Clerk reminded Members of the upcoming Dementia Awareness course at the Parish Hall.

76/14. TO DECIDE ITEMS FOR PRESS RELEASE.

The following items were suggested for the next press release:

- Summer Event leaflet.
- Grant to Luncheon Club.

77/14. Date of next meeting.

Tuesday 8<sup>th</sup> July 2014.

The meeting closed at approximately 9.25pm.