

**MINUTES OF THE MEETING OF THE TROWELL PARISH COUNCIL,  
HELD IN THE PARISH HALL ON TUESDAY 14<sup>TH</sup> JUNE 2016, AT 7.15PM.**

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Present: Cllrs. Mrs. P. Cardwell – Chairman, Mrs. L. Harley, R. McGann, Mrs. C. McGann, G. Lockwood, Mrs. J. E. Bryant, Mrs. S. Williams, Mrs. H. Cumberpatch, Mrs. M. Birkitt (part meeting), D. Pringle, & Mrs. L. Ball (Borough) (part meeting).

Clerk: Mrs. A. K. Mitchell.

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41/16. DECLARATION OF MEMBERS INTERESTS.  
SW & PC declared a non-pecuniary interest in items 55 & 56/16 on the agenda.

42/16. TO RECEIVE APOLOGIES FOR ABSENCE.  
SW proposed that apologies be accepted from PS & KER, seconded by HC. All in favour

43/16. BOROUGH & COUNTY COUNCILLORS REPORT.  
It was noted that no written report had been received prior to the meeting as KER is currently on holiday.

44/16 BOROUGH COUNCILLORS REPORT.  
LB advised that the Field Farm planning application has not yet been resubmitted to the BBC Planning Committee.

45/16. TO APPROVE MINUTES OF THE OPEN FORUM & STATUTORY ANNUAL PARISH COUNCIL MEETING –10<sup>TH</sup> MAY 2016.  
The minutes of the Open Forum were approved & signed by the Chairman as an accurate record.

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

46/16. LOCAL POLICE REPORT – P.C. FARRELL.  
Members noted the content of the report which had been distributed prior to the meeting.  
Police Engagement Strategy – the Clerk had nothing further to report on this issue.  
It was agreed that this issue should be pursued.

- 47/16. MATTERS ARISING FROM THE MINUTES:
- 47.1/16. Parking Issues on Hill Rise, Smithfield Avenue & Derbyshire Avenue.  
It was noted that this matter is ongoing & it was agreed to discharge this until such time as a specific new incident is reported.
- 47.2/16. Drainage Issues.  
There was nothing further to report on this matter & it was agreed therefore to discharge this issue for the time being.
- 48/16. MATTERS ARISING FROM THE "OPEN FORUM".
- 48.1/16. Damage to verges on Ilkeston Road.  
Members were asked to note the response from KER. It was agreed to delegate this matter to the Planning & Environment Committee for attention.
- 48.2/16. Hedge Cutting Issues.  
There was nothing further to report on this issue. It was agreed to discharge this item for the time being.
- 48.3/16. Street Lighting - various issues.  
There was nothing further to report on this issue. It was agreed to discharge this item for the time being.
- 48.4/16. Church Corner Crash Barrier.  
It was noted that the Council is currently awaiting feedback from KER on this issue.
- 48.5/16 Footway Stapleford Road.  
It was noted that the edge of the verge has had weed killer applied but that no edging up works have been undertaken to date. It was agreed that if the works have not been carried out by the July Council meeting then the Clerk should chase NCC accordingly.
- 48.6/16 Suggested crossing on Ilkeston Road.  
Nothing further to report from KER.

LB left the meeting at this point.

- 49/16. TO DEAL WITH CORRESPONDENCE.  
APPENDIX 1 attached - Noted.  
An additional list was available at the meeting & Members were advised that any queries on this could be emailed to the Clerk at their convenience.  
Circulation of Unlock Democracy emails.  
Following a detailed discussion it was RESOLVED that any Unlock Democracy emails should not be circulated to members as a matter

of course. It was suggested that Members register as individuals if they wish to receive all correspondence from this organisation. All in favour.

Members were reminded that if they send an email to the Clerk it should be copied to the Chairman too.

It was noted that the Clerk has processed over 500 emails since the last full Council meeting.

Members were asked to submit a list of any other emails that they would prefer to be "Available upon request" for consideration at the July meeting.

50/16. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.

Short Council Meeting.

The minutes of the Short Council Meeting (25/05/16) & the proposals contained therein were moved by LH, seconded by GL. 9 For, 1 Abstention.

Planning & Environment Committee.

The minutes of the Planning & Environment Committee (24/05/16) & the proposals contained therein were presented & moved by SW, seconded by LH.

There was a query raised in respect of the "Terms of Reference" item, this was addressed by the Clerk to be dealt with later in the meeting.

9For, 1 Abstention.

Finance & General Purposes Committee

The minutes of the Finance & General Purposes Committee (24/05/16) & the proposals contained therein were presented & moved by LH, seconded by SW. 9For, 1 Abstention.

School Governor's Report.

Members noted the content of the report.

Website.

Members noted the content of the report.

Broxtowe Health Partnership.

Members noted the content of the report.

JEB asked if the Parish Council could sign up to the Breast Friendly Scheme in advance of BBC. It was agreed that JEB should look into the possibility of the Council doing this with the BHP & report back to Council accordingly.

JEB also brought the Bramcote Park Community Café project to Members' attention & leaflets were distributed accordingly.

51/16.

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.

2015/2016 - It was RESOLVED that the Clerk should now action all the proposed brought forward figures from 2015/16 into 2016/2017 as overall the Council will remain in budget. All in favour. It was also RESOLVED that the £4,898 additional Parish Hall lettings income should be allocated to the Parish Hall Long Term Projects Fund rather than be left in general reserves. All in favour.

2016/2017 - The Clerk will now action all the relevant brought forward figures on the budget heads.

GL requested that "Caretaking Materials" be included on the next PHGC agenda.

Following a suggestion from the Chair of F&GP & the Clerk it was RESOLVED to transfer £10,000 from the HSBC current account to the CCLA investment account & £5,000 to the Co-Op current account. This is to ensure protection under current FSA regulations. All in favour.

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) 2015/2016 Annual Return Progress Report.

The Clerk advised that the Annual Return & supporting documentation had been submitted to the external auditors & advertised on the main noticeboard & the website as required.

e) Staff pensions update.

It was noted that all the relevant annual returns had been submitted to NCC as required.

52/16.

PARISH HALL PLAY PARK UPDATE.

It was noted that DP had sent an email the previous day confirming that he had validated the latest play park inspection sheet.

It was noted that the annual ROSPA report had been circulated to all Members prior to the meeting for their records – no items had been raised for attention.

ROSPA detailed inspection sheet – It was noted that the Clerk needs to make a few minor changes to the document supplied due to typing errors. The Clerk as asked to add a box to the sheet for the verifying Councillors signature.

It was RESOLVED that the Caretaker should carry out this inspection on a weekly basis. All in favour.

RMG proposed that a sign be purchased for the play park to read “Please report any issues with or damage to the play equipment to the Parish Clerk on 0115 9989774 or tpc@gotadsl.co.uk. Thankyou.” Seconded by LH. All in favour.

Tree Works – The Clerk has chased BBC for the quote again & has received a receipt of email acknowledgement. The matter has been diarized to be chased again next week if no response has been received.

HC advised that extensive tree works have been carried out to the trees along the Stapleford Road service road.

- 53/16. OPENCAST ISSUES – TROWELL/COSSALL.  
Members were asked to note that there is nothing to report on this issue at this time.
- 54/16. PARISH HALL MATTERS UPDATE.  
Cllr. Pringle had circulated an email yesterday asking Members to note that he has 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.

The Clerk reported that she has verified the weekly legionella checks up to & including 9<sup>th</sup> June 2016 & the monthly reports up to & including 2nd June 2016. There were no issues to report.

Parish Hall Re-ordering Project Progress Report – It was noted that there was nothing further to report at this time.

Use of the Parish Hall Car Park by the school – It was noted that the relevant information has been sent to the insurers as agreed. An email has been sent to DG as agreed but no response has been received to date.

Use of car park by road sweepers on 30/04/16 - BBC have advised the Clerk that it was a crew cleansing the central refuges on Nottingham Road who had pulled into the car park for a tea break.

Car Park Lighting Update – The Clerk has confirmed that planning permission would not be needed to move the lighting/CCTV pole; however an impact assessment of the chosen relocation site would have to be carried out prior to moving the pole. Following discussions with the CCTV contractors, early indications suggest that it would cost several thousand pounds to relocate the pole due to the civil engineering works that would be required.

It was agreed that due to the significant cost implications the relocation of the pole would not be pursued further, however it was agreed that the new timer for the lights should be followed up on. The Clerk will contact the electrical contractors accordingly.

MB proposed that Members visit the complainant to explain the Council's findings & request that she obtain a quotation for black out curtains for the affected room. This will be a "Without Prejudice" offer as a gesture of goodwill. Seconded by GL. All in favour.

The Clerk to contact the complainant to arrange a visit.

Standing orders were suspended for 5 minutes.

MB left the meeting at this point.

Toilet facilities update - The Clerk advised that the new cisterns are now in place but some new wall tiles have to be sourced to fill in the gaps.

Security Alarm contract - Central security are able to quote to do this - the Clerk needs to try & locate some engineering information for them first to enable them to access the system. She will do this at the earliest opportunity.

STW Audit - The Clerk has established through the Council's regular plumbing contractors that the modification to the gent's urinal as suggested by STW carries out the same function as the existing unit which is still functioning.

Hall Hire Agreements - Members were asked to consider an email on this subject that had been received from KTC. It was agreed that Trowell should take part in this initiative.

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

55/16. FIELD FARM PLANNING APPLICATION.  
It was noted that there was nothing further to report on this issue at this time.

56/16. OFFER OF LAND AT FIELD FARM.  
LH proposed that for the sake of continuity the existing working party members ( CMG, LH & AKM) along with the current Chairman continue dealing with this particular issue, seconded by DP. All in favour.

The Clerk reported that the EA had been in touch regarding staging a stakeholders meeting at the Parish Hall. Members agreed to accept the booking at the appropriate hire rate.

57/16. HS2.  
Members were asked to consider a suggestion from the P & E Committee that this Council contact the Long Eaton based HS2 action group that as referred to in a recent Ilkeston Advertiser article.

It was RESOLVED that the Council register an interest with the action group concerned. All in favour.

LH & SW offered to attend on the Council's behalf wherever possible.

- 58/16. CHRISTMAS LIGHTING.  
It was noted that the new feeder pillar has been ordered from NCC & that this year's licence application will be received shortly.
- 59/16. QUALITY PARISH COUNCIL STATUS.  
The Clerk reported on her current position regarding studying. Following a detailed discussion by Members it was RESOLVED that because Members understand the pressures of the Clerk's workload that she completes what study she can as & when she can in full consultation with her Line Manager. All in favour.
- 60/16. HEALTH & SAFETY UPDATE.  
Members were asked to consider the documents which had been circulated at this meeting & submit any suggested amendments etc to the Clerk by 4<sup>th</sup> July 2016 for discussion at the next Council meeting. It was noted that other documents for revision will be submitted for consideration at forthcoming Committee meetings as & when appropriate.
- 61/16 WINTER GRITTING.  
It was agreed to refer this matter to the Planning & Environment Committee.
- 62/16. ST. HELEN'S CHURCH, TROWELL - RE-ORDERING PROJECT.  
Members were asked to consider the response from AL in respect of future car parking arrangements.  
  
It was RESOLVED that the Clerk should contact AL & asked to be notified in advance of potentially large bookings e.g. weddings to enable her to plan ahead accordingly. The Clerk to share information with AL as regards times when the hall car park will definitely not be available. All in favour.
- 63/16 CHURCH CLOCK.  
It was noted that there was nothing further to report on this issue at this time. It was agreed therefore to discharge this matter from the agenda for the time being.
- 64/16. STANTON RECYCLING PLANNING APPLICATION UPDATE.



Following issues reported in May the Clerk has updated all the relevant notices etc in respect of the EA's email address.

- 65/16. FLOODING UPDATE - A609 NOTTINGHAM ROAD, TROWELL.  
It was reported that these works have still not been carried out so the Clerk was asked to chase the matter.
- 66/16. TFVC - THE WAY FORWARD.  
It was noted that SW & JEB are due to meet FOTS representatives on 21<sup>st</sup> June 2016.  
It was agreed that the Clerk should chase FOTS for their outstanding payment.
- 67/16. PACT MEETINGS/NHW SCHEMES.  
Members were asked to note that the Clerk has requested the relevant cards & posters from the group as previously discussed. PC & possibly LH will attend the next PACT meeting.
- 68/16. CENTENARY FIELDS PROGRAMME.  
Noted.
- 69/16. 2017/2018 DRAFT MEETING DATES.  
Following a full discussion it was agreed to defer this matter until the July Council meeting.
- 70/16. REVIEW OF DELEGATION REQUIREMENTS TO A COMMITTEE, SUB-COMMITTEES, STAFF & OTHER LOCAL AUTHORITIES.  
It was RESOLVED that no changes to the current arrangements need to be made at this time.
- 71/16. REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES.  
It was noted that the terms for the Newsletter Editorial & Parish Hall & Grounds Committees are still to be considered by the individual Committees. The Clerk will collate & submit any suggested changes etc to Council for consideration in due course.

In respect of the Planning & Environment & Financial & General Purposes Committees, these have already been considered by the Committees themselves & their recommendations have been circulated to Members prior to this meeting for consideration.

It was RESOLVED in relation to Item 4 of the Planning & Environment Terms it be amended to read "The Committee will meet at least 3 times per year." All in favour.

It was RESOLVED in relation to Item 9 of the Finance & General Purposes Terms it be amended to read "The Committee will meet at least 3 times per year." All in favour.

72/16. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT.

It was agreed that no changes need to be made at this point in time.

73/16. CLERK'S REPORT.

Fly Tipping - Waterloo Lane - nothing further to report. Delegated to the P & E Committee.

Jazz in the Village - Awaiting contract documents etc from the artists.

Dog Fouling - Problems on Nottingham Road reported but no response received to date.

NCC Highways Services Contract - Members asked to note the new arrangements.

Meeting Rules Reference Card - GL agreed to draft the content for this & send it to the Clerk to produce.

Poppy Wreath - It was RESOLVED to replace the existing poppy wreath on the Millennium Obelisk with a new one. All in favour.

74/16. TO DECIDE ITEMS FOR PRESS RELEASE.

The following items were suggested for the next press release:

- Jazz in the Village - Save the Date.

75/16. Date of next meeting.

Tuesday 12<sup>th</sup> July 2016.

There being no further business the meeting closed at 9.40pm.

Signed.....Chairman

Date.....