

MINUTES OF THE TROWELL PARISH COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 13TH JUNE 2017, AT 7.15PM.

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

Clerk: Mrs. A. K. Mitchell.

- 46/17. DECLARATION OF MEMBERS INTERESTS.
SW declared a non-pecuniary interest in items 63 & 64/16 on the agenda.
- 47/17. TO RECEIVE APOLOGIES FOR ABSENCE.
Cllr. Mrs. Harley proposed that apologies be accepted from Cllr. Rigby, seconded by Cllr. Mrs. Cumberpatch. All in favour.
- 48/17. COUNTY COUNCILLOR'S REPORT - (JL).
JL thanked Members for the invitation to the meeting & commented that the agenda had been an eye-opener. He congratulated Members on being so proactive in the Parish.
- JL informed Members about the Stapleford Transport Group, soon to be retitled the Broxtowe Central Transport Group which he is heavily involved with. The group meets 4 times per year & all the parishes in Broxtowe Central will now be receiving invitations to attend. Members agreed that this was of great interest & confirmed that at least one Member will try to attend each meeting.
- JL left the meeting at this point to attend another engagement.
- 49/17. COUNTY COUNCILLOR'S REPORT - (JD).
It was noted that no report had been received prior to the meeting.
- 50/17. BOROUGH COUNCILLOR'S REPORT (KER).
It was noted that KER had sent his apologies prior to this meeting.
- 51/17. BOROUGH COUNCILLOR'S REPORT (LB).

LB reported that things were very quiet at present with no further issues having been reported at Cossall car park.

PS advised that Waterloo Lane & the M1 services now seem to be the target for fly tippers.

LB will raise this issue with PS at BBC.

HC commented that KER had previously mentioned the use of CCTV cameras in such locations. LB will make enquiries accordingly.

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

52/17. TO APPROVE MINUTES OF THE OPEN FORUM & THE STATUTORY ANNUAL PARISH COUNCIL MEETING -9TH MAY 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 Statutory Annual Parish Council meeting were approved & signed by the Chairman as an accurate record.

53/17. CASUAL VACANCIES - PROGRESS REPORT.

It was noted that two applications for co-option had been received & these had been circulated to Members prior to this meeting.

To consider an application from Mr. G. Cotton.

It was RESOLVED to co-opt Mr. G. Cotton on to the Parish Council. All in favour.

To consider an application from Mr. M. Westmoreland.

LH's only concern in the interest of fairness was that whether MW was aware of the level of commitment involved in the role.

It was RESOLVED to co-opt Mr. M. Westmoreland on to the Parish Council. All in favour.

The Clerk will now issue GC & MW with all the necessary documentation required. **Clerk to action.**

LH took this opportunity to advise Members that she will be moving house shortly; this will not however affect her commitment

to the Parish Council as her new property is within the prescribed distance & she will therefore be continuing as a Parish Councillor.

54/17.

LOCAL POLICE REPORT.

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

It was noted that the Clerk has invited AF to attend a future Council meeting as requested at the May meeting.

LH reported that she has been advised that the Council should contact AF's Sergeant to arrange for him to attend a meeting.

Clerk to action.

HC updated Members in respect of an incident on the Trowell Park Development. It was noted that the Council has requested more detailed Police reports on incidents in the past but these have been declined where enquiries are ongoing.

GL related an incident regarding motorcyclists causing mayhem in the local area – something that has been widely reported in recent weeks. It was noted that Police vehicles were on the scene but did not intervene.

It was RESOLVED that the Clerk should contact PT the Police Commissioner outlining the aforementioned incident & asking why Officers were on the scene but did not intervene. All in favour.

Clerk to action.

55/17.

MATTERS ARISING FROM THE MINUTES:

None.

56/17.

MATTERS ARISING FROM THE "OPEN FORUM".

56.1/17.

Bridleway 8: Stapleford Road to Garden Centre – progress report.

The Clerk advised that she had reported the changes to the footpath to NCC as previously instructed & conveyed NCC's response to Members for their information.

SW is concerned about the amount of hardcore which is present on site at the moment – DP advised that the Council would have to wait & see what develops following NCC's intervention.

The Clerk has again chased the contractors in respect of a start date for the white lining works; she has been advised that they are currently awaiting a response from NCC.

HC advised that the white lines are becoming more of an issue.

CMG is concerned about the size of the plastic advertising banner at the Stapleford Road junction with BW8.

It was RESOLVED to ascertain from BBC whether this banner has or needs permission & then if appropriate take further action in this regard. All in favour. Clerk to action.

56.2/17

Signs on the public highway.

It was noted that the Clerk had contacted NCC regarding the Estate Agent's signs in question. NCC have advised that they would be contacting the offenders directly asking them to remove their signs.

The signs are still in situ & it was agreed that the Clerk should contact NCC again to let them know.

Clerk to action cc JL & JD.

57/17.

TO DEAL WITH CORRESPONDENCE.

The Clerk had not received any queries about this list prior to the meeting. It was noted that an additional list had been made available to Members this evening for their records.

APPENDIX 1 & 1a - Noted.

It was agreed that DP will review the correspondence list with another Member & will then advise the Clerk which items may be removed for future reference.

DP to action.

It was noted that the Clerk had to date processed over 480 emails since the May Council meeting.

58/17.

TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.

Short Council Meeting - 23-5-17.

The minutes of the Short Council Meeting & the proposals contained therein were presented & moved by LH, seconded by SW. All in favour.

Planning & Environment Committee - 23-5-17.

The minutes of the Planning & Environment Committee & the proposals contained therein were presented & moved by SW, seconded by LH. All in favour.

Finance & General Purposes Committee - 23-5-17.

The minutes of the Finance & General Purposes Committee & the proposals contained therein with one amendment were presented & moved by LH.

The amended proposal in relation to the Church Clock to be as follows "That the Council allocate £360 towards the repair fund for the Church Clock, advising the Church that after these repairs the clock should be serviced annually with a copy of the invoice being sent to the Parish Council for its records." Seconded by SW. All in favour.

Website.

Members were asked to note the content of the report.

59/17.

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 has arranged to install the card reader on Thursday following this meeting.

e) 2016/2017 Annual Return Progress Report.

The Clerk reported that the Annual Return has been sent to the external auditors & they have acknowledged receipt.

It was RESOLVED to appoint Mr. S. Arundel as the Council's internal auditor for 2017/2018. All in favour.

60/17.

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 installation had been delayed due to the Caretaker being on leave & subsequent inclement weather – this will be rectified at the earliest opportunity.

Caretaker to action.

ROSPA safety inspection – a copy of this report had been supplied to all Members – there are no items requiring attention.

It was noted that an order has been placed with Proludic for the full equipment technical/maintenance inspection & that this should be complete by the July full Council meeting.

61/17. OPENCAST ISSUES – TROWELL/COSSALL.

It was noted that the NCC Minerals extraction plan draft has been withdrawn for further consideration.

GL expressed concern that without an appropriate plan in place contractors could apply to extract material from anywhere in the County. It was agreed that NCC should be contacted to confirm what the current position is as Trowell is in a vulnerable position.

Clerk to action.

62/17. 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 3/5/17.
 - Monthly legionella checks up to & including 10/6/17.
 - Weekly legionella checks up to & including 8/6/17.
- There were no issues to bring to Members attention.

Parish Hall Re-ordering Project Progress Report – It was noted that the working group has met twice & will be requesting delegated authority under item 81 of this agenda to proceed on the Council's behalf with making funding applications.

Damage to hall floor – progress report. The Clerk is in contact with Hiscox & is supplying additional information as requested.

Card Payment Options – progress report. The card payment machine is to be installed on Thursday.

Security procedures – progress report. The Clerk did chase BBC for a response on this issue & received holding response on 12/5/17 but has heard nothing further – the Clerk will chase again.

Clerk to action.

Alarm issues – It was noted that there had been 2 false alarms in recent weeks both attributable to the same sensor. Engineers have been unable to determine why. Members were advised if this happens again it will be necessary to replace the sensor in question.

Public Wi-Fi connection at the Parish Hall – progress report. It was noted that the Clerk has made arrangements for the password to be changed on a 30 day cycle, this will commence on 1/7/17.

Plumbing Works – progress report. It was noted that arrangements are in hand with the contractors for the works to be carried out on a suitable date.

63/17. FIELD FARM PLANNING APPLICATION.

It was noted that the Clerk has contacted DS regarding the proposed cycle route adjacent to this site as agreed at the last Planning & Environment Committee.

64/17. OFFER OF LAND AT FIELD FARM.

It was noted that as instructed by the Planning & Environment Committee, the Clerk has advised the Council's solicitors that the developer's appeal was successful & so negotiations will no doubt start moving forward shortly.

65/17. HS2.

To consider a proposal from DP –

“That the Council displays a map of the proposed HS2 route in the main part of the Parish Hall for the benefit of residents.”

Seconded by GL.

HC expressed concern that this may cause an issue with hirers of the hall.

DP confirmed that his proposal is confined to a map of the route only

The motion was put to the vote – All in favour.

DP to supply the relevant maps for display.

It was noted that the number of signatures on the HS2 action group's latest petition currently stands at over 850.

LH commented that at some point the Parish Council will have to address its position in respect of HS2 as a whole.

66/17. CHRISTMAS LIGHTING.

Members were asked to consider two estimates from AMP Electrical in relation to festive lighting at the Parish Hall. It was noted that there was no price increase from the previous year.

It was RESOLVED to accept the estimate from AMP Electrical of £500.00 plus vat in respect of the lighting display on the Parish Hall roof. All in favour.

It was RESOLVED to accept the estimate from AMP Electrical of £670.00 plus vat to light the 3 cherry trees at the front of the Parish Hall car park. All in favour.

Clerk to action both items.

Following on from the recent F & GP Committee meeting, the Clerk consulted AL in respect of Leisure Lite's suggestions for lighting the Church grounds. It was noted that he favours option 3, lighting the two smaller trees on the corner.

It was RESOLVED to accept Leisure Lites quotation of £2,900 to light the previously agreed village trees & option 3 in respect of the trees in the Church grounds. All in favour.

Clerk to action.

67/17. LOCAL COUNCIL AWARD SCHEME.

It was noted that the Clerk has made provision to work on this matter at home, in her own time over the coming months & will be utilizing a new online service which has been introduced by NALC in this regard.

Ongoing.

68/17. HEALTH & SAFETY UPDATE.

The Clerk has picked this up again & will be submitting some items to the Chair at the earliest opportunity for his consideration.

- 69/17. ST. HELEN'S CHURCH, TROWELL - RE-ORDERING PROJECT - REQUEST FOR FINANCIAL ASSISTANCE FROM TROWELL ST HELEN'S CHURCH PROGRESS REPORT.
Members were asked to note the earlier item under the F & GP Committee report in respect of this matter.
- 70/17. STANTON RECYCLING - PROGRESS REPORT.
Both SW & GL commented that the smell had been strong again recently. SW confirmed that she had tried to report it.
- 71/17. ANNUAL REVIEW & ADOPTION OF FINANCIAL REGULATIONS - PROGRESS REPORT.
It was noted that the Clerk will be bringing any proposed revisions to the July Council meeting for consideration.
- 72/17. PRS FOR MUSIC CONSULTATION - TO RECEIVE A PROGRESS REPORT.
It was noted that this issue is to appear on the agenda of the forthcoming PHG Committee meeting.
- 73/17. STANTON DEVELOPMENT - TO RECEIVE A PROGRESS REPORT.
There was nothing further to report subsequent to the recent P & E Committee Meeting.

GL commented that it will be interesting to see EBC's proposals for highways in Trowell, in particular, Church Corner.
- 74/17. 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.
- 75/17. GREENWOOD COMMUNITY TREE PLANTING GRANTS 2016/2017 - TO RECEIVE UPDATES FROM SW & THE CLERK.
Members were asked to note the latest response from BBC on this issue, which had been circulated to Members prior to this meeting. It was agreed to discharge this matter from the agenda.
- 76/17. CONSULTATION ON M1 JUNCTIONS 23A TO 25 SMART MOTORWAY VARIABLE MANDATORY SPEED LIMIT - TO RECEIVE A PROGRESS REPORT.

Members were asked to note the latest information on this issue which had been circulated prior to this meeting.
It was agreed to discharge this matter from the agenda for the time being.

- 77/17. INSURANCE RENEWAL 2017.
It was noted that this had been carried out as agreed at the May Council meeting.
- 78/17 PHOTOCOPIER/PRINTER - LEASE EXPIRY.
The Clerk was asked to outline the costs/benefits of leasing or purchasing such items out right.

It was agreed, that in the first instance the Clerk should request options to extend the lease on the current machine from Midland Reprographics. **Clerk to action.**
- 79/17. REFORM OF DATA PROTECTION LEGISLATION AND INTRODUCTION OF THE GENERAL DATA PROTECTION REGULATION.
It was noted that information on this issue had been circulated to Members prior to this meeting. It was agreed that this matter should be delegated to the F & GP Committee for consideration.
- 80/17. GRASS CUTTING ISSUES - ILKESTON ROAD - TO RECEIVE A REPORT FROM THE CLERK.
It was noted that information on this issue had been circulated to Members prior to the meeting.
It was agreed that the Clerk should advise BBC that the bulbs at the site in question no longer flower. **Clerk to action.**
- 81/17. REVIEW OF DELEGATION REQUIREMENTS TO A COMMITTEE, SUB-COMMITTEES, STAFF & OTHER LOCAL AUTHORITIES.
It was RESOLVED to delegate the responsibility of making funding applications in respect of the Parish Hall re-ordering project to the relevant Parish Hall re-ordering project working party. All in favour.
- 82/17. REVIEW OF THE TERMS OF REFERENCE FOR OTHER COMMITTEES.

It was noted that the F & GP & the P & E Committees have both reviewed their terms of reference & have not requested any changes at this time.

83/17. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT - DOCUMENT PREVIOUSLY CIRCULATED.

Noted - no changes requested.

84/17. CLERK'S REPORT.

Dog Fouling to receive an update. There was nothing further to report on this issue at this time.

Council Telephone Contracts - to receive an update. The Clerk will be collecting the relevant handsets & SIM cards later this week.

Litter Pickers - nothing further to report.

Unauthorized sign - nothing further to report.

Parking of railway vehicles - nothing further to report.

Mobile Sports Facilities - pass to FOTS.

Register of Interest forms - reminder to return outstanding forms to the Clerk asap please.

Declaration of acceptance forms - reminder to return outstanding forms to the Clerk asap please.

Parish Office - public access. The Clerk advised Members of the current situation regarding visitors to the office who arrive without an appointment. A detailed discussion then took place. The Chairman asked Members to consider ideas of how this issue may be best addressed in time for the next Council meeting.

It was RESOLVED to extend Standing Order 3 x for a period of 10 minutes at this point.

85/17. TO DECIDE ITEMS FOR PRESS RELEASE.

The following items were suggested for the next press release:

- New Councillors.

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86/17. Date of next meeting.

Tuesday 11th July 2017.

MB gave her apologies for this meeting.

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

Signed.....Chairman

Date.....