

**MINUTES OF THE MEETING OF THE TROWELL PARISH COUNCIL, HELD IN THE PARISH HALL ON TUESDAY 14<sup>TH</sup> MARCH 2017, AT 7.15PM.**

Present: Cllrs. Mrs. L. Harley - Chairman of the F & GP Committee in the Chair, P. Singer, G. Lockwood, Mrs. H. Cumberpatch, Mrs. M. Birkitt, Mrs. C. McGann, R. McGann, Mrs. L. Ball B.E.M. (Borough) & K. E. Rigby (Borough & County) (part meeting).

Clerk: Mrs. A. K. Mitchell.

**It was RESOLVED that in the absence of a Council Chairman & the Vice-Chairman that the Chair of the F&GP Committee would start the meeting in the Chair. All in favour.**

292/16. TO ELECT A CHAIRMAN.

It was noted that as the previous Chair had stepped down following the February Council meeting, NALC have advised that a new Chair needs to be elected to the position until the Statutory APM in May. DP, the current Vice-Chairman had advised in advance of the meeting that he was willing to accept the position if proposed.

**CLLR. DON PRINGLE** was proposed as Chairman. Moved by Cllr. Mrs. Cumberpatch, seconded by Cllr. Singer.

There were no further nominations.

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

**CLLR. DON PRINGLE** was therefore duly elected as Chairman.

293/16. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE.

It was noted that the Clerk will arrange for this to be completed on DP's return from holiday.

294/16. DECLARATION OF MEMBERS INTERESTS.

None.

295/16. TO RECEIVE APOLOGIES FOR ABSENCE.

HC proposed that apologies be accepted from DP & SW, seconded by GL. All in favour.

296/16 TO ELECT A VICE-CHAIRMAN.

It was noted that SW had indicated prior to the meeting that she would be willing to accept this position if nominated.

**CLLR. MRS. SUE WILLIAMS** was proposed as Vice Chairman. Moved by Cllr. Mrs. Birkitt, seconded by Cllr. Mrs. McGann. All in favour.

There were no further nominations.

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

**CLLR. MRS. SUE WILLIAMS** was therefore duly elected as Vice Chairman.

**At this point as both DP & SW were absent it was RESOLVED that LH should remain in the Chair for the duration of the meeting.**

297/16. BOROUGH & COUNTY COUNCILLORS REPORT.

KER reported on the following items:

Planning Issue Stapleford Road - It was noted that the site was visited by enforcement officers in November & no issues were noted. KER agreed to confirm the number of vehicles permitted under the application. **KER to action.**

Drainage works - Ilkeston Road: Major works are due to start shortly but it should be noted that these will only improve the situation, not cure it.

GL asked if something could be done about the graffiti on the Nottingham Road M1 Bridge. KER will advise Highways England. **KER to action.**

The Clerk reported 2 items on behalf of DP -

Unlicensed motorcycles using the f/p between the M1 Bridge on the A609 & the old canal bridge on the same road. The Clerk was asked to report this to AF. **Clerk to action.**

Horse riders using the same stretch of footpath. DP requested that Councillors consider whether it would be appropriate to install "No Riding" signs at each end of this section of footpath. **KER to action.**

298/16 BOROUGH COUNCILLORS REPORT.

LB apologized for not sending apologies to the last meeting. She advised that she had attended the HS2 exhibition at the Parish Hall & had found it quite an eye-opener.

299/16. TO APPROVE MINUTES OF THE OPEN FORUM & FULL COUNCIL MEETING - 14<sup>TH</sup> FEBRUARY 2017 & SHORT COUNCIL MEETING OF 17<sup>TH</sup> FEBRUARY 2017.

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

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

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

300/16. CASUAL VACANCY PROGRESS REPORT.

It was noted that PGC had tendered her resignation following the February Council meeting & as a result the necessary declarations were issued by the Clerk. The Clerk reported that she had subsequently been advised that no election had been requested & so is re-issuing the co-option notices to show that two vacancies are now available. Members had been provided with a copy of the revised notice prior to this meeting. It was noted that a certificate of appreciation has been produced for PGC & that Members have been supplied with all copy correspondence for their records.

301/16. LOCAL POLICE REPORT - P.C.S.O. FREEMAN.

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

HC commented that it may be worth highlighting to parishioners that shed alarms are available for as little as £25.

302/16. MATTERS ARISING FROM THE MINUTES: (FOR INFORMATION ONLY).

None.

303/16. MATTERS ARISING FROM THE "OPEN FORUM" - FOR INFORMATION ONLY.

303.1/16. Church Corner Crash Barrier.

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

303.2/16 Suggested crossing on Ilkeston Road.

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

303.3/16

Bridleway 8: Stapleford Road to Garden Centre.

Members were asked to note that a quote had been received from Tarmac that day & a copy had been circulated to those present prior to the meeting. It was also noted that a grant of £250 had been received from KER/NCC towards these works.

Following a detailed discussion **it was RESOLVED to accept the quotation of £1,067.04 plus VAT from Tarmac. All in favour.**

**Clerk to action.**

It was also agreed to ask KER if NCC can consider reinstating the main carriageway "Give Way" lines at the same time. **KER to action.**

304/16.

TO DEAL WITH CORRESPONDENCE.

APPENDIX 1 attached - Noted.

It was noted that the Clerk has not received any queries in respect of this item prior to the meeting.

It was noted that the Clerk had processed over 500 emails since the February Full Council meeting. It was noted that due to recent workload, meetings etc. there are still a number to be cleared but the Clerk is making inroads into the backlog.

HC requested that Members be reminded not to respond to emails from the Clerk unless a reply has been asked for.

305/16.

TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.Planning & Environment Committee.

The minutes of the Planning & Environment Committee (28-02-17) & the proposals contained therein were presented & moved by LH, seconded by MB. All in favour.

CMG queried why STRAG are not involving themselves in the HS2 campaign.

Finance & General Purposes Committee.

The minutes of the Finance & General Purposes Committee (28-02-17) & the proposals contained therein were presented & moved by LH, seconded by MB. All in favour.

**It was RESOLVED to accept the amended draft HR guidance notes for Members. All in favour.** Members will be issued with a copy of these for inclusion in their Members Packs. **Clerk to action.**

Website.

Members noted the content of the report.

306/16.

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.

Members noted the following items which had been circulated prior to the meeting: 2017/2018 pension contribution rates for employees. 2017/2018 s137 rate. Updated reconciliation.

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.

It was noted that the Clerk has received the necessary paperwork from Global Pay but has a query outstanding with them. Once this has been addressed she will be able to complete the forms & send them off accordingly. **Clerk to action.**

e) 2016/2017 Annual Return Progress Report. Members were asked to note an email received from the external auditors & that the internal audit will be carried out on Friday 28<sup>th</sup> April 2017. The Clerk will change her working days that week to accommodate the internal auditor's visit. The Clerk is commencing closedown work this week. **Clerk to action.**

f) Risk management – status review. The relevant documents had been circulated prior to the meeting. **It was RESOLVED to adopt the amendments suggested by the Clerk. All in favour.**

The Clerk will amend the document according & circulate fresh copies to all Members in due course. **Clerk to action.**

307/16.

PARISH HALL PLAY PARK UPDATE.

It was noted that DP had visited the office on 9<sup>th</sup> March 2017 & had had validated the latest play park inspection sheets – there were no issues to bring to the Council's attention.

Grounds Maintenance Contract – progress report.

It was noted that the Clerk has placed the order with BBC as previously agreed.

Members were asked to note that ROSPA have confirmed that they will be carrying out their annual inspection during May as usual.

308/16.

OPENCAST ISSUES - TROWELL/COSSALL.

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

309/16. PARISH HALL MATTERS UPDATE.

It was noted that Cllr. Pringle visited the hall on 9<sup>th</sup> March 2017, & he 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> March 2017 & the monthly reports up to & including 2<sup>nd</sup> March 2017. There were no issues to report.

Parish Hall Re-ordering Project Progress Report.

It was noted that the latest information from DB had been circulated prior to this meeting. It was agreed that the Clerk, GL & HC should meet in the near future to formulate the next step.

Parish Hall Floor – It was noted that a claim has been lodged with HS2 facilitator’s Crown & this has been forwarded to their insurers for consideration. The Clerk will be sending out letters etc. to the affected hirers etc. in respect of the rearranged works shortly. **Clerk to action.**

Card payment options – progress report. Members were asked to note the Clerk’s earlier report on this issue.

Security procedures – The draft SLA is back with BBC for amendment. It was noted that once the out of hour’s call-out arrangements have been agreed with the contractor, the Clerk will draft the Council’s procedural document for Members & staff.

Fire appliance servicing contract – progress report. It was noted that the Clerk has contacted the relevant contractors as previously agreed.

Parish Hall Gas & Electricity Contracts – progress report.

It was noted that all the necessary documentation has been completed to transfer the accounts as agreed at the renewal date.

Car Park bollards – progress report.

It was noted that the new system as agreed at the February Council meeting is now in operation.

To consider a quotation in regard to installing a public Wi-Fi connection at the Parish Hall.

**It was RESOLVED to accept the quotation of £385 plus VAT from Ian Kilpatrick to supply & install the necessary equipment required. All in favour. Clerk to action.**

Plumbing & heating issues – the Clerk advised Members of a couple of issues she is currently trying to resolve at the Parish Hall.

Query from FOTS regarding the proposed 2017 Christmas Event. It was RESOLVED to allow FOTS to use the playpark for a marquee if required but Members requested that the Clerk address the issue of parking arrangements with organisers which would undoubtedly need to be increased if attendance at the event were to increase significantly too.

310/16. FIELD FARM PLANNING APPLICATION.

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

311/16. OFFER OF LAND AT FIELD FARM.

It was noted that the Council is currently waiting to hear further from Mr. Westerman on this issue.

312/16. HS2.

Council's response to the current HS2 consultation document – It was noted that Members had been provided with a copy of this prior to the meeting.

The Clerk has provided Members with a copy of AS's response to the consultation for their records.

It was noted that a copy of a letter from AS on this issue had been circulated to members prior to this meeting.

It was noted that DP had been interviewed by East Midlands Today concerning the implications of HS2 for Trowell.

A detailed discussion then took place regarding the possibility of further public consultation by the Council on this issue. It was agreed not to pursue this further at this stage.

It was noted that the Clerk is making progress in arranging a further meeting with HS2 as previously agreed.

Standing Orders were suspended for a refreshment break.

KER & LB left the meeting at this point.

313/16. CHRISTMAS LIGHTING – to receive a progress report from the Clerk.

- It was noted that the Clerk is currently awaiting receipt of quotations for 2017 from contractors.
- 314/16. LOCAL COUNCIL AWARD SCHEME.  
It was noted that the Clerk will start working on this in her own time due to workload in the office preventing progress being made.  
**Clerk to action - ongoing.**
- 315/16. HEALTH & SAFETY UPDATE.  
The Clerk is auctioning the information provided by DP at their recent meeting - progress will be reported at the April meeting.  
**Clerk to action.**
- 316/16. ST. HELEN'S CHURCH, TROWELL - RE-ORDERING PROJECT.  
A copy of a press release on this issue had been circulated to all members prior to this meeting.  
Church Clock - request for financial assistance from Trowell St. Helen's Church - progress report.  
Information requested from AL as previously agreed. AL has advised that the Church is currently waiting to hear back from Church Care on this issue & then he will be able to advise the Council further. It was noted that no request has been received to date in respect of a contribution to annual servicing costs.
- 317/16. STANTON RECYCLING UPDATE.  
It was noted that there was nothing further to report on this issue at this time.
- 318/16. ANNUAL REVIEW & ADOPTION OF FINANCIAL REGULATIONS.  
It was noted that draft amendments to these will be made as soon as the merchant account agreement has been finalised. **Clerk to action.**
- 319/16. PRS FOR MUSIC CONSULTATION.  
It was noted that there was nothing further to report on this issue at this time.
- 320/16. STANTON DEVELOPMENT - progress report.  
Following a brief discussion, it was **RESOLVED to contact NCC to reinforce the Council's concerns about the increase in traffic through the village that will be generated as a result of these proposals. All in favour.**  
**Clerk to action.**
- 321/16. BOUNDARY COMMISSION FOR ENGLAND - INITIAL PROPOSALS FOR NEW PARLIAMENTARY CONSTITUENCY BOUNDARIES IN THE EAST MIDLANDS - UPDATE.  
It was noted that there was nothing further to report on this issue at this time.



- 322/16. GREENWOOD COMMUNITY TREE PLANTING GRANTS 2016/2017.  
Members were asked to note the correspondence received regarding the cherry tree issue. It was agreed that the Clerk should challenge the response received from BBC. **Clerk to action.**
- 323/16. PLUNKETT FOUNDATION – CALL TO ACTION –for consideration.  
It was agreed to refer this matter to the Newsletter Editorial Committee for further consideration. **Clerk to action.**
- 324/16. CONSULTATION ON M1 JUNCTIONS 23A TO 25 SMART MOTORWAY VARIABLE MANDATORY SPEED LIMIT – Update.  
It was noted that the Clerk had submitted an objection as previously agreed but Members were asked to note the information received from Highways England which indicated that works in respect of these proposed changes are already underway.
- 325/16. DRAFT 2017 APM AGENDA FOR APPROVAL.  
This draft document was approved. All in favour. **Clerk to action.**
- 326/16. CLERK’S REPORT.  
Dog Fouling –It was noted that BBC have placed fresh warning notices & have increased patrols in the area.  
Council Telephone contracts – it was noted that the Clerk hopes to have contracts for the Caretaker’s completed shortly.  
**Clerk to action.**  
Volunteer litter pickers – to receive an update. Thank you card sent as previously agreed.  
Letter received from a parishioner – to receive an update. It was noted that a response has been sent to the parishioner concerned as previously agreed.  
Fly a Flag Ceremony – This was attended by LH & MB on behalf of the Council.
- 327/16. TO DECIDE ITEMS FOR PRESS RELEASE.  
The following items were suggested for the next press release:  
- Annual Parish Meeting.  
- Vacancies.  
**Clerk to action.**
- 328/16. Date of next meeting.  
Tuesday 11<sup>th</sup> April 2017.  
There being no further business the meeting closed at 9.05pm.

Signed.....Chairman

Date.....