

MINUTES OF THE STATUTORY ANNUAL PARISH MEETING OF THE TROWELL PARISH COUNCIL, HELD IN THE PARISH HALL ON TUESDAY 10TH MAY 2016, AT 7.15PM.

Present: Cllrs. Mrs. P. Cardwell - Chairman, Mrs. L. Harley, Mrs. C. McGann, R. McGann, G. Lockwood, Mrs. J. E. Bryant, Mrs. H. Cumberpatch, P. Singer & D. Pringle.

Clerk: Mrs. A. K. Mitchell.

LH welcomed everyone to the meeting & thanked them for attending in such terrible weather.

01/16. TO ELECT A CHAIRMAN.
CLLR. MRS. PAM CARDWELL was proposed as Chairman. Moved by Cllr. Mrs. McGann, seconded by Cllr. Mrs. Cumberpatch.

Cllr. Mrs. Cardwell accepted the nomination.

There were no further nominations.

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

CLLR. MRS. PAM CARDWELL was therefore duly elected as Chairman.

02/16. TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.

Cllr. Mrs. Cardwell signed the declaration of Acceptance of Office.

03/16. TO ELECT A VICE-CHAIRMAN.
CLLR. MRS. LYN HARLEY was proposed as Vice Chairman. Moved by Cllr. Lockwood.

Cllr. Mrs. Harley DECLINED the nomination.

CLLR. DON PRINGLE was proposed as Vice Chairman. Moved by Cllr. Mrs. Cumberpatch, seconded by Cllr. McGann. All in favour.

Cllr. Pringle accepted the nomination.

There were no further nominations.

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

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

- 04/16. DECLARATION OF MEMBERS INTERESTS.
PC declared an interest in items 22 & 23/16 on the agenda.
- 05/16. TO RECEIVE APOLOGIES FOR ABSENCE.
Cllr. Lockwood proposed that apologies be accepted from Cllr. Mrs. Birkitt, Cllr. Mrs. Williams, Cllr. Rigby & Cllr. Mrs. Ball, seconded by Cllr. Mrs. McGann. All in favour
- 06 /16. BOROUGH & COUNTY COUNCILLORS REPORT.
It was noted that a Get Well card had been sent to KER following his recent illness.

KER has advised the Clerk by telephone that he has received a response regarding the drainage petition & he confirmed that the gullies in question have now been added to the regular maintenance schedule.
- 07/16. BOROUGH COUNCILLORS REPORT.
It was noted that LB was attending a meeting at BBC this evening & so there was no report this month.
- 08/16. SCHOOL GOVERNOR.
Members were asked to note that DP is currently on the school's governing body.
- 09/16. TO APPOINT STATUTORY OR STANDING COMMITTEES AND REPRESENTATIVES ON OTHER BODIES.
The following appointments were **RESOLVED** upon:

Planning & Environment Committee - LH, SW, PS, DP, & MB.
Parish Hall & Grounds Committee - JEB, GL, CMG, RMG, HC & PC.

Finance & General Purposes Committee - LH, SW, PS, DP, & MB.

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| Newsletter Editorial Team - | JEB, GL, CMG, RMG, HC & PC. |
| Trowell Festival Village Committee - | In abeyance. |
| Notts. ALC- | To be decided on an invite to invite basis. |
| Standing Committee - | Chair, Vice-Chair & Chairs of Committees. |
| Emergency Committee - | Chair, Vice-Chair & Chairs of Committees. |
| Community Safety Forum - | Vacant |
| Castle Environmental (If reformed) - | N/A |
| Broxtowe Women's Project - | Vacant. |
| Open casting Liaison Committee - | To be decided on an invite to invite basis. |

10/16. TO CONSIDER PAYMENT OF ANY SUBSCRIPTIONS TO BE PAID ANNUALLY.

It was RESOLVED to make payment of the following subscriptions as they fall due. All in favour.

Nottinghamshire Association of Local Councils.
 LCR Annual Subscription.
 Parish Magazine. (Donation not subscription £20)
 Parish Magazine Subscription.
 Society of Local Council Clerks.
 Notts. Footpaths Preservation Society.
 Website Hosting Fee
 Scribe 2000

- 11/16. TO APPROVE DATES OF MEETINGS.
It was RESOLVED to approve the provisional meeting dates for 2016/2017. All in favour.
- 12/16. TO APPROVE MINUTES OF THE OPEN FORUM & FULL COUNCIL MEETING -12TH APRIL 2016.
 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.
- 13/16. LOCAL POLICE REPORT - P.C. FARRELL.
 Members noted the content of the report which had been distributed prior to the meeting.

 It was noted that the Clerk had reported the issue with off-road motorcycles to AF as previously requested.

 Police Engagement Strategy - Nothing further to report.
- 14/16 MATTERS ARISING FROM THE MINUTES:
- 14.1/16. Parking Issues on Hill Rise, Smithfield Avenue & Derbyshire Avenue.
 DP advised that there had been a heated incident on Smithfield Avenue earlier in the day.
- 14.2/16. Drainage Issues.
 It was noted that this issue had been dealt with under item 06/16 earlier on the agenda.
- 15/16. MATTERS ARISING FROM THE "OPEN FORUM".
- 15.1/16. Damage to verges on Ilkeston Road.
 Members were asked to consider a report from PS.
 It was agreed that the Clerk should contact KER to ask if letters are to be sent by NCC to offenders.
- 15.2/16. Hedge Cutting Issues.
 There was nothing further to report on this issue at this time.
- 15.3/16. Street Lighting - various Issues.
 There was nothing further to report on this issue at this time.
- 15.4/16. Church Corner crash barrier.
 There was nothing further to report on this issue at this time.

- 15.5/16. Footway Stapleford Road.
The Clerk advised that she, CMG & RMG had submitted photographs to NCC for consideration on Monday. NCC have advised that enquiries will be made to see if the footpath can be sided up & will contact the Clerk again in due course.
- 15.6/16. Suggested crossing on Ilkeston Road.
There was nothing further to report on this issue at this time.
- 16/16. TO DEAL WITH CORRESPONDENCE.
The Clerk had not received any queries about this list prior to the meeting. It was noted that a supplementary list had been distributed to Members this evening.
APPENDIX 1 & 1A attached - Noted.
- It was noted that the Clerk had to date processed over 350 emails since the April Council meeting.
- LH asked for confirmation that emails from Members to the Clerk should still continue to be sent via the Chairman. PC stated that this is the case.
- 17/16. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.
School Governor's Report.
Members were asked to note the content of the report which had been emailed to Members prior to the meeting with hard copies being available this evening.
- GL asked if any parents had boycotted the recent KS1 SATS. DP advised that 1 had taken part in the national boycott.
- PC asked why the report had been delayed - DP advised that the last Governor's meeting had not taken place until after the deadline for Council reports.
- LH suggested that a more general report regarding what is happening in school could be submitted prior to the meeting if this is the case regularly.
- Website.
Members were asked to note the content of the report.
- 18/16. 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.

- 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.
It was noted that close down should be completed early next week – reports/draft returns etc will then be circulated to all Members. The internal audit will take place on 19th May 2016.
It was RESOLVED that due to the tighter timescales imposed by the external auditors this year a short Council meeting will be held on 24th May 2016 to approve the annual governance statement & the annual return. All in favour.
- e) Staff Pensions Update.
There was nothing further to report on this issue at this time.
- f) National Living Wage.
It was noted that this increase has been implemented for those employees affected.
- g) HSBC – Changes to business banking terms.
Members were asked to note this correspondence.
- h) Investment Account Updates.
It was noted that the high interest deposit bond has now been closed & the new “Money Market” account is in the process of being set up on a 2 year term as previously agreed. The Clerk will report further when all the documentation has arrived.
- i) Talk Talk Update.
Members were asked to note this correspondence.

19/16.

PARISH HALL PLAY PARK UPDATE.

Cllr. Mrs. Cardwell confirmed that she had validated the latest play park inspection sheet & an email to this effect had been sent round to all Members the day before.

DP volunteered to take over this role following PC’s election as Chairman.

ROSPA Inspection – It was noted that this is due to take place in May, usually around the 15th.

Tree Works – no response for a request for a quote to date – this was chased on 27/4.

Opening /Closing Routine – The Clerk reported comments made to her & LH prior to the commencement of the APM.

Request for a drill – it was noted that a specialist drill is required for the Caretaker’s use for the installation of new signage etc. The Clerk provided one quotation for consideration. HB will provide the Clerk with details of a possible alternative supplier for consideration.

Shrubs – PS asked who had cut the shrubs back in the play park – the Clerk advised that this work has not been requested of any contractor or the Caretaker’s & so she is unaware of any work being carried out without authorization. The Clerk was asked to make further enquiries.

RMG requested that the possible installation of “tree guards” around the affected shrubs be considered at the next PHGC meeting.

The Clerk was asked to find out what works the road sweeping team were doing in the Parish Hall Car park on Saturday 30th April at around 8.30am.

20/16. OPENCAST ISSUES – TROWELL/COSSALL.

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

21/16. PARISH HALL MATTERS UPDATE.

Cllr. Mrs. Cardwell 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.

There was nothing to bring to Members attention.

It was noted that DP will take over from PC for next month’s report.

The Clerk reported that she has verified the monthly legionella checks up to & including 4th May 2016.

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

Use of the Parish Hall Car Park by the school. It was noted that a letter had been sent to the school & the matter had been included in the school newsletter of 5th May (cc all Members). It was noted that the school require evidence of non-compliance & Members were asked how they wish to gather this.

It was agreed that staff should no longer challenge parents as this is putting them at risk of abuse etc & they do not have the time to be policing the car park as part of their duties.

GL suggested that the school collect the evidence – they could be permitted to use the CCTV system to monitor the issue. It was noted that parish Council staff would have to be on site to facilitate this. GL added that this could be done by the school on an ad-hoc basis.

LH advised that DG had requested diarised evidence & she too felt that the school should take a more proactive role in this matter.

A full discussion took place to discuss the options available to the Council in respect of this matter.

It was agreed that the Clerk should advised the Council's insurers of what the Parish Council has done to mitigate any issues that may arise due to this issue.

It was RESOLVED that the Clerk should also contact the school advising them of its position & asking them to be more proactive. 6 For, 1 Against & 1 Abstention – motion carried.

Car park lighting update – The Clerk continues to adjust the lighting timer. It was noted that a copy of the technical report from AMP is available for Members consideration this evening.

It was noted that it is not possible to further shade the new lamps.

A full discussion took place following receipt of the technical information.

The suggestion of fitting a motion sensor was dismissed as this could cause more issues than it solved.

It was RESOLVED that the Clerk should obtain a quote for replacing the current timer to a more easily adjustable model to be located in the Parish Office. 7 For, 2 Against - motion carried.

It was RESOLVED that the Council should investigate the cost implications of moving the car park lights & CCTV camera to a different location in the car park. 5 For, 2, Against & 2 Abstentions - motion carried.

It was noted that RMG abstained from voting on this proposal as he had made the same suggestion 2 months ago & it has not been acted upon. It was noted that a suggestion cannot be acted upon - a formal proposal has to be made & voted upon for such decisions to be actioned.

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

Renewal of energy contract -

It was RESOLVED to accept the quotations from Eon (elec) & CNG (gas) through USwitch - both 12 month contracts. All in favour.

Toilet Facilities Update.

It was RESOLVED to accept the quotation of £464.00 exc VAT to supply & fit 3 new wc cisterns. All in favour.

FOTS cancelled booking - it was noted that an invoice has been sent to the hirer in this regard.

Security Alarm Contract - the Clerk reported an issue with this.

It was RESOLVED that the Clerk should approach another contractor to take on the maintenance & servicing arrangements. All in favour.

STW Audit - It was noted that a copy of this had been circulated to Members prior to the meeting. The Clerk has one query in respect of its findings & she will make further enquiries as a result.

Foyer & Kitchen Redecoration – these works are now complete.

It was noted that Slimming World become a regular hirer from Wednesday in the evening, they are also looking for a morning slot as soon as one comes available.

- 22/16. FIELD FARM PLANNING APPLICATION.
It was noted that BBC's recent refusal of the latest application will delay things further. It was noted that BBC state that the development needs to enhance the Ilkeston Road area.
- 23/16. OFFER OF LAND AT FIELD FARM.
Members were asked to consider the latest update from RW. It was agreed that the Clerk should contact RW regarding the content of the recent EA presentation.
- 24/16. HS2.
It was noted that the latest HS2 News & Stop HS2 News will be circulated to Members in their packs this week.
- 25/16. CHRISTMAS LIGHTING.
Members were asked to consider the quote supplied by NCC to install a feeder pillar at the Cossall Road site.

It was RESOLVED that the quote of £1,120.00 exc VAT from NCC to supply & fit necessary feeder pillar be accepted. 7 For, 2 Abstentions - motion carried.
- 26/16. LOCAL COUNCIL AWARD SCHEME.
It was noted that the Clerk will report to the June meeting.
- 27/15. HEALTH & SAFETY UPDATE.
It was noted that the Clerk will report to the June meeting.
- 28/16 WINTER GRITTING.
It was noted that there was nothing further to report on this issue at this time.
- 29/16. ST. HELEN'S CHURCH, TROWELL – RE-ORDERING PROJECT.
It was noted that the Clerk has provided the information requested as agreed & an acknowledgement has been received. An email has been sent to AL regarding car parking arrangements.
- 30/16. CHURCH CLOCK.

Members were asked to note the latest information provided by AL.

- 31/16. STANTON RECYCLING PLANNING APPLICATION UPDATE.
It was noted that a recent Ilkeston Advertiser article had been circulated to all Members prior to this meeting.
- 32/16. PROPOSED 50MPH SPEED LIMIT - A609 NOTTINGHAM ROAD, TROWELL (TRO JOB NO.5203).
Flooding Update - Members were asked to note the latest information received from NCC. GL advised that proposed the works have not yet been carried out.
- 33/16. TFVC - THE WAY FORWARD.
It was noted that FOTS have agreed to take on the organisation of the Christmas Event & a meeting is being arranged with SW, JEB & FOTS representatives.

JEB commented that she got the impression that the group hadn't fully committed to going ahead.
- 34/16. 2016 ANNUAL PARISH MEETING REVIEW.
The minutes of the 2016 Annual Parish Meeting were approved as an accurate record.
- 35/16. PACT MEETINGS/NHW SCHEMES.
Members were asked to note the update received from SS. LH & DP also offered to attend future PACT Meetings where possible.
- 36/16. INSURANCE RENEWAL 2015.
Members were reminded that the Council currently has a 3 year LTA with Came & Co.

It was RESOLVED to accept the 2016/201 renewal quotation from Came & Co which was within budget & to extend the LTA until 2019. All in favour.
- 37/15. TO CONSIDER A PROPOSAL FROM CLLR. LOCKWOOD.
**GL proposed the following:
That the following changes be made to the Parish Council web site:**

1. Whenever possible at all Parish council events etc. a photographic record is made and posted on the Gallery page of the web site.
2. Consider holding a photography competition for residents and the school, with a prize and winning photographs displayed on the Gallery page.
3. The 'Have your say' page be renamed the 'Noticeboard and Questionnaire' page.
4. All PC notices to be displayed on this page.
5. The 'FAQ' page to be populated by commonly asked questions, these to be decided by the web site working party in conjunction with the Clerk. This list then to be approved by full council. Seconded by HC. All in favour.

It was noted in relation to point 4, following a question from the Clerk that agendas do not have to be uploaded to this page in addition to where they are displayed on the site already.

38/16.

CLERK'S REPORT.

Fly Tipping - Waterloo Lane.

Nothing further to report.

Jazz in the Village - In the process of booking.

Balloon Race Enquiry - Members asked to note.

Dog Fouling Complaint from PS.

It was RESOLVED that the Council should contact BBC on this issue. All in favour.

39/16. TO DECIDE ITEMS FOR PRESS RELEASE.

The following items were suggested for the next press release:

- New Council Chairman.

PC took this opportunity to thank LH for all her hard work & help over the last 3 years, adding that she had done a great job.

GL proposed that the Parish Council formally thank LH for her hard work as Chairman over the past 3 years. Seconded by HC. All in favour.

40/16.

Date of next meeting.

Tuesday 14th June 2016.

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

Signed.....Chairman

Date.....