

MINUTES OF THE STATUTORY ANNUAL PARISH MEETING OF THE TROWELL PARISH COUNCIL, HELD IN THE PARISH HALL ON TUESDAY 9TH MAY 2017, AT 7.15PM.

Present: Cllrs. D. Pringle, Mrs. L. Harley, Mrs. C. McGann, R. McGann, G. Lockwood, P. Singer, Mrs. M Birkitt, Mrs. S. Williams, Mrs. L Ball B.E.M. (BBC) & K.E. Rigby (BBC).

Clerk: Mrs. A. K. Mitchell.

DP welcomed everyone to the meeting.

01/17. TO ELECT A CHAIRMAN.
CLLR. DON PRINGLE was proposed as Chairman. Moved by Cllr. Mrs. Harley, seconded by Cllr. Mrs. Williams.

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 Chairman.

02/17. TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.
Cllr. Pringle signed the declaration of Acceptance of Office.

03/17. TO ELECT A VICE-CHAIRMAN.
CLLR. MRS. SUE WILLIAMS was proposed as Vice Chairman. Moved by Cllr. Mrs. McGann, seconded by Cllr. Mrs. Harley. All in favour.

Cllr. Pringle accepted the nomination.

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.

- 04/17. DECLARATION OF MEMBERS INTERESTS.
SW declared an interest in items 23 & 24/16 on the agenda.
- 05/17. TO RECEIVE APOLOGIES FOR ABSENCE.
Cllr. Mrs. Harley proposed that apologies be accepted from Cllr. Mrs. Cumberpatch, seconded by Cllr. Mrs. Birkitt. All in favour.
- 06/17. COUNTY COUNCILLORS REPORTS.
It was noted that the new NCC Councillors are Cllr. Doddy & Cllr Longdon & from June they will receive an invite from this Council to Full Council meetings. A copy of May's papers will also be sent along with a copy of Standing Orders highlighting the matter of written reports.
- 07/17. BOROUGH COUNCILLOR'S REPORT.
KER reported that the weed killer used by BBC on the public highway is Glyphosphate. DP advised that he had been in touch directly with BBC on this issue & following this BBC are reviewing their methods as a result. KER advised that he had been contacted by the NEP regarding an incident in Wollaton.
- Crash barrier - KER reported that there will be no action to extend the Ilkeston Road crash barrier until the anti-skid surface has been installed to see if it is successful.
- DP advised that there was an entire front of a car under the M1 Bridge on Nottingham Road following a collision.
- KER advised that the BBC planning department recently had an issue regarding planning appeals & was facing the possibility of losing its right to decide its own applications.
- 08/17. BOROUGH COUNCILLOR'S REPORT.
LB reported on the issue of fly tipping in the Cossall Road car park & Members were asked to note the information provided by BBC.
- DP commented that there is now rubbish present every Sunday morning.
- RMG commented that the information provided doesn't say how many perpetrators have been caught in the Borough. KER

commented that if it is household rubbish that has been dumped the Council will do its best to trace the source.

GL advised that the latest items to be left are car parts with 2 car seats now in the canal - LB will report this accordingly.

09/17. 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 - GL, CMG, RMG & HC

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

Newsletter Editorial Team - GL, CMG, RMG & HC

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.

10/17. 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
 Data Protection

11/17. TO APPROVE DATES OF MEETINGS.

It was RESOLVED to approve the provisional meeting dates for 2017/2018 & 2018/2019. All in favour.

12/17. TO APPROVE MINUTES OF THE OPEN FORUM & FULL COUNCIL MEETING -11TH APRIL 2017.

It was noted that one query had been received prior to the meeting, this had been addressed & no amendments to the minutes had been requested.

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.

13/17. CASUAL VACANCIES - PROGRESS REPORT.

It was noted that no further applications had been received to date.

14/17. LOCAL POLICE REPORT.

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

It was requested that AF be invited to attend a Council meeting.
Clerk to action.

15/17. MATTERS ARISING FROM THE MINUTES:

- 16/17. None.
MATTERS ARISING FROM THE "OPEN FORUM".
- 16.1/17. Church Corner crash barrier.
There was nothing further to report on this issue at this time.
It was agreed to discharge this matter from the agenda for the time being.
- 16.2/17. Bridleway 8: Stapleford Road to Garden Centre – progress report.
The Clerk advised that she has chased NCC regarding a start date for the white lining works. The Clerk has also contacted NCC regarding the footpath changes near the garden centre & is currently awaiting a response.
- 17/17. TO DEAL WITH CORRESPONDENCE.
The Clerk had not received any queries about this list prior to the meeting.
APPENDIX 1 – Noted.
- It was noted that the Clerk had to date processed over 480 emails since the April Council meeting.
- 18/17. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.
Website.
Members were asked to note the content of the report.
- 19/17. 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 card reader has been delivered & will be installed at the earliest opportunity.
 - e) 2016/2017 Annual Return Progress Report.
Internal Audit Report – it was noted that this document had been circulated prior to the meeting & no comments or queries had subsequently been received by the Clerk on this matter.
To approve the 2016/2017 Final Accounts & Annual Return.

It was RESOLVED that due to the Clerk's recent illness a short Council meeting will be held on 23rd May 2017 to approve the final accounts & the annual return. All in favour.

It was noted that this is still well within the prescribed guidelines & that copies of all draft documentation will be circulated to Members prior to the agreed meeting.

MB gave her apologies for the short meeting.

20/17.

PARISH HALL PLAY PARK UPDATE.

DP confirmed that he had validated the latest play park inspection sheet & that there were no issues to report.

FIT Plaque - it was noted that this has been passed to the Caretaker for installation.

21/17.

OPENCAST ISSUES - TROWELL/COSSALL.

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

22/17.

PARISH HALL MATTERS UPDATE.

DP asked 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.

Parish Hall Re-ordering Project Progress Report - It was noted that GL, HC & the Clerk had held a meeting & the Clerk is now in the process of gathering funding information from different sources for further discussion at the next PHGC meeting.

Damage to hall floor - progress report. Further information has been requested by Hiscox; the Clerk will gather this together & submit it accordingly. **Clerk to action.**

Card Payment Options - progress report. Members were asked to note her earlier report on this issue.

Security procedures - progress report. The Clerk has chased BBC for a response on this issue.

Public Wi-Fi connection at the Parish Hall - progress report. It was noted that these works are now complete & the equipment is

working correctly. The Clerk has issued Members with the necessary password. It was agreed that the hall hire agreement should be amended to include this new service advising that the latest password can be obtained from the Caretaker on arrival at the Parish Hall.

Clerk to action.

Plumbing Works – progress report. It was noted that the work is in hand with Antony Grice Ltd.

- 23/17. FIELD FARM PLANNING APPLICATION.
It was noted that there was nothing further to report on this issue at this time.
- 24/17. OFFER OF LAND AT FIELD FARM.
It was noted that the Clerk has advised Mr. Westerman of the Council's decision – he is contacting the EA & will be back in touch with the Parish Council in due course.
- 25/17. HS2.
It was agreed that the Parish Hall car park could be used by participants of the forthcoming march to park their cars. The Clerk will advise the Caretaker accordingly.
- Standing Orders were suspended for ten minutes for a refreshment break.
- KER & LB left the meeting at this point.
- 26/17. CHRISTMAS LIGHTING.
It was noted that the Clerk has chased both contractors in respect of their quotes.
- 27/17. LOCAL COUNCIL AWARD SCHEME.
This item was deferred due to the Clerk's recent illness.
- 28/17. HEALTH & SAFETY UPDATE.
This item was deferred due to the Clerk's recent illness.
- 29/17. ST. HELEN'S CHURCH, TROWELL – RE-ORDERING PROJECT – REQUEST FOR FINANCIAL ASSISTANCE FROM TROWELL ST HELEN'S CHURCH PROGRESS REPORT.
It was noted that there was nothing further to report on this issue at this time.
- 30/17. STANTON RECYCLING - PROGRESS REPORT.

It was agreed to keep a watching brief of this issue.
CMG is in regular contact with the EA.

- 31/17. ANNUAL REVIEW & ADOPTION OF FINANCIAL REGULATIONS - PROGRESS REPORT.
It was noted that now the card reader has been received the Clerk will update these accordingly.
- 32/17. PRS FOR MUSIC CONSULTATION - TO RECEIVE A PROGRESS REPORT.
There was nothing further to report on this issue at this time.

DP will be submitting a proposal to PHGC in respect of charging separately for PRS costs for events.
- 33/17. STANTON DEVELOPMENT - TO RECEIVE A PROGRESS REPORT.
There was nothing further to report on this issue at this time.
- 34/17. 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, however it was noted that the proposals currently under consideration will not affect the General Election in June.
- 35/17. GREENWOOD COMMUNITY TREE PLANTING GRANTS 2016/2017 - TO RECEIVE UPDATES FROM SW & THE CLERK.
The Clerk advised that she has chased TMC on this issue & is currently awaiting a reply.
- 36/17. CONSULTATION ON M1 JUNCTIONS 23A TO 25 SMART MOTORWAY VARIABLE MANDATORY SPEED LIMIT - TO RECEIVE A PROGRESS REPORT.
There was nothing further to report on this issue at this time.
It was agreed to discharge this matter from the agenda for the time being.
- 37/17. 2017 ANNUAL PARISH MEETING REVIEW.
The minutes of the 2016 Annual Parish Meeting were approved with one typing amendment as an accurate record.
- 38/17. INSURANCE RENEWAL 2017.

Members were reminded that the Council currently has a LTA with Came & Co.

**It was RESOLVED to accept the 2017/2018 renewal quotation from Came & Co which was within budget. All in favour.
Clerk to action.**

39/17. CLERK'S REPORT.

Dog Fouling to receive an update. PS was advised to contact the dog warden following an issue with dog fouling on his driveway.
Council Telephone Contracts - to receive an update. **It was RESOLVED to approve two contracts with Tesco Mobile in this regard. All in favour.** Clerk to action.

Litter Pickers - this matter is in hand.
Unauthorized sign - this matter is in hand.
Parking of railway vehicles - the Clerk is following upon this issue with NCC & Network Rail.

40/17. TO DECIDE ITEMS FOR PRESS RELEASE.

The following items were suggested for the next press release:
- New Council Chairman & Vice-Chairman.
- Casual Vacancies.

41/17. Date of next meeting.

Tuesday 13th June 2017.
It was noted that KER had already given his apologies for this meeting.

There being no further business the meeting closed at 8.50pm.

Signed.....Chairman

Date.....