

MINUTES OF THE MEETING OF THE TROWELL PARISH COUNCIL, HELD IN THE PARISH HALL ON TUESDAY 13TH SEPTEMBER 2016, AT 7.15PM.

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

Clerk: Mrs. A. K. Mitchell.

109/16. DECLARATION OF MEMBERS INTERESTS.

SW & PC declared a non-pecuniary interest in items 123 & 124/16 on the agenda.

110/16. TO RECEIVE APOLOGIES FOR ABSENCE.

SW proposed that apologies be accepted from PCSO Andy Freeman, seconded by HC. All in favour

111/16. BOROUGH & COUNTY COUNCILLORS REPORT.

KER advised that 3 fallen trees had been reported along parish footpaths. 2 have been removed & 1 left near Wide Hole. A section of fencing & a damage stile is also to be repaired/replaced as appropriate.

Hedge cutting – KER has reported 2 in the parish – Stapleford Road & the stretch between “The Forge” & the Erewash boundary.

Overhanging trees – the trees near the M1 Bridge are the responsibility of Highways England & they have been informed of the issue.

Fly tipping in Cossall Road car park (technically Cossall) – this has been cleared by BBC. A horse owner has complained about the fencing around the car park as youths have been entering the horse field via this route. The horse owner was advised that they will need to contact the landowner as it is their responsibility.

Footpath 10 – KER advised that he hasn’t witnessed horse manure being left in the last month but he will keep an eye on it. He added that a few years ago a “No Horse-riding” sign was pulled down by riders & thrown in the canal. This has never been replaced or even retrieved from the canal. KER will continue to monitor the situation. He added that once when a 5 bar gate was erected the other side of the M1 to prevent access other than on foot, 2 horse riders were seen dismantling it with saws. It was suggested that a metal gate be installed instead. DP clarified the exact location in question with KER.

Damage to fencing – Nottingham Road M1 Bridge – This has been referred to Highways England.

Nottingham Road/Cossall Road Highways issues - The gully problem will be attended to but the road surface doesn't yet meet intervention levels.

Gully cleaning - This has now been reduced to once every 12 months & extending it to once every 18 months is currently under consideration.

GL asked for consideration to be given for the installation of a salt bin on Hill Rise. KER advised that he would be willing to contribute towards this from his divisional fund if the NCC's winter assistance scheme to parishes is still running this year. It was agreed that this should be considered on the October Council agenda.

GL asked if the highways weed killing programme has been cut back. KER advised that he has received a complaint on this issue & will give a full report on weed killing at the next meeting. **KER to action.**

KER left the meeting at this point.

112/16

BOROUGH COUNCILLORS REPORT.

JEB advised that she had been asked by a resident what percentage of green bin recycling actually goes to landfill. LB will consult officers at BBC & report back accordingly. **LB to action.**

GL asked about the new site allocations consultation in respect of why these sites have now come to the fore given that he thought that the Local Plan had already been agreed. LB advised that the Core Strategy will not be complete until next year & the Chetwynd Barracks land will not be released until 2020. It had been hoped that this along with other "bonus" sites would have reduced the need for housing elsewhere.

GL commented that part of the Bramcote site includes school land. It was noted that as Academy's need to raise funds themselves to rebuild etc. then selling parts of their sites for housing is a way to achieve this. DP enquired as to why the gate on the Cossall Road car park is no longer being locked. He advised that since this has been happening he has seen evidence of drug use at the site.

LB advised that the Field Farm planning application has now gone to appeal.

LB left the meeting.

LH made a point of order in respect of the Council's Standing Orders - this was noted by Members.

113/16.

TO APPROVE MINUTES OF THE OPEN FORUM & FULL COUNCIL MEETING -12TH JULY 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.

- 114/16. LOCAL POLICE REPORT - P.C.S.O. FREEMAN.
Members noted the content of the report which had been distributed prior to the meeting.
The Clerk advised Members of the outcome of a recent meeting of representatives from Notts. ALC & Nottinghamshire Police.
- 115/16. MATTERS ARISING FROM THE MINUTES: (FOR INFORMATION ONLY).
None.
- 116/16. MATTERS ARISING FROM THE "OPEN FORUM" - FOR INFORMATION ONLY.
- 116.1/16. Church Corner Crash Barrier.
It was noted that there was nothing further to report on this issue at this time. **KER to action.**
- 116.2/16 Suggested crossing on Ilkeston Road.
It was noted that there was nothing further to report on this issue at this time. **KER to action.**
- 116.3/16 Interactive speed signs.
It was noted that the sign on Stapleford Road near Derbyshire Avenue is still not working. It was agreed that the Clerk should report this to NCC again. **Clerk to action.**
- 116.3/16 Footpath gate - Nottingham Road.
It was noted that this has not been repaired but a temporary fix applied. The Clerk with the assistance of DP has already followed up on this with BBC. The vehicle damage to the fence in that area was reported at the same time.
- 117/16. 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. It was noted that a number of emails remain outstanding due to the recent summer break.

It was noted that the Clerk had processed over 830 emails since the last full Council meeting.

The Clerk reported that there had been an increase in non-parish Council related queries since the closure of the Stapleford cash office.

It was agreed that the Clerk should put a time limit for responses when required on emails to Members.

The fact that emails from Members had been reduced was welcomed. It was suggested that a note be kept of non-Parish Council queries to enable BBC to be advised if this becomes a major issue.

It was RESOLVED that the possibility of an intercom being installed on the front doors of the Parish Hall be looked into further by the Council. All in favour.

As a result of the above it was agreed that the general security of the Clerk whilst on the premises be discussed with her at the next available 1-1 meeting with her Line Manager.

PC to action.

Standing Orders were suspended for 10 minutes for refreshments.

118/16. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.
School Governor's Report.

It was noted that there was no School Governor's report due to the Summer Holidays.

Website.

Members noted the content of the report.

BBC Annual Meeting with Town & Borough Councils.

It was noted that PC, DP & the Clerk had attended this meeting. Members had been furnished with a copy of the agenda in advance of this meeting & PC had emailed all Members subsequently about the specific issue of Parish Plans. It was noted that nothing further had been received regarding possible training opportunities for the Clerk. Members were also asked to note that the Clerk has a hard copy of the Green Infrastructure Strategy document in the office should anyone wish to view/borrow it.

119/16. 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.

It was noted that a number of outstanding bank statements have been received over the summer period & so completed bank reconciliations will be sent out to Members in due course for their records.

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 – documents previously circulated.
Members were asked to note that no issues had been raised by the external auditors. BBC has been advised of the completion of the audit out of courtesy & the documents have been loaded onto the website etc. as previously advised.
- e) Workplace Pension update.
It was noted that the Council's declaration has been made & acknowledged by the Pensions Regulator.
- f) Merchant account enquiries – progress report.
It was noted that the Clerk has checked with NALC that it is legal for the Parish Council to accept payment by card. 2 suppliers have visited & supplied quotes, a third supplier declined to visit advising that PayPal may be a more suitable option for the Council's needs. It was noted that costings & relevant working papers had been distributed to Members prior to the start of the meeting.
A detailed discussion ensued & it was agreed that Members would review the information supplied to enable them to discuss this matter further at the October Council meeting.
Members to consider information supplied before next meeting.

120/16.

PARISH HALL PLAY PARK UPDATE.

It was noted that DP had sent an email earlier in the day confirming that he had validated the latest play park inspection sheets.

Tree Works – It was noted that these have been ordered but are yet to be completed. The Clerk has chased BBC for a date.

Correspondence from BBC – the Clerk has responded to BBC as agreed.

Litter Bin Update – It was noted that CMG had been unable to source a replacement liner. It was agreed therefore that the Clerk should obtain quotes for a suitable replacement bin. **Clerk to action.**

To consider a quote in respect of gate repairs – **It was RESOLVED that the quote for £390.00 from Kingsforth Security Fencing Ltd (the original suppliers) be accepted. All in favour.**

Clerk to action.

Members were asked to note that the company offering to assist with grants for additional equipment has not yet arranged a site visit with the Clerk.

121/16.

OPENCAST ISSUES – TROWELL/COSSALL.

Members were asked to note that there is nothing to report on this issue at this time.

122/16.

PARISH HALL MATTERS UPDATE.

Cllr. Pringle had circulated an email earlier in the day 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 monthly First Aid box checks up to & including 13th September 2016, weekly legionella checks up to & including 8th September 2016 & the monthly reports up to & including 8th September 2016. There were no issues to report.

Parish Hall Re-ordering Project Progress Report – latest documentation previously circulated. The Clerk reported that a contractor had visited the hall the previous day as part of the tender preparation works. Another contractor has arranged to visit the hall next week.

Car Park Lighting Update – to consider a quote for a new lighting timer.

It was RESOLVED that the quote for £120.00 exc VAT from AMP Electrical to supply & fit a new car park lighting timer be accepted. All in favour.

Clerk to action.

Following a detailed discussion **it was RESOLVED that the car park lights be set from dusk till 11pm seven nights a week. 7 For, 2 Against. Motion carried.**

Clerk to action.

Toilet facilities update – LH has kindly agreed to try & source some suitable replacement tiles.

Security Alarm contract – The Clerk will report back to PHGC on this as enquiries are ongoing.

New Year's Eve 2016

Following a detailed discussion of the current position, **HC proposed that the hall be closed on New Year's Eve, seconded by LH. 3 For, 4 Against. Motion failed.**

It was RESOLVED that the 2016 New Year's Eve date be offered to RH as a regular hirer, if they do not take up the slot then the hall

**will be closed on that date. All in favour.
action.**

Clerk to

FOTS Bookings Update – The Clerk advised that there has been no response to the Council’s emails to date, the Christmas disco forms have not been returned. The Christmas event times have not yet been confirmed & there has been no response to the request for information regarding the proposed Hog Roast. The Clerk reported back regarding the manual switch-on request following a discussion with the Council’s electrical contractor.

JEB queried that her full report from a meeting with FOTS had not been submitted to the Council for consideration.

JEB was advised by the Chair that a booking for the Christmas event has not yet been received from FOTS & the event is no longer the Council’s responsibility & the Council would not deal with bookings from other hirers in this way.

HC advised that social media indicates that the event is going ahead. DP was asked if he could try & obtain details of another contact for FOTS that the Clerk could try.

DP to action.

JEB left the meeting at this point.

Parish Hall Floor – potential sand & re-seal. It was agreed that the Clerk should look to obtain quotes for this work. **Clerk to action.**

Card payment options – progress report. It was noted that this had been dealt with elsewhere on the agenda & that the necessary changes to the hall hire agreement will be considered at the next PHGC meeting.

Clock in the memory of KB. MB advised that she wished to purchase a clock in memory of her late husband & have this located in the Parish Hall.

Following a brief discussion **it was RESOLVED that permission be granted for a clock & associated plaque to be installed in the annexe area of the hall. All in favour.** **MB to action.**

Central Heating Boiler Service – it was noted that this has been arranged for the morning of Monday the 19th September 2016.

To consider a request from the Trowell WI to use the Parish Hall Car Park on 16th November 2016 –Following a detailed discussion regarding the hall hirer requirements on the day in question **it was RESOLVED that the request from the WI be declined. All in favour.** **Clerk to action.**

Standing Orders were suspended for the remainder of the meeting.

Contact from Utility Wise – Following a brief discussion the Clerk was asked to advise the company that the Council does not wish to proceed with their services at this point in time. **Clerk to action.**

123/16. FIELD FARM PLANNING APPLICATION.

It was noted that details of the developer's appeal had been circulated to Members over the summer break.

124/16. OFFER OF LAND AT FIELD FARM.

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

125/16. HS2.

**To consider the following proposals from Cllr. Lockwood that:
This Council agrees to invite a member of the Stop HS2 Erewash group to speak at a forthcoming meeting. Proposed by GL,
Seconded by LH. 6 For, 2 Against – Motion carried. GL to action.**

This Council leaflet all of the properties in the village explaining what the impact of the proposed route would have on the village, and to invite residents to a meeting to discuss whether the Parish Council should co-ordinate opposition to the route or not. Proposed by GL, seconded by LH. All in favour. GL, LH & DP to action.

This Council call a public meeting as soon as possible to discuss whether or not the Parish Council should co-ordinate opposition to the route or not. Proposed by GL, seconded by DP. All in favour. GL, LH & DP to action.

It was noted that an article from the Ilkeston Advertiser (8/9/16) had been distributed to all Members for their information & that the latest HS2 information had been circulated to all members over the summer break.

126/16. CHRISTMAS LIGHTING.

It was noted that KER has awarded the scheme a £500 grant again this year. The Clerk has chased NCC regarding the licence application form.

127/16. LOCAL COUNCIL AWARD SCHEME.

There was nothing further to report on this issue at this time.

128/16. HEALTH & SAFETY UPDATE.

The revised Policy Statement & Policy document are with the Chair for signing, once these have been returned the Clerk will furnish Members with fresh copies for their packs. The Clerk will now move on to updating risk assessments etc. **PC & Clerk to action.**

129/16. ST. HELEN'S CHURCH, TROWELL - RE-ORDERING PROJECT.

There was nothing further to report at this time.

130/16. STANTON RECYCLING PLANNING APPLICATION UPDATE.

Recent update received from CMG following the reports over the summer. A copy of the relevant EA article has been circulated to all Members for their records.

131/16. FLOODING UPDATE - A609 NOTTINGHAM ROAD, TROWELL.

There was nothing further to report on this issue at present, it was therefore agreed to discharge this matter from the agenda for the time being.

132/16. ANNUAL REVIEW & ADOPTION OF STANDING ORDERS & FINANCIAL REGULATIONS.

The current documents are included in the Members Packs which had previously been distributed.

No suggested changes to Standing Orders have been received from members to date & NALC's model document has not been amended since 2013. **It was RESOLVED to make no changes to the Council's Standing Orders at this time. All in favour. No action req'd.**

In respect of the financial regulations review it was agreed that this be deferred until the card payments proposals have been finalized as should the Council proceed with this method of receiving income some amendments will undoubtedly be necessary.

133/16. PRS FOR MUSIC CONSULTATION.

It was noted that the consultation has only just closed so there is nothing further to report at this stage.

134/16. PARKING ON VERGES - TO CLARIFY THE PARISH COUNCIL'S STANDPOINT ON THIS ISSUE - UPDATE.

The Clerk is to draft a suitable piece to be put on the Council website on this issue. The draft will be circulated to Members for approval prior to publication. **Clerk to action.**

135/16. ANNUAL REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURES 1998 - DOCUMENTS PREVIOUSLY CIRCULATED.

Members were asked to supply the Clerk with any suggested changes by 3rd October 2016. It was noted that the Clerk has a copy of NALC's guidance on this issue should anyone wish to view it.

Members to consider.

- 136/16. ANNUAL REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 & THE DATA PROTECTION ACT 1998 – DOCUMENTS PREVIOUSLY CIRCULATED.

Members were asked to supply the Clerk with any suggested changes by 3rd October 2016. .

Members to consider.

- 137/16. ANNUAL REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA – DOCUMENTS PREVIOUSLY CIRCULATED.

Members were asked to supply the Clerk with any suggested changes by 3rd October 2016. .

Members to consider.

It was RESOLVED that in respect of items 135-137/16 if no suggested changes are forthcoming then the existing documents & policies should be readopted by this Council. All in favour.

Clerk to action.

- 138/16. COUNCILLORS EMAIL ADDRESSES.

Following further investigations DP asked that this matter be discharged from the agenda with no further action.

- 139/16. TO CONSIDER THE SITE ALLOCATIONS POTENTIAL ADDITIONAL SITES CONSULTATION – DOCUMENTS PREVIOUSLY CIRCULATED.

It was agreed that if Members wished to respond on this issue as none of the sites are in Trowell then they should do so on an individual basis.

- 140/16. SHALE WEALTH FUND – GOVERNMENT CONSULTATION – DOCUMENTS PREVIOUSLY CIRCULATED.

Members were asked to consider this item ready for the October Council meeting.

Members to consider.

- 141/16. CLERK'S REPORT.

Jazz in the Village – A copy of the draft newsletter is available this evening for members to consider. Posters & tickets have been received. Posters are going up this week & a press release will be sent out shortly. The poster has also been put on the website. It was agreed that LH & SW will meet to progress this matter further.

LH, SW & Clerk to action.

Dog Fouling – Nothing further to report.

Meeting Rules Reference Card – deferred until October Council.

M1 Widening Consultation – Thanks received for Members contributions.

To consider Notts. ALC 2016 AGM invitation – No one available to attend.

NALC Survey on Community-Led Housing – It was agreed that if Members wish to respond then they should do on an individual basis.

Data Protection Renewal – Members were asked to note that this is due for renewal in October.

Roadworks notification – previously circulated. Clerk had to contact NCC on Monday in respect of lack of signage on the Cossall Road works.

First Contact Signposting Scheme – documents previously circulated – Members are asked to note.

Church Clock – grant received. £500 grant received from KER. The Clerk was asked to send a thank you to KER. **Clerk to action.**

Ninebarrow enquiry – email previously circulated. Noted. No action.

Smart Motorways Programme – email previously circulated. Members were asked to note the content of the email.

Nottinghamshire Care & Support Directory – email previously circulated. Members were asked to note the content of the email.

Stapleford Community Group Newsletter – It was noted that a copy of this is now being delivered to the Parish Office.

Stanton Development – Ilkeston Advertiser article from 8th September 2016 has been distributed to all Members for their information.

Information has now been received from EBC – it was agreed that this matter should appear on the October Full Council agenda.

BBC Civic Service – PC unable to attend.

Lakeside Arts Invitation – for information.

142/16. TO DECIDE ITEMS FOR PRESS RELEASE.

The following items were suggested for the next press release:

- Jazz in the Village.
- HS2

Clerk to action.

143/16. Date of next meeting.

Tuesday 11th October 2016.

There being no further business the meeting closed at 10.12pm.

Signed.....Chairman

Date.....