

MINUTES OF THE TROWELL PARISH COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 12TH SEPTEMBER 2017, AT 7.15PM.

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

Clerk: Mrs. A. K. Mitchell.

DP opened the meeting with three procedural reminders from the Standing Orders as September's "thought for the evening".

Members were reminded that when emailing the Clerk, the Chairman should also be copied in as previously agreed. Members were also asked to respond when requested to in email consultations as it can save time at subsequent meetings.

125/17. DECLARATION OF MEMBERS INTERESTS.
 SW declared a non-pecuniary interest in items 141 & 142/17 on the agenda.
 CMG & RMG declared a non-pecuniary interest in item 138/17 on the agenda.

126/17. TO RECEIVE APOLOGIES FOR ABSENCE.
 None.

127/17. COUNTY COUNCILLOR'S REPORT - (JL).
 JL reported that the next NCC Council agenda is currently being compiled with the meeting taking place next week. He added that there is nothing controversial on the agenda but highlighted a quarrying application for Barton-in-Fabis that is to be considered. JL advised that as with the Shortwood Farm opencast it is the reinstatement of land after the event that concerns him most.

JL had attended a Tram meeting today which had among other issues discussed replacement bus services when they are needed in certain situations.

GL advised that he had unfortunately had to register a death in July & had been disappointed to discover that the Beeston Register Office is no longer operating. He would like to know if it is to be reinstated now that Beeston Library has re-opened after refurbishment.

JL to investigate.

GL advised that the Stapleford office is only open on one day each week & he was offered appointments at Arnold & Hucknall before he accepted one at Bulwell as you are only allowed 5 days within which to register a death.

GL also commented that Ilkeston & Nottingham Roads had both been surfaced dressed earlier in the year but now the Church Corner surface is in an appalling condition, worse than it was before the surface dressing works took place. GL asked when the new anti-skid surface that is planned will be installed.

JL to investigate.

KER commented that it was supposed to have been done during the first quarter of this financial year but that has not happened.

KER went on to say that he believes that the controlling party at NCC has put a block on the strategy involving mineral extraction & as a result if the Council has not got its rolling programme in place it could be in danger of losing its authority in this respect.

JL advised that he is aware of that possibility, adding that he has never liked the concept of Core Strategies or Local Plans.

128/17. COUNTY COUNCILLOR'S REPORT - (JD).

It was noted that no report had been received prior to the meeting.

129/17. BOROUGH COUNCILLOR'S REPORT (KER).

It was noted that a written report had been circulated prior to the meeting. KER advised that he had nothing further to add to this report.

KER commented that the Core Strategy or Local Plan cannot be ignored - local authorities have a legal obligation in this regard & if they do not meet it then the authority will be removed and in the most serious case scenario the Westminster government can impose their plans on the borough & county councils affected.

SW asked if the covert camera's previously referred to by LB & KER could be utilized in regard to recurrent fly tipping on Pit Lane. SW is convinced the dumping is being carried out by the same person each time.

KER & LB to action.

92/17.

BOROUGH COUNCILLOR'S REPORT (LB).

LB advised that it had been mentioned at the Annual Borough/Town/Parish Council's meeting that some money may be being made available in respect of Grounds Maintenance.

She added that many Borough Councillors who are not also Parish Councillors do not realise how hard parish council's work.

The Clerk advised Members of how parish councils are currently subject to "double taxation" in respect of grounds maintenance charges as opposed to non-parished areas.

LB feels that the annual meeting is a positive thing as it allows Clerks across the borough to meet each other.

DP commented that he was disappointed with how few Borough Councillors attended the meeting. LB agreed that it only tends to be the Borough Councillors from parished areas that attend the meeting.

GL raised a query regarding cremation fees. It was his understanding that anyone who used Bramcote Crematorium who lived outside either BBC or EBC paid a higher rate. It seems however, that this is no longer the case & he would like to know when the split fee system was abolished. He added that the cost of funerals has escalated in recent times partly due to an increase in cremation fees. He would like to know how much Bramcote Crematorium's fees have increased over the last 5 years.

LB to action.

JL left the meeting at this point.

DP asked how much it is costing BBC to clean up the rubbish at the Cossall car park each week in comparison with having it locked & then unlocked each day. He added that it is not just litter being left but evidence of drug use too.

MW suggested the use of covert cameras at this site too.

LB advised that she has asked the question before & the cost breakdown was not available but she agreed to ask again.

LB to action.

131/17. TO APPROVE MINUTES OF THE OPEN FORUM & THE FULL PARISH COUNCIL MEETING -11TH JULY 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 Full Parish Council meeting were approved & signed by the Chairman as an accurate record.

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

132/17. LOCAL POLICE REPORT.

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

Issues with motorcycles - DP advised that he had reported a problem to PT himself regarding an issue on a footpath. He had received the same response as the Council but to date nothing had been forthcoming from the Inspector referred to. The Clerk has not received the promised response either. It was noted that these illegal motorcycles are in evidence in the village every weekend at present.

It was RESOLVED that the Clerk should again raise this matter with PT. All in favour.

Clerk to action.

Following the response from DR it was **RESOLVED that PCSO Freeman should be invited to the October Council meeting & that the invite should keep being extended to every following Council meeting until he is on duty & able to attend. All in favour.**

Clerk to action.

133/17. MATTERS ARISING FROM THE MINUTES:

None.

134/17. MATTERS ARISING FROM THE "OPEN FORUM".

- 134.1/17. Bridleway 8: Stapleford Road to Garden Centre – progress report.
The Clerk advised that she had requested a quote as previously agreed & Members were asked to consider the response received from Tarmac.

It was RESOLVED to request a quote from Jointline as suggested by Tarmac. All in favour.

Clerk to action.

HC reported that the existing white lines are lasting well due to the new smooth tarmac but there are still a large number of near misses at the site as the lines are being ignored. She added that a “Give Way” sign may improve things in that respect.

The Clerk reported that BBC has advised that the banner did not have the necessary permissions & has been removed as a result. It was noted that some drivers have been observed missing the junction subsequent to its removal.

- 134.2/17 Signs on the public highway.
It was noted that the Clerk had nothing further to report & that no further complaints had been received. It was agreed therefore to discharge this matter from the agenda for the time being.

- 134.3/17 Stoney Lane – unauthorized access.
It was noted that an article will be included in the next Parish Council newsletter as requested. It was agreed therefore to discharge this matter from the agenda for the time being.

- 135/17. 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 DP & MB have not yet had the opportunity to review the mailing list as previously agreed. This will be undertaken at the earliest opportunity. **DP & MB to action.**

It was noted that since the July Council meeting the Clerk has logged over 670 emails on the current report. However due to the recent staffing issues although a number of messages have actually been dealt with several remain still to be recorded on the report itself. The Clerk will catch this up at the earliest opportunity.

Clerk to action.

LB left the meeting at this point.

136/17. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.
Website.

Members were asked to note the content of the report.

137/17. 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 advised that the machine has been installed & is operational.

e) 2016/2017 Annual Return Progress Report.

Members noted the content of the report from the external auditors.

f) Staff Salary Statements - Appendix 4 attached.

It was noted that the Clerk has not received any queries prior to the meeting.

138/17. 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.

It was noted that the necessary repairs to the play equipment identified as part of the installer's recent inspection have been ordered as previously agreed.

To consider a possible grant application - documentation previously circulated.

It was agreed not to proceed with this matter at present but concentrate efforts on acquiring funding for the planned re-ordering of the Parish Hall.

Clerk to action.

139/17. OPENCAST ISSUES - TROWELL/COSSALL.

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

KER left the meeting at this point.

140/17. 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:

Weekly legionella checks up to & including - it was noted that some have been missed as the Relief Caretaker had mistaken these for monthly tasks - this has been addressed with the Relief Caretaker by the Clerk & the situation rectified.

First Aid Box checklist up to & including 27/08/17.

Monthly legionella checks up to & including 07/08/17.

There were no issues to bring to Members attention.

Parish Hall Re-ordering Project Progress Report - It was noted that the Clerk is currently working through an Awards for All & a WREN application. Drafts will be submitted to the forthcoming PHGC meeting for discussion/amendment etc.

Clerk to action.

GL advised that in respect of correspondence received from Integrated Community Solutions he wanted the clerk to follow up on this.

Clerk to action.

Damage to hall floor - progress report. The works are complete and the Clerk will submit final supporting documentation to Hiscox later this week following approval of the final invoice at this meeting.

Clerk to action.

Security procedures – progress report. The Clerk reported that she is awaiting confirmation from BBC of the emergency number to be used on the alarm control panel & also details of what the security patrols required response will be. Members were asked to note that there may be issues to solve regarding re-setting the alarm after activation & the Clerk is looking into this matter.

It was noted that the alarm panel will be updated with the new Council mobile telephone numbers when the number from BBC has been confirmed so that the Council incurs only one call-out charge from the alarm company.

Members were also asked to note that the 2 remaining staff are currently providing call-out cover 24/7.

MW suggested the use of a key safe – it was noted that this had been considered previously but discounted due to insurance implications.

It was agreed that the Council was in a catch 22 situation until the necessary information has been received from BBC.

It was also noted that when the Clerk has chased something many times without success she should then be able to hand the matter off to the Chairman or Chair of Committee.

It was RESOLVED that the Clerk should contact the BBC Chief Executive stating the current difficulties and requesting the required number as a matter of urgency. All in favour.

HC commented that the traffic light system was no longer being used which system is included in the current Standing Orders. It was noted that the noting of actions on Council minutes had been amended by a previous Chair but if the traffic light system was to be re-instated in full then all members need to do is state which colour priority they wish to assign to each item.

RED – clerk to action.

Alarm issues – There was one false alarm over the Summer period.

Plumbing Works – progress report.

It was RESOLVED that the quote for plumbing repairs for £266 plus VAT from Antony Grice Ltd be accepted. All in favour.

The Clerk will now arrange for these works, the annual boiler service & the outstanding radiator repairs to be undertaken all at the same time. **Clerk to action.**

Standing Orders were suspended for a refreshment break.

Fire Alarm & emergency lighting servicing arrangements - progress report.

It was noted that the representative from O. Heap had visited the hall the previous day & that a quotation will now be prepared.

Use of Parish Hall for HS2 information event progress report. The Clerk will be finalizing arrangements, payments etc with HS2 tomorrow. It was noted that the Clerk will be on site for most of the day & that staff will not permit pallet trucks being taken into the main hall. The Clerk has placed posters in the hall, all Parish council noticeboards & at the Post Office.

Use of Parish Hall car park by parents for school events -

It was noted that the Clerk had spoken with DG at the end of the Summer term & he had confirmed that the School are unable to assist with Parking when events are taking place. As a result the Clerk closed the car park for the last assembly of the school year but re-opened it in time for the afternoon school run. The Clerk asked if this is how Members wish to continue but added that there may be issues that arise when the hall is in use at the same time as there is an event being held at the school. It was agreed to continue as previously agreed for the time being.

Caretaker - To receive an update & discuss the way forward.

The Caretaker will be returning to work on 25/9/17.

The Clerk outlined the current situation in respect of salary etc.

A return to work meeting was agreed for 10am on 25/9/17, LH, GC & SW will attend. The Relief Caretaker will be invited to attend a meeting immediately after to discuss ongoing arrangements. The Clerk will also contact NALC for advice on this issue. GC offered practical assistance going forward when required. **Clerk to action.**

The Clerk outlined the information she has received to date from the Caretaker regarding his ongoing recovery.

Members were asked to note that the Council will need to consider the continued functioning of the Parish Hall in both the short &

long-term in respect of the remaining staff involved. The Council has been an employee down for 3 months now which has caused strain. The remaining 2 Members of staff are however; willing to work with Members to formulate a workable solution for all parties involved going forward.

Water in the accessible WC - It was agreed the ask Antony Grice Plumbing & Heating Engineers to investigate this anomaly further.

RED

Legionella Testing - The Clerk reported that the Council's current contractor is retiring & has recommended a successor to take over from him to carry out the necessary inspections. It was agreed that the Clerk should make the necessary arrangements.

RED

141/17. FIELD FARM PLANNING APPLICATION.

There was nothing further to report on this item. It was therefore agreed to discharge this matter from the agenda for the time being.

142/17. OFFER OF LAND AT FIELD FARM.

Members were asked to consider the content of an email received from Trowell FC.

It was agreed that the content of the email should be duly noted for future reference & the writer advised that the Parish Council does not currently own the land in question but when the matter is resolved, parishioners will be consulted on the future use of the area as appropriate.

Clerk to action.

143/17. HS2.

Members were asked to note that the current consultations close before the next Council meeting takes place & the Clerk asked how Members wish to proceed.

It was agreed that responses to these consultations should be investigated & considered by Members.

DP to action. RED.

It was RESOLVED that the Parish Council is opposed to the HS2 project. 9 For 1 Abstention - Motion carried.

HC commented that Members have to respect the views of the parishioners even if their personal view differs. LH commented that any compensation will be paid a year after the line is

completed around 2034 & would only be payable to current householders & not future inheritors of the property involved.

- 144/17. CHRISTMAS LIGHTING.
The Clerk will be completing the licence application before the end of the month as usual. **GREEN.**
- 145/17. LOCAL COUNCIL AWARD SCHEME.
It was noted that as the Clerk reports to the F & GP Committee on this issue, this item could be discharged from the agenda for the time being - agreed.
- 146/17. HEALTH & SAFETY UPDATE.
DP is working through data safety sheets as previously reported. **DP to action.**
- 147/17. ST. HELEN'S CHURCH, TROWELL - RE-ORDERING PROJECT - REQUEST FOR FINANCIAL ASSISTANCE FROM TROWELL ST HELEN'S CHURCH PROGRESS REPORT.
It was noted that work is now underway & the Church is closed until the end of the year - a number of significant events will be held in the Parish Hall as a result. It was noted that LH will lay the wreath on the Parish Council's behalf at the Remembrance Day Service this year as DP will be unavailable.

Church Clock - It was agreed that the committed funds could be released to the Church on the basis of the documentation that they have submitted. **RED.**
- 148/17. STANTON RECYCLING - PROGRESS REPORT.
It was noted that CMG had received a response from the EA, a copy of which had been circulated to Members prior to this meeting. CMG advised that the EA are monitoring the situation & hopefully they will be conducting a site visit again to which she will receive an invite. It was noted that some changes have been made to the period when recyclable materials are being brought in.

To consider planning application - documents previously circulated.
It was RESOLVED to oppose the planning application in question - Application Code CW8/0817/38. 9 For & 1 Abstention - Motion carried. RED.

149/17. ANNUAL REVIEW & ADOPTION OF FINANCIAL REGULATIONS - PROGRESS REPORT.

The Clerk reported that she has not received any feedback from Members on this issue since the July meeting & asked therefore how Members wish to proceed.

It was RESOLVED to accept the revised document from NALC. All in favour. Clerk to action.

150/17. STANTON DEVELOPMENT - TO RECEIVE A PROGRESS REPORT.

It was noted that there was nothing further to report on this issue at this time & it was therefore agreed to discharge this matter from the agenda for the time being.

151/17. 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 & it was therefore agreed to discharge this matter from the agenda for the time being.

152/17 PHOTOCOPIER/PRINTER - LEASE EXPIRY.

It was noted that the Clerk has advised the supplier that the Council wishes to extend this lease for 12 months & is currently awaiting their further advices on this issue.

153/17. ANNUAL REVIEW & ADOPTION OF STANDING ORDERS.

The Clerk reported that she has not received any feedback from Members on this issue since the July meeting & asked therefore how Members wish to proceed.

It was RESOLVED not to make any changes at this time - next review date is September 2018. All in favour.

Traffic light system - It was agreed that Members need to look at how the Clerk implements this system in future. LH commented that it doesn't need reviewing but it does need following.

LH volunteered to look into the possibility of an assistant for the Clerk as it is clear that she does need some help. It was agreed that this item should be referred to the F & GP Committee with a pre-meeting of a working party to discuss this issue. **LH to action.**

Standing Orders were suspended until close of business.

- 154/17. NOISE ISSUE UPDATE.
It was noted that this matter had been referred to the Borough Councillors for Trowell as previously agreed.
- 155/17. ANNUAL REVIEW OF COUNCIL'S COMPLAINTS PROCEDURES - CURRENT DOCUMENTS ARE INCLUDED IN THE MEMBERS PACKS PREVIOUSLY DISTRIBUTED.
The Clerk asked Members to consider these documents & submit any feedback to the Clerk in advance of the October Council meeting. **Members to action.**
- 156/17. ANNUAL REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998 - CURRENT DOCUMENTS INCLUDED IN THE MEMBERS PACKS PREVIOUSLY DISTRIBUTED.
The Clerk asked Members to consider these documents & submit any feedback to the Clerk in advance of the October Council meeting.
- 157/17. ANNUAL REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA - CURRENT DOCUMENTS INCLUDED IN THE MEMBERS PACKS PREVIOUSLY DISTRIBUTED.
The Clerk asked Members to consider these documents & submit any feedback to the Clerk in advance of the October Council meeting.
- 158/17. NOTTINGHAMSHIRE "LAMP POST POPPY" CAMPAIGN.
It was noted that as agreed, documentation relating to this matter had been circulated to Members prior to the meeting.

It was agreed that the Clerk should check with the NCC highways department about any implications of the Parish Council taking part in this campaign next year. **GREEN.**

159/17.

CLERK'S REPORT.

Council Telephone Contracts - It was noted that the mobile telephones for Caretaking staff are now in service, one remains in the office as the Caretaker is currently off work. The contact numbers on the PH emergency telephone were to be updated the following day.

Parking of railway vehicles - nothing further to report. The Clerk will follow up on this issue now the Summer holidays are over.

Public Access to the Parish Office - As the Caretaker is not currently available; the Clerk is having to take on seeing hirers/contractors etc more regularly for hall visits etc. The Caretaker's duties are being spread between the Relief caretaker and the Clerk at present. The Clerk is screening phone calls & will not see visitors without an appointment if at all possible due to the current situation & she is not answering the door to unknown callers when she is alone on the premises.

It was noted that it had already been agreed for LH to look into the feasibility of an assistant for the Clerk before the October meeting.

Annual Borough/Town/Parish Council's Meeting - Attended by DP, HC & the Clerk on behalf of the Council. As a result "Operation London Bridge" will appear on the next F & GP agenda.

Scribe Course - The Clerk found this very helpful & is making progress/improvements with the system as a result.

Forthcoming Newsletter - to approve content.

HC left the meeting at this point.

After a detailed discussion the draft content for the newsletter was approved. **CMG to action.**

Tree at rear of Trowell Grove - Members were asked to note.

It was agreed that any further requests of this nature should be directed to Trowell's Borough and County Councillors as appropriate from the start.

Notts. ALC AGM - send apologies.

BBC Civic Service - no-one was available to attend.

Register of Interests - PS was advised that his form is still outstanding. **PS to action.**

Data Protection Course - GC to attend on Council's behalf.

160/17. TO DECIDE ITEMS FOR PRESS RELEASE.
The following items were suggested for the next press release:

161/17. Date of next meeting.
Tuesday 10th October 2017.

There being no further business the meeting closed at 10.25pm.

Signed.....Chairman

Date.....