

MINUTES OF THE TROWELL PARISH COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 14TH NOVEMBER 2017, AT 7.15PM.

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

Clerk: Mrs. A. K. Mitchell.

197/17. DECLARATION OF MEMBERS INTERESTS.
SW declared a non-pecuniary interest in items 213/17 on the agenda.

198/17. TO RECEIVE APOLOGIES FOR ABSENCE.
It was RESOLVED to accept apologies from DP. All in favour.

At this point LH took the opportunity to present SW with a certificate of appreciation as she will be standing down from the Council shortly when she leaves the area.

199/17. TO ELECT A VICE-CHAIRMAN.
It was noted that SW had chosen to step down from this role in anticipation of her forthcoming departure.

MB was nominated by SW, seconded by PS.
HC was nominated by CMG, seconded by RMG.

Both nominees accepted the nominations & no further nominations were forthcoming.

The proposals were put to the ballot - MB - 6 votes, HC 4 votes.

Cllr. Mrs. Margaret Birkitt was therefore duly elected as Vice-Chairman.

It was agreed that LH would stay in the Chair for the remainder of the meeting as she had prepared in advance.

200/17. COUNTY COUNCILLOR'S REPORT - (JL).

JL advised Members that he would submit a written report to the Parish Council following every NCC full Council meeting in future. The next one being in the following week.

JL is monitoring a planning application at Shilo Way & will report to the Parish Council on this matter as it develops.

GL raised the issue of the school crossing patrol vacancy & the safety issues that arise as a consequence at Church Corner/Nottingham Road. He advised that the Parish Council had been requesting that the Church Corner junction be light controlled for many years now & this could be an opportunity to solve two problems at once if lights were introduced now including pedestrian crossing facilities. GL asked for JL's assistance in this regard.

JL agreed to do what he can.

LH thanked JL for his attendance at the meeting.

201/17. COUNTY COUNCILLOR'S REPORT - (JD).

It was noted that no written report had been received in advance of the meeting.

202/17. BOROUGH COUNCILLOR'S REPORT (KER).

It was noted that a written report had been circulated prior to the meeting.

KER reported that he has spoken to an officer at BBC who cannot recall BBC ever having covert cameras. KER will investigate further as he can remember the purchase of such cameras being approved but he is not sure if they were ever bought.

He will report back on this & parking at Pit Lane in January.

KER advised Members of the changes to refuse collection rounds & the reasoning behind the changes. It was noted that this matter was included on the agenda issued for this meeting.

KER commented that the provision of school crossing patrols is not a statutory obligation & there are currently many vacancies across the borough. KER did suggest however that NCC should ask EBC for a contribution towards improvements at Church corner as two housing sites in Erewash, totaling 2,300 new homes will be sending 80% of their commuter traffic into Nottingham, through Trowell on

a daily basis. He added that the housing developers could be asked to contribute towards the costs of the suggested improvements.

KER left the meeting at this point.

203/17. BOROUGH COUNCILLOR'S REPORT (LB).

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

LB advised that she had been contacted by Cllr. Richard Jackson & had been asked about the state of the roads in Awsworth & Cossall. LB then drove around both parishes over a period of 2 days & has reported everything that she found requiring attention. She could not promise that this would mean everything would be attended to but it has all now been reported. HC confirmed with LB that the Stapleford Road slip road had been included in her report – it had. Members thanked LB for her efforts in this regard.

Crematorium fees – BBC have advised LB that the rules were changed between 2003 & 2005 but they have been unable to find any records relating to the changes. GL thanked LB for her efforts in respect of this issue.

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

JL left the meeting at this point.

204/17. TO APPROVE MINUTES OF THE OPEN FORUM & THE FULL PARISH COUNCIL MEETING -10TH OCTOBER 2017.

It was noted that the Clerk had received a request for a couple of minor changes by HC & as a result a revised draft of the minutes had been circulated to Members the previous day.

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

It was noted that the Clerk had not received any queries on the draft minutes prior to the meeting.

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

205/17. LOCAL POLICE REPORT.

It was noted that a report had not been received prior to the meeting.

The Clerk advised that the Tramadol incident had been reported as previously agreed & that she had chased a response regarding the motorcycling issues again as nothing further had been received since September.

HC mentioned the recent issues regarding car cruising at Chilwell Retail Park.

206/17. MATTERS ARISING FROM THE MINUTES:

None.

207/17. MATTERS ARISING FROM THE "OPEN FORUM".

207.1/17. Bridleway 8: Stapleford Road to Garden Centre – progress report.

The Clerk advised that the works were completed last week. HC had been able to visit contractors on site. An invoice has yet to be received.

208/17. 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 has processed over 590 emails since the October Council meeting.

LH reminded Members that if the Clerk requests a response to an email then could they please respond accordingly to the Clerk & Chairman accordingly.

MW apologized for struggling to keep up with the volume of emails being received.

MB advised that she & DP had discussed the correspondence list & DP will be contacting the Clerk regarding an email function that can be utilized to schedule the timings of sending emails to Members.

209/17. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.

Website.

Members were asked to note the content of the report.

210/17. 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.

Members were also asked to note the correspondence circulated prior to the meeting from the Co-Op Bank in respect of changes to general business terms & conditions.

- 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) Staff Salary Statements – Appendix 4 attached.

It was noted that the Clerk has not received any queries prior to the meeting. An updated statement for the Clerk was distributed prior to this meeting. It was noted that the Caretaker's statement has not yet been updated as the Clerk has only just received their latest timesheets for processing. An up to date copy will be circulated to Members upon its completion.

Clerk to action.

- e) 2018/2019 Budget Proposals.

The Clerk had nothing further to report on this issue as BBC's budget consultation doesn't finish until 30th November & so no further information has yet been forthcoming. The Clerk will continue to refine figures as more information becomes available.

211/17. PARISH HALL PLAY PARK UPDATE.

LH confirmed that she had validated the latest play park inspection sheets that evening & that there were no issues to report.

It was noted that the necessary play equipment parts have been received by Proludic & paid for by the Council.

212/17. PARISH HALL MATTERS UPDATE.

LH confirmed that she had checked & validated the following reports prior to the start of the meeting:

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 09/11/17.

First Aid Box checklist up to & including 09/11/17.

Monthly legionella checks up to & including 13/11/17.

There were no issues to bring to Members attention.

Parish Hall Re-ordering Project Progress Report - It was noted that the Clerk has arranged a meeting with Integrated Community Solutions as previously agreed. GL, HC will be attending. GC was also invited if he is available to attend

Damage to hall floor - progress report. The Clerk advised that the claim had been settled in full by Hiscox following the Clerk's querying of their initial offer & the payment has subsequently been received.

Security procedures - progress report. It was noted that the Clerk is now in receipt of the mobile telephone purchased for this purpose & so is now moving forward onto the next stage with the alarm company & BBC as appropriate.

Clerk to action.

Plumbing Works - progress report.

It was noted that these works are now complete.

Fire Alarm & emergency lighting servicing arrangements - progress report.

It was noted that the Clerk has chased the outstanding quote in this regard.

Caretaker - To receive an update.

The Return to work form has been signed off. The Caretaker is making good progress with the support of the Clerk, Relief Caretaker & GC as required.

Water in the accessible WC - It was noted that the works had been completed on Monday. It was a leak on the cold water feed that was causing the problem.

Legionella Testing - It was noted that the assessment has been carried out & that members have been supplied with a copy of the report for their records.

There is one item to be addressed & this has been passed to the Caretaker for attention within the next 3-6 months as required.

It was noted that one record sheet has gone astray – efforts are being made to locate it, the Clerk has confirmed by checking the minutes for the relevant time frame that the checks were carried out as their verification has been recorded accordingly.

The next assessment date of October 2019 has been logged with the new contractor as previously agreed.

Hand held vacuum cleaner – this has been ordered as previously agreed.

Wet/Dry Vac – missing wheel. This has been replaced.

Bulk Rubbish Collection – This has been completed as previously agreed by email consultation.

It was noted that the fire appliance service was due to be carried out the following day.

Portico noticeboards – the Clerk reported that these have now been installed & are in use.

213/17. OFFER OF LAND AT FIELD FARM.
There was nothing further to report on this issue.

214/17. HS2.
The Clerk reported that a proposed remit for the meeting had been sent to HS2 for consideration but that no response had been received to date.

215/17. CHRISTMAS LIGHTING.
The Clerk advised that the lights at the hall would be installed later in the week.
Village tree lights – the licence has been submitted, acknowledged by NCC & subsequent queries have been referred to contractors for attention. All the lights have been installed ready for lighting on the 24th November.

Standing Orders were suspended for 10 mins to allow for a refreshment break.

216/17. HEALTH & SAFETY UPDATE.

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

- 217/17. STANTON RECYCLING - PROGRESS REPORT.
 Planning Application - CW8/0817/38. It was noted that there was nothing further to report at this time.
- 218/17. ANNUAL REVIEW & ADOPTION OF FINANCIAL REGULATIONS - PROGRESS REPORT.
 A copy of the draft revised document had been circulated to Members prior to the meeting.
 It was agreed to remove clause 5.1 of the draft document.
 The Clerk will now issue the final document to all Members as required.
- 219/17. NOISE ISSUE UPDATE.
 There was nothing further to report on this issue as the matter has been referred to Borough Councillors as previously agreed.

 It was agreed therefore to discharge this matter from the agenda.
- 220/17. NOTTINGHAMSHIRE "LAMP POST POPPY" CAMPAIGN.
 It was noted that the Clerk has left a telephone message for the organiser about the Council getting involved next year but to date no response has been received. She will follow up accordingly.

 CMG commented that she had seen some of the poppies in situ this year & they were extremely effective.
- 220/17. APPOINTMENT OF A TEMPORARY ADMIN ASSISTANT - PROGRESS REPORT.
 It was noted that to date there had been 54 views of the advert on the website & 20 views of the application form.

 It was agreed to delegate authority to the Working Party on this issue (DP,MB,GL & LH) to proceed with the selection of candidates & appointing a suitable individual to the post.

Working Party to action.
- 222/17. BROXTOWE PART 2 LOCAL PLAN CONSULTATION - DOCUMENTS PREVIOUSLY CIRCULATED.
 Members were asked to note the content of an email received from KER on this matter.

- 223/17. I.D. BADGES.
 A copy of the proposed design had been circulated to Members prior to the meeting.
 It was agreed to proceed with the manufacture of the new cards with this design.
Clerk to action. AMBER.
- 224/17. HOLOCAUST MEMORIAL DAY.
 The Clerk advised that she had contacted the school, who had advised that they would be open to a discussion but could not commit without knowing what is involved. The school is potentially interested but for Yr6 students only given the material involved.
 LH will speak to DP on this issue. **LH to action.**
- 225/17. THE 2018-19 LOCAL GOVERNMENT FINANCE SETTLEMENT - TECHNICAL CONSULTATION PAPER - DOCUMENTS PREVIOUSLY CIRCULATED.
 Noted.
- 226/17. DISQUALIFICATION CRITERIA FOR COUNCILLORS AND MAYORS - CONSULTATION ON UPDATING DISQUALIFICATION CRITERIA FOR LOCAL AUTHORITY MEMBERS. - DOCUMENTS PREVIOUSLY CIRCULATED.
 It was RESOLVED to send the following responses to the questions posed on page 16 of the consultation document. All in favour.
 1. Yes
 2. No
 3. Yes
 4. Yes
 5. -
 6. No
 It was noted that there is currently no code of conduct in place for MP's as there is for Local Authority Members.
- 227/17. REFUSE COLLECTION RESCHEDULING - DOCUMENTS PREVIOUSLY CIRCULATED.
 Members were asked to note.
- 228/17. TECHNOLOGY DRIVE - CIVIL ENFORCEMENT OFF STREET PARKING PLACES ORDER 2018 - DOCUMENTS PREVIOUSLY CIRCULATED.

Noted.

229/17.

CLERK'S REPORT.

Parking of Railway vehicles - given the lapse of time the Clerk has sent a fresh email, this time to LT at NCC asking her to consider working with Network Rail on this issue. The Clerk has cc'd the County Councillors for Trowell on this email too.

Parish Office Update - The Clerk will reorganize the office with the new assistant once they have been appointed.

Tree at rear of Trowell Grove - There was nothing further to report on this issue & it was therefore agreed to discharge this matter from the agenda & leave it with BBC to action.

New Councillor Course - The Clerk is making the necessary arrangements with NALC & the necessary information will be distributed to the relevant Members in due course.

Nottingham City Part 2 Local Plan Consultation - It was noted that no feedback had been received from Members.

Parental Bereavement Leave - It was noted that documents had been circulated to Members prior to this meeting. It was noted that staff contracts would have to be updated accordingly.

Nottinghamshire Minerals Local Plan Issues & Options Consultation - it was noted that this will appear on the January 2018 Council agenda for consideration, details had been circulated to Members prior to this meeting.

230/17.

TO DECIDE ITEMS FOR PRESS RELEASE.

The following items were suggested for the next press release:

231/17.

Date of next meeting.

Tuesday 9th January 2018.

LH gave her apologies for this meeting.

There being no further business the meeting closed at 8.52pm.

Signed.....Chairman

Date.....