

**MINUTES OF THE TROWELL PARISH COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 9<sup>TH</sup> JANUARY 2018, AT 7.15PM.**

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Present: Cllrs. D. Pringle - Chairman, Mrs. C. McGann, R. McGann, G. Lockwood, 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), P.C.S.O. Freeman & Mrs. J. Murden (Asst. to Parish Clerk).

Clerk: Mrs. A. K. Mitchell.

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JM was formally introduced to Members.

232/17. DECLARATION OF MEMBERS INTERESTS.

None that the Clerk is aware of.

233/17. TO RECEIVE APOLOGIES FOR ABSENCE.

**It was RESOLVED to accept apologies from LH. All in favour.**

234/17. CASUAL VACANCY UPDATE.

It was noted that the deadline to request a poll was Wednesday & that BBC would notify the Clerk of the outcome on Thursday.

HC advised that she has spoken to someone who has shown interest in applying.

235/17. COUNTY COUNCILLOR'S REPORT - (JL).

JL's written reports had been circulated to Members prior to the meeting.

JL advised Members that in respect of fracking the Thoresby Estate is private property in the care of NCC & not owned by it.

Fire Authority - JL outlined issues in respect of full-time & retained firefighters.

JL commented on health & social care issues.

JL added that he had been unaware until recently of the need to reaffirm footpaths that were there at the time of the 1804 and Closure Act, had never been used but are still there in law. He added that public access cannot be denied if there is a footpath in law.

DP advised that all the footpaths in the Parish are formally recorded.

- 236/17. COUNTY COUNCILLOR'S REPORT - (JD).  
It was noted that no written report had been received in advance of the meeting.

- 237/17. BOROUGH COUNCILLOR'S REPORT (KER).  
It was noted that no written report had been received prior to the meeting.

KER had nothing to report.

KER commented that he had been sorry to hear about Trowell School's OFSTED report & suggested that JL follow this up at NCC.

KER congratulated the Parish Council in respect of the excellent Christmas lighting display & should be very proud of the comments received on how nice the village looks.

- 238/17. BOROUGH COUNCILLOR'S REPORT (LB).  
It was noted that no written report had been received prior to the meeting.  
LB advised that she had nothing to report as she had been away.  
LB reported that Awsworth PC also provide their own Christmas lights, but added that they would be looking to BBC for some funding in future.  
LB commented that some grounds maintenance money should be forthcoming in the next financial year from BBC. DP commented that this had been mentioned at the NCC meeting in December but none of the Parish Council's were aware of this at the time. The letter regarding it arrived at the office the following day.

- 234/17. TO APPROVE MINUTES OF THE OPEN FORUM & THE FULL PARISH COUNCIL MEETING -14<sup>TH</sup> NOVEMBER 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.

- 240/17. LOCAL POLICE REPORT.  
 P.C.S.O. Freeman was welcomed to the meeting.  
 It was noted that AF had been working in the Trowell area for 16 years now. He outlined the changes in Police reports & the availability of information on the website.  
 AF added that Trowell has a very low crime rate.  
 1 burglary, 2 shed break-ins & one theft from a motor vehicle.  
 It was noted that some offenders had been apprehended in respect of auto crime & burglaries.  
 AF outlined future plans for the area.  
 Off road motorcycles – AF advised that a number of bikes have been confiscated over the past through years. Members advised AF of the current problem times & locations & AF agreed to try his best in this regard. AF was advised that off-road motorcyclists are purchasing fuel from a service station in Stanton every Sunday. It was noted that Derbyshire Police had also been quite pro-active in this area last year.  
 AF was advised of the incident the Parish Council had reported last year in respect of bikes coming into the area from Bilborough.  
 It was noted that there are legitimate off-road riders using sites in the area that trailer their bikes to where they ride, this unfortunately then attracts those who ride illegally to venues too.  
 Pit Lane – it was noted that drug related activity is on the increase again. AF will visit as often as he can.  
 It was agreed that the Council should continue to report items to AF through the Clerk.  
 AF was then thanked for his attendance at the meeting.

KER, LB, JL & AF left the meeting at this point.

- 241/17. MATTERS ARISING FROM THE MINUTES:  
 None.
- 242/17. MATTERS ARISING FROM THE “OPEN FORUM”.
- 242.1/17. Bridleway 8: Stapleford Road to Garden Centre – progress report.  
 The Clerk advised that the invoice has now been received settled.
- 243/17. 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 720 emails since the November Council meeting.

244/17. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE. Website.

Members were asked to note the content of the report.

Governor's Report.

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

DP reported on the recent OFSTED inspection at the school.

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

245/17. 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) Staff Salary Statements - Appendix 4 attached.

It was RESOLVED to approve salary statements listed in the appendix.

e) 2018/2019 Budget Proposals.

Members were asked to note the recent developments in respect of Parish Referendum principles which had been circulated prior to the meeting.

Members were also asked to note the updated draft budget proposals that had been circulated prior to the Christmas break. This will be revised again up to the month ending 31/01/18.

Members were asked to note that following a meeting on this issue with the Chair of Finance & General Purposes a specific short Council Meeting had been called for the 30<sup>th</sup> January to set the 2018/2019 precept & budget. The agenda for this meeting had been distributed to members prior to the start of this Council meeting.

It was noted that it is likely that the Council will have to fund some expenditure for the next couple of years through general reserves. It was also noted that the Clerk is aiming to make the new Assistant's post self-financing in the next 18-24 months. Members were asked to submit any further suggestions that they wish the Clerk to include in the budget working papers to her as soon as possible.

f) Notification of external auditor appointments for the 2017/2018 financial year – documents previously circulated.

Members are asked to note the new appointment & that the Clerk has signed up for a training webinar with the new auditors later this month.

246/17. PARISH HALL PLAY PARK UPDATE.

DP confirmed that he had validated the latest play park inspection sheets, an email had been circulated to Members prior to the meeting & there were no issues to report.

BBC – Grounds Maintenance Offer – documentation circulated prior to the meeting.

**It was RESOLVED to accept the offer from BBC for 2018/2019 financial year in respect of grounds maintenance work at the Parish Hall & playpark. All in favour. Clerk to action.**

247/17. PARISH HALL MATTERS UPDATE.

DP confirmed that he had checked & validated the following reports & that an email had been sent to all Members prior to 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 04/01/18.

First Aid Box checklist up to & including 08/01/18.

Monthly legionella checks up to & including 08/01/18.

There were no issues to bring to Members attention.

Parish Hall Re-ordering Project Progress Report – It was noted that documentation in relation to this issue had been circulated to

Members prior to the meeting. It was also noted that the Council would have to provide the necessary information to enable an application to be completed.

**It was RESOLVED to accept the quote of £5,200 plus VAT if successful from ICS to submit a funding application to WREN on the Council's behalf. 9 For, 1 Abstention - Motion carried.**

**Clerk to action.**

Security procedures - progress report. Volunteers were sought for the Rota & it was requested that an agreed timeframe for each shift be approved. This decision was referred to the Parish Hall & Grounds Committee for consideration. It was agreed that Clerk should not be included on the list of volunteers & the Caretakers should only be added if they volunteer.

**Clerk to action.**

Fire Alarm & emergency lighting servicing arrangements - progress report.

It was noted that the Clerk has again chased the outstanding quote in this regard but nothing has been received to date.

Caretaker - To receive an update.

The Clerk reported that the Caretaker is now back on full duties. It was agreed that the caretaking staff should not be responsible for getting out or putting away the indoor bowls mats. These items belong to the hirers & are their responsibility.

Cleaning equipment update - Hand held vacuum has been received & is in use.

New kitchen trolley - Received & is in use.

Fire Appliance Service - Completed - no issues.

Car Park Surface & drainage issues - It was agreed that the works should be put out to tender & then a grant application be made as appropriate.

**Clerk to action.**

248/17. OFFER OF LAND AT FIELD FARM.

There was nothing further to report on this issue.

It was agreed that the Clerk should chase this issue for an update.

**Clerk to action.**

249/17. HS2.

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

- 250/17. CHRISTMAS LIGHTING.  
The Clerk advised that there had been some timer issues but no complaints had been received. The Parish Hall lights have already been removed & returned to storage.
- It was agreed that Members should email feedback to the Clerk who should then incorporate this in asking for quotes for Christmas 2018.
- 251/17. HEALTH & SAFETY UPDATE.  
It was noted that the Policy Statement needs re-issuing & signing by the current Chairman. This was available for signing at the end of the meeting.
- 252/17. STANTON RECYCLING - PROGRESS REPORT.  
Planning Application - CW8/0817/38. It was noted that there was nothing further to report at this time.
- 253/17. ANNUAL REVIEW & ADOPTION OF FINANCIAL REGULATIONS - PROGRESS REPORT.  
It was noted that a new document has been issued as previously agreed.
- 254/17. NOTTINGHAMSHIRE "LAMP POST POPPY" CAMPAIGN.  
It was noted that the Clerk has obtained the relevant contact details from NALC & is following up on this as requested.
- 255/17. APPOINTMENT OF A TEMPORARY ADMIN ASSISTANT - PROGRESS REPORT.  
It was noted that JM has been appointed & is now in post, progress is being made but has hindered by IT issues which GL is assisting with resolving.  
It is planned that JM will gradually take on the role of day to day running of the Parish Hall along with some miscellaneous admin duties. This will free up the Clerk for her Council, Committee & RFO duties.
- 256/17. I.D. BADGES.  
JM will undertake the production of these, once the current IT issues have been addressed.

**Assistant to the Clerk to action. AMBER.**

257/17. HOLOCAUST MEMORIAL DAY - SATURDAY 27<sup>TH</sup> JANUARY 2018.

It was agreed by the Members involved not to pursue this matter further with the school at this time.

It was noted that DP will be attending the BBC service on behalf of the Council.

258/17. DISQUALIFICATION CRITERIA FOR COUNCILLORS AND MAYORS - CONSULTATION ON UPDATING DISQUALIFICATION CRITERIA FOR LOCAL AUTHORITY MEMBERS. - UPDATE.

It was noted that a response had been submitted as previously agreed.

259/17. NOTTINGHAMSHIRE MINERALS LOCAL PLAN CONSULTATION - DOCUMENTS PREVIOUSLY CIRCULATED.

The contents of the documents were duly noted.

260/17. TO CONSIDER A PROPOSAL FOR A MEMORIAL TO THE LATE MRS. N. POTTS TO BE SITED AT THE PARISH HALL.

It was noted that documentation relating to this issue had been circulated to Members prior to the start of the meeting.

It was noted that LH had suggested that it would be appropriate to fund any memorial, of approved though the Festival of Britain budget.

**It was RESOLVED to plant a tree in memory of Mrs. N. Potts in the Parish Hall play park grounds. All in favour.**

HC will contact the family to establish what variety of tree they would prefer.

It was also agreed that an idea for a Roll of Honour somewhere in the building be referred to the Finance & General Purposes Committee for consideration. **Clerk to action.**

261/17. CLERK'S REPORT.

Parking of Railway vehicles - GL commented that he was amazed by NCC's response. It was noted that the Clerk is following up in connection with this with some photographs that DP had submitted previously of the area in question.

Parish Office Update - It was noted that the furniture has been re-organized to accommodate the new member of staff. It was note that a new office chair has had to be ordered as a result.

New Councillor Course - Places booked for GC & MW as previously agreed.

2018 NALC Training Courses - Interest registered as agreed through email discussion.

Church Re-opening - details had been circulated by email to all Members the previous day.

Smell - Members were asked to note an email from a parishioner & the Clerk's subsequent response.

Civic Award for Danny Corns - It was agreed to invite DC to the APM as an acknowledgement.

262/17. TO DECIDE ITEMS FOR PRESS RELEASE.  
The following items were suggested for the next press release:  
Casual Vacancy if appropriate.

263/17. Date of next meeting.  
Tuesday 13<sup>th</sup> February 2018.

There being no further business the meeting closed at 9.48pm.

Signed.....Chairman

Date.....