

**MINUTES OF THE TROWELL PARISH COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 13<sup>TH</sup> FEBRUARY 2018, AT 7.15PM.**

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Present: Cllrs. D. Pringle – Chairman, G. Lockwood, Mrs. H. Cumberpatch, M. Westmoreland, Mrs. M. Birkitt, Mrs. L. Harley, G. Cotton (part meeting), P. Singer, Ms. N. Brooks (part meeting), K. E. Rigby (BBC), J. Longdon (NCC), Dr. J. Doddy (NCC) & Mrs. J. Murden (Asst. to Parish Clerk).

Clerk: Mrs. A. K. Mitchell.

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It was noted that GC would be late joining the meeting.

268/17. DECLARATION OF MEMBERS INTERESTS.  
NB declared a non-pecuniary interest in item 292/17 on the agenda.

269/17. TO RECEIVE APOLOGIES FOR ABSENCE.  
**It was RESOLVED to accept apologies from CMG, RMG & LB. All in favour.**

270/17. CASUAL VACANCY UPDATE.  
It was noted that the advert had appeared in the Ilkeston Advertiser.

Members were asked to consider an application that had been received from Ms. Niamh Brooks.

LH thanked NB for applying & checked that she was aware of the level of commitment involved in the position. NB advised that she was.

**It was RESOLVED to hold a secret ballot on this issue. 5 For, 2 Against. NB was duly elected to the Trowell Parish Council, signed her declaration of acceptance & joined the meeting.**

DP welcomed NB to the meeting.  
271/17. COUNTY COUNCILLOR'S REPORT - (JL).  
JL's written reports had been circulated to Members prior to the meeting.

LH thanked JL for his help regarding a highway issue on Roehampton Drive recently.

The Clerk will follow up with JL regarding a parking issue shortly.

Shortwood Opencast – JL asked Members to note that the approval is coming up to its third year (June 2015) & no work has started as yet.

272/17. COUNTY COUNCILLOR'S REPORT – (JD).

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

JD provided Members with a copy of the Health & Wellbeing Strategy document 2018-2022. It was noted that this focuses on smoking, obesity & alcohol.

273/17. BOROUGH COUNCILLOR'S REPORT (KER).

It was noted that a report from KER had been circulated to Members prior to the meeting.

GL raised the issue of the future of the Town Hall building in Beeston. GL is concerned that if the final decision incurs a cost then that should be borne by the residents of Beeston & not by the remainder of the borough.

KER understood that point of view, adding that this was mentioned at the BBC full council meeting last week.

KER commented that BBC is a borough council & there should be some respect for that Council & why should Members not have a formal council chamber with space for a public gallery. He is not aware of where council meetings will be held if the Town Hall is disposed of. He added that it is almost as if preparations are being made for a unitary authority & although in these times of austerity there is a good argument for savings with a unitary authority but local services are affected as a UA is so much larger & local knowledge is lost.

He does acknowledge that members of the public are not aware of which authority is responsible for what service.

DP reported on the transporting of spoil from the old St John's College demolition to a site at the Old Forge in Trowell.

KER agreed to investigate adding, that he thinks that the developers should be charged for the road sweeping that was required to clean up the mess.

LH reported that the sweeping operations near Trowell Park were just moving the debris from the gutters into the centre of the road rather than actually removing the accumulations of spoil.

GL reported that the tractors & trailers being used in the movements are illegal as they have no front brakes.

It was noted that gullies are being blocked as a result of the fallen spoil & GL also advised that Nottingham Road across The Moor is starting to flood again.

GC joined the meeting at this point.

274/17. BOROUGH COUNCILLOR'S REPORT (LB).

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

275/17. TO APPROVE MINUTES OF THE OPEN FORUM & THE FULL PARISH COUNCIL MEETING -9<sup>TH</sup> JANUARY 2018.

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.

276/17. LOCAL POLICE REPORT.

The content of the report which had been circulated prior to the meeting was duly noted.

It was noted that there had been a spate of shed break-ins in the Wortley Avenue/ Trowell Grove area recently.

277/17. MATTERS ARISING FROM THE MINUTES:

None.

278/17. MATTERS ARISING FROM THE "OPEN FORUM".

278.1/17. Bridleway 8: Stapleford Road to Garden Centre.

It was noted that the new Give Way lines are being ignored by divers exiting the junction.

**It was RESOLVED to contact NCC advising them of the issue & requesting the installation of appropriate signage. All in favour.**

279/17. TO DEAL WITH CORRESPONDENCE.

The Clerk had not received any queries about this list prior to the meeting.

APPENDIX 1 - Noted.

MB reported that she cannot see any way of reducing this list further.

It was noted that the Clerk has processed over 450 emails since the January Council meeting & the Assistant to the Clerk 58, it was noted that this latter figure is likely to increase as more tasks are transferred to the Assistant to the Clerk.

**It was RESOLVED that Traffic Signals Bulletins should be placed on the website where appropriate. All in favour.**

**Clerk to action.**

JL & KER left the meeting at this point.

280/17. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE. PARISH HALL & GROUNDS COMMITTEE - 23<sup>RD</sup> JANUARY 2018.

The minutes of the Parish Hall & Grounds Committee & the proposals contained therein were presented & moved by GL. Seconded by HC. All in favour.

A draft local regular hirer's letter was approved for dispatch.

A draft letter to the WI was approved for dispatch.

A revision to the Parish Hall Hire agreement was approved.

Draft revised guidelines for Members/Staff etc. hiring the hall were approved.

NEWSLETTER EDITORIAL COMMITTEE - 23<sup>RD</sup> JANUARY 2018.

The minutes of the Newsletter Editorial Committee & the proposals contained therein were presented & moved by HC. Seconded by GL. All in favour.

HC reminded Members of the deadline for the submission of articles to the Editor.

DP requested that the distribution list be reviewed again.

NB volunteered to deliver both Derbyshire & Smithfield.

SHORT COUNCIL MEETING - 30<sup>TH</sup> JANUARY 2018.

The minutes of the Short Council Meeting & the proposals contained therein were presented & moved by DP. Seconded by GC. All in favour.

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 advised that there is no written report as Members receive the school newsletter electronically each week.

HC reported that she does not receive it. DP will look into rectifying this.

GL noted DP's comments but requested that Members be kept informed regarding the progress of the OFSTED report.

DP that work has started on what has been asked for & he will report back to members when he knows more.

281/17.

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.

LH requested that the Clerk make arrangements to receive CO-OP bank statements online. **Clerk to action.**

LH requested that a breakdown of the General Admin code be supplied to members each month. **Clerk to action.**

- 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.

Members were asked to note that this was approved at the Short Council Meeting on 30<sup>th</sup> January 2018 & that BBC had been advised of the precept request accordingly.

f) 2017/2018 Final Accounts.

It was noted that the latest information on this subject from SLCC had been circulated to Members prior to the start of this meeting.

**It was RESOLVED that in future such information should be circulated by email rather than in printed format.**

**Admin staff to action.**

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

JD left the meeting at this point.

282/17. 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.

283/17. 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 13/02/18.

First Aid Box checklist up to & including 06/02/18.

Monthly legionella checks up to & including 06/02/18.

There were no issues to bring to Members attention.

Parish Hall Re-ordering Project Progress Report - It was noted that the office staff are compiling various information for ICS in respect of the WREN application.

It was noted that Members need to resolve in respect of a preferred contractor. A list had been attached to this agenda for Members consideration.

**It was RESOLVED to select Harold Adkin as the Council's preferred contractor for this project at this stage. All in favour.**

It was noted that Members need to agree an amount to commit to the application. Members were advised that the PHLTPF currently stands at £25,600.

**It was RESOLVED to allocate £25,000 to the re-ordering application at this stage. All in favour.**

Security procedures – progress report.

It was noted that the introduction of the rota had been deferred by the Chairman. The Clerk remains on call for the Parish hall security alarm.

DP & GL are meeting on this issue in respect of moving this responsibility to another contractor at no additional cost to the Council. They will report back in due course.

Fire Alarm & emergency lighting servicing arrangements – progress report.

It was noted that the Clerk has again chased the outstanding quote in this regard and has been advised that it should be with the Council in time for the next meeting.

Car Park Planned Maintenance.

A draft tender notice was approved for distribution.

**Clerk to action.**

Parish Hall Booking Arrangements – The Assistant to the Clerk advised Members of some issues being experienced in respect of recently introduced booking arrangements.

It was agreed that she should monitor these issues & report back to Members at the next PHGC meeting.

**Assistant to the Clerk to action.**

It was noted that the playpark gate has not been locked for the past 3 nights – BBC have been contacted.

It was noted that the De-Fib unit has now been logged correctly by EMAS & has been serviced. It was agreed to take up the training offered by EMAS for this unit.

- 284/17. OFFER OF LAND AT FIELD FARM.  
It was noted that an update has been requested but that to date a response has not been received.
- 285/17. HS2.  
DP advised that Members had met with PW of HS2 Ltd. It was noted that two traffic surveys are to be carried out in the East Midlands shortly.  
It was noted that representatives of HS2 Ltd will update Members at a Short Council meeting in April. A draft agenda for the proposed meeting was approved by Members.
- 286/17. CHRISTMAS LIGHTING.  
It was noted that a quote has been requested from AMP in respect of the Parish hall lights.  
It was noted that as agreed a quote has been requested from Leisure Lites in respect of the village lights.  
It was agreed to investigate obtaining funding towards the Christmas lights from the Borough and/or County Councils in line with other areas.  
The Clerk has contacted BBC re the Christmas Tree & BBC will attend to tidy up both the tree and its surround when they are next in the area.
- 287/17. HEALTH & SAFETY UPDATE.  
It was noted that the updating of the Council's risk assessments is currently being undertaken by the Assistant to the Clerk with the support of the Chairman and the Clerk.
- 288/17. STANTON RECYCLING - PROGRESS REPORT.  
Planning Application - CW8/0817/38. The Clerk has requested an update from DCC.  
GL updated Members in respect of noise issues which had been brought to his attention before Christmas but it appears that whatever the source, it has now ceased.
- 289/17. NOTTINGHAMSHIRE "LAMP POST POPPY" CAMPAIGN.  
It was agreed to defer a decision on this matter until the next meeting. Sponsorship of the poppies was suggested.
- 290/17. APPOINTMENT OF A TEMPORARY ADMIN ASSISTANT - PROGRESS REPORT.



IT issues resolved but some ongoing concern regarding the new laptop.

A review meeting took place last week with the Chair and Chair of F & GP with a report to be submitted to the next F & GP meeting.

Training is ongoing as enquiries from the public allow.

291/17. DISQUALIFICATION CRITERIA FOR COUNCILLORS AND MAYORS - CONSULTATION ON UPDATING DISQUALIFICATION CRITERIA FOR LOCAL AUTHORITY MEMBERS. - UPDATE.

It was agreed that this item should be discharged until an update is received.

292/17. MEMORIAL TO THE LATE MRS. N. POTTS TO BE SITED AT THE PARISH HALL - PROGRESS REPORT.

It was noted that the family have indicated a preference for a Cherry Tree.

It was noted that Member approval would be required for a tree to be sourced & to set a budget. It was noted that the tree would be funded through the FOB budget head.

It was requested that PS investigate the sourcing of a tree further & obtain prices. **PS to action.**

293/17. CLERK'S REPORT.

Parking of Railway vehicles -The Clerk is following up with NCC on this issue & she has reported some fresh damage she observed at the site.

2018 NALC Training Programme - Heard nothing further to date.

APM Invitation - It was agreed to invite DC for a presentation.

Main noticeboard -**It was RESOLVED to set a budget of £1,000 to source a suitable replacement. This to be delegated to the admin staff to arrange. All in favour. Asst. to the Clerk to action.**

Fly a Flag Event -Monday 12<sup>th</sup> March 2018. It was noted that the Chair is unable to attend this event.

New ID Badges - these have now been produced by the Assistant to the Clerk & were issued prior to the start of the meeting.

Annual Borough/Town/Parish Meeting – Thursday 26<sup>th</sup> July 2018  
at 7pm in the Beeston Town Hall.

Welcome Packs – 6 packs are available for Members distribution  
this evening as requested.

294/17. TO DECIDE ITEMS FOR PRESS RELEASE.  
The following items were suggested for the next press release:  
New Councillor.

295/17. Date of next meeting.  
Tuesday 13<sup>th</sup> March 2018.

DP gave his apologies for this meeting.

There being no further business the meeting closed at 9.40pm.

Signed.....Chairman

Date.....