

MINUTES OF THE TROWELL PARISH COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 10TH APRIL 2018, AT 7.15PM.

Present: Cllrs. D. Pringle – Chairman, Mrs. L. Harley, G. Lockwood, Mrs. H. Cumberpatch, M. Westmoreland, Mrs. M. Birkitt, G. Cotton, P. Singer, Ms. N. Brooks, Mrs. C. McGann, K. E. Rigby (BBC), Mrs. L. Ball B.E.M. (BBC), J. Longdon (NCC), J. Doddy (NCC), Mrs. J. Murden (Asst. to Parish Clerk) & Mr. E. Curry (Nott'm City Council).

Clerk: Mrs. A. K. Mitchell.

322/17. DECLARATION OF MEMBERS INTERESTS.
NB declared a non-pecuniary interest in item 345/17 on the agenda.

323/17. TO RECEIVE APOLOGIES FOR ABSENCE.
It was RESOLVED to accept apologies from RMG.

HC joined the meeting at this point.

324/17. PRESENTATION ON THE WW1 CENTENARY ROLL OF HONOUR MEMORIAL PROJECT.
An informative presentation followed on the proposed new war memorial in Nottingham.

Details will be circulated by the Clerk to all Members following the meeting.

Clerk to action.

EC left the meeting at this point.

325/17. COUNTY COUNCILLOR'S REPORT - (JL).
It was noted that no written report had been received in advance of the meeting.
Unfortunately JL had been unable to attend the last NCC meeting.

326/17. COUNTY COUNCILLOR'S REPORT - (JD).
It was noted that no written report had been received in advance of the meeting.

The following items were reported-

Funding request for Whizz Kids. JD is running the 2018 London Marathon to raise money for this charity.

The Health & Well Being strategy was presented to NCC full council where it was approved.

There was a presentation at the NCC full council meeting by the Fire Chief in respect of reductions to full time staff numbers.

The issue of reducing single use plastics was discussed by NCC Members & the associated report approved.

The issue of delayed payments in respect of the roll-out of Universal Credit was also discussed by County Council Members & concerns raised.

It was noted that NCC have been allocated a further £20million funding to be spent on highways but it will continue to be difficult to meet all expectations in this area.

JD advised that funding will be allocated on the length of road in each area.

Members raised the issue of the condition of the A609 through the village, also the poor workmanship of pothole repairs & commented on the need to re-introduced programmed maintenance schemes.

327/17.

BOROUGH COUNCILLOR'S REPORT (KER).

It was noted that KER had reported that the requested dog bin on Stapleford Road will be installed within the next 30 days.

KER commented that new housing developments in adjacent boroughs increase traffic numbers through the village as people commute to Nottingham.

Playpark grant from BBC - it was noted that this had been calculated using a matrix including numbers of properties & facilities provided.

It was noted that the issue with the public footpaths on the Trowell Park development referred by the Parish Council had been raised with BBC as landowners.

- 328/17. BOROUGH COUNCILLOR'S REPORT (LB).
 It was noted that a written report had been circulated to Members prior to the meeting & that the requested dog bin has been approved & will be sited at Stapleford Road Railway Bridge.
- LB was advised of damage to verges & fencing at Pit Lane, she will report accordingly.
- 329/17. TO APPROVE MINUTES OF THE OPEN FORUM & THE FULL PARISH COUNCIL MEETING -13TH MARCH 2018.
 It was noted that the Clerk had not received any queries prior to this meeting.
- The minutes of the Open Forum were approved for signing by the Chairman as an accurate record.
- The minutes of the Full Parish Council meeting were approved for signing by the Chairman as an accurate record.
- 330/17. LOCAL POLICE REPORT.
 The content of the report which had been circulated prior to the meeting was duly noted.
- It was noted that suspicious incidents have been quite high recently, these have been reported to the Police, who have been responding & also circulated via social media to make other residents aware.
- It was agreed that the Council should request the numbers of incidents in future reports when these have not been provided.
- 331/17. MATTERS ARISING FROM THE MINUTES:
 None.
- 332/17. MATTERS ARISING FROM THE "OPEN FORUM".
- 332.1/17. Bridleway 8: Stapleford Road to Garden Centre.
 It was noted that there was nothing further to report on this matter at this stage as the new NCC Rights of Way Officer has not started in post as yet.
- 333/17. TO DEAL WITH CORRESPONDENCE.

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

APPENDIX 1 - Noted.

Letter from MP - It was agreed to invite the local MP to the June Full Council Meeting. **Clerk to action.**

It was noted that the Clerk has processed over 430 emails since the February Council meeting & the Assistant to the Clerk 160.

- 334/17. 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.

- 335/17. FINANCE.

- a) Financial Statements and bank reconciliations.

A query was raised with the Chairman of the Finance & General Purposes Committee regarding various overspends. It was noted that these were mainly in relation to providing cover for staff that had been on long term sick leave & therefore could not be avoided.

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.

JL left the meeting at this point.

- e) 2017/2018 Final Accounts.

It was noted that the Internal Audit appointment has been arranged for Monday 16th April 2018.

Details of key dates had been passed to Members prior to the start of this meeting.

Annual Governance Statement – It was RESOLVED that the Annual Governance Statement be approved. All in favour.

The form will now be signed by the Chairman & Clerk as appropriate.

- f) Update banking signatories/mandates – HSBC & Co-Op.
It was noted that the Clerk has prepared the various forms for Members to sign.

LB, JD & KER left the meeting.

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

- 336/17. 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.
It was noted that the latest information on this matter had been circulated to Members by email on 27th March 2018.

- 337/17. 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 05/04/18.
First Aid Box checklist up to & including 05/04/18.
Monthly legionella checks up to & including 05/04/18.
There were no issues to bring to Members attention.

Parish Hall Re-ordering Project Progress Report – It was noted that an updated quote has been requested from the preferred contractor.

Fire Alarm & emergency lighting servicing arrangements – progress report.

It was noted that a quote has not yet been received from AMP, the Clerk will chase accordingly.

Members were asked to note the quote received from O. Heap in respect of PAT Testing.

Car Park Planned Maintenance.

It was noted that tenders are currently being obtained, the closing date being 23rd April 2018.

CCTV System Update.

It was noted that the new DVR is in the process of being installed as previously agreed.

De-fib Training.

The Clerk is currently awaiting a response from EMAS in respect of its request.

Hiring's Update.

Members were asked to consider the latest letter from a hirer & advise staff on how they should respond.

A detailed discussion took place & staff were instructed on how to response.

Asst. to Clerk to action.

It was RESOLVED that local club membership levels should be requested on an annual basis at the end of each financial year. All in favour.

Parish Hall Floor.

The Assistant to the Clerk gave Members an update on the current situation.

It was RESOLVED that the quote for £550 plus VAT from Jay Young Flooring Services Ltd be accepted for the repair to the main hall floor. All in favour.

Modernization of toilet facilities.

Following a report from the Assistant to the Clerk it was noted that quotes are being obtained for a deep clean. The plumbing contractors are submitting a quote in respect of the urinals & will quote for a refurb too as it may be more cost effective anyway.

It was noted that the foyer flooring also needs looking at & possibly replacement considering.

- 338/17. OFFER OF LAND AT FIELD FARM.
Members were asked to note the content of the latest email from the developer.
- 339/17. HS2.
It was noted that HS2 Ltd representatives will be attending the May Council meeting to give a presentation.
The next public consultation is still in the process of being arranged.
- 340/17. CHRISTMAS LIGHTING.
It was noted that quotes have not yet been received from either of the contractors. The Clerk had chased responses after the previous Council meeting.
- 341/17. HEALTH & SAFETY UPDATE.
An update on progress was received from the Assistant to the Clerk & the Chairman.
- 342/17. STANTON RECYCLING - PROGRESS REPORT.
Planning Application – CW8/0817/38.
There was nothing further to report on this issue at this time.
- 343/17. NOTTINGHAMSHIRE “LAMP POST POPPY” CAMPAIGN.
There was nothing further to report at this stage.
- 344/17. APPOINTMENT OF A TEMPORARY ADMIN ASSISTANT - PROGRESS REPORT.
It was noted that the working party have met with staff & are very happy with the situation & therefore do not intend to meet again before the end of the temporary contract period.

It was RESOLVED that the Assistant to the Clerk be employed for 21 hours per week for the remainder of her temporary contract to facilitate attending meetings & being present in the office on Friday's. All in favour.
- 345/17. MEMORIAL TO BE SITED AT THE PARISH HALL - PROGRESS REPORT.
It was noted that the plaque has been received. A location for the tree was discussed & it was noted that a volunteer had come forward to dig a hole ready for planting.

Standing Orders were suspended for the remainder of the meeting.

346/17. GDPR CHANGES UPDATE.

The Members leading on this issue updated Members accordingly.

It was RESOLVED that GC would be appointed the Council's DPO. All in favour.

347/17. CLERK'S REPORT.

2018 NALC Training Programme - One Member is to attend a Planning Course.

2018 APM - The invitation has been accepted & an appropriate certificate will be produced in the office. Draft timetable & refreshment plans were agreed.

Main noticeboard - Quotes are being sought for header signage. Arrangements were agreed for the new noticeboards to be installed.

WW1 Commemorations -

It was noted that there had been a presentation on this earlier in the evening. A decision on this was deferred to the next meeting.

348/17. TO DECIDE ITEMS FOR PRESS RELEASE.

The following items were suggested for the next press release:
APM

349/17. Date of next meeting.

Tuesday 8th May 2018.

There being no further business the meeting closed at 10.15pm.

Signed.....Chairman

Date.....